

ACADEMIC MISCONDUCT REQUEST FOR PAPER-BASED REVIEW FORM

Ordinarily, academic misconduct cases will be heard by a panel on behalf of the Academic Misconduct Committee in the form of a formal hearing. In some circumstances, the case may be considered by a paper-based review, without need for formal hearing (or for the student to be in attendance). In this instance, the evidence and student representations considered by the School are sent to three academic staff members of the Academic Misconduct Committee.

This form is for a student to request that their case be considered by a paper-based review, as set out in the [Academic Misconduct Procedure](https://www.nottingham.ac.uk/academicservices/currentstudents/academic-misconduct.aspx). The request should be made within **5 working days** of receiving notification that your case is being referred to the Academic Misconduct Committee.

Important: Before completing this form, you must read the accompanying Academic Misconduct [Policy](https://www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/academic-misconduct.aspx) and [Procedure](https://www.nottingham.ac.uk/academicservices/currentstudents/academic-misconduct.aspx) very carefully. You may also wish to contact the Students’ Union Education Advisers who will be able to give you help and advice.

|  |  |  |
| --- | --- | --- |
| Title: | Forename(s): | |
| Family name / Surname: | | |
| Student ID Number: | | |
| Contact Address: (*Where correspondence related to the academic misconduct case should be sent)* | | |
| Contact telephone number(s): | | |
| Email Address: | | |
| Undergraduate/Postgraduate: | | |
| Home Department/School: | | Programme of Study: |
| Year of Study: | | Module affected by finding of academic misconduct: |

*If any contact details change you must inform the Complaints and Conduct Team*

**Section 1** **– Criteria for a request for a paper-based review**

Please select the below boxes to confirm that you meet the criteria for your academic misconduct case to be considered by a paper-based review.

|  |  |
| --- | --- |
|  | **I confirm that I do not dispute the School’s/Department’s finding of academic misconduct. I accept that I have committed academic misconduct.** |
|  | **I confirm that I do not dispute the facts of the case and that I have no additional evidence to present, other than that already presented at the meeting with my School/Department.** |
|  | **I confirm that I do not wish my case to be heard at a formal Academic Misconduct Committee hearing and would prefer that my case be presented by a panel only. I understand this means my presence and that of the School will not be required.** |

**Section 2 – Student’s summary**

Please provide a written statement for consideration by the panel which includes:

* An acknowledgment of what it is you are alleged to have done and why this constitutes academic misconduct;
* Your account of events, including an explanation as to why you have committed academic misconduct;
* Any factors that you would like the panel to take into consideration when determining a penalty.

In accordance with the Guide to the General Data Protection Regulations, you should only submit data relating to living third parties if it is strictly necessary for the consideration of your case. Please do not include other people’s data if it is not relevant to your case. Additionally, please notify anyone whose data you are including in your paperwork that you are doing so in order that, if they wish to do so, they can contact the University to object to that data being held.

**Section 4** - **Supporting documentation**

Please list any documentation you have attached in support of request. Please note that if you present any new evidence which was not available and provided at the School/Department academic misconduct meeting, your request for a paper-based review will be rejected and your case will be heard at a formal Academic Misconduct Committee hearing.

**Section 5 – Signature**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

## The paper-based review request form must be signed, dated, and returned no later than 5 working days after receiving notification of the decision referring your case to the Academic Misconduct Committee.

## Please return this form to:

[academic-misconduct@nottingham.ac.uk](mailto:academic-misconduct@nottingham.ac.uk) or, if you are unable to email the form, you can post it to:

*Complaints & Conduct Team, Student Services-Service Development, E Floor, Portland Building, University of Nottingham, University Park, NG7 2RD*

*It is your responsibility to ensure that the form has been completed correctly and that any supporting documentation is listed and attached.*