**Paperwork required for a referral to Academic Misconduct Committee**

For cases of suspected academic misconduct referred to the Academic Misconduct Committee, please ensure that the following documentation is submitted via email to: [academic-misconduct@nottingham.ac.uk](mailto:academic-misconduct@nottingham.ac.uk).

|  |  |  |
| --- | --- | --- |
| **TYPE OF OFFENCE** | **EVIDENCE** | **INCLUDED** |
| **All** | School decision letter sent to the student referring the case to the AMC |  |
|  | Student statement if returned to the School by the decided deadline |  |
|  | Notes from the meeting held between the investigating officer and the student |  |
| Additional School statement (optional) |  |
| School Decision letter sent to student for previous instance (if applicable) |  |
|  |  |  |
| **Plagiarism** | Copy of the student’s piece of work, annotated and highlighted to show link to the sources |  |
|  | Copy of the sources allegedly plagiarised annotated and highlighted to show link to the student’s work |  |
|  | Copy of Turnitin report (if applicable) |  |
|  |  |  |
| **Collusion** | Copy of the student’s piece of work, annotated and highlighted to show link to the other student’s piece of work |  |
|  | Copy of the other student’s piece of work, annotated and highlighted to show link to the student’s piece of work |  |
|  |  |  |
| **Cheating in Examinations** | Copy of the student’s examination script |  |
|  | Copy of the examination question paper |  |
|  | Invigilator report |  |
|  | Confiscated material (if applicable) |  |
|  | Copy of other student’s examination script (if applicable) |  |
|  |  |  |
| **Fabrication** | Copy of the student’s piece of work, annotated and highlighted to show suspected fabrication. |  |
|  | Detailed report of the suspected fabrication |  |
|  |  |  |
| **Failure to disclose previous** | Detailed report of the failure to disclose previous qualifications |  |
| **qualifications** |  |  |
|  |  |  |
| **Failure to obtain ethical approval** | Detailed report of the failure to obtain ethical approval |  |
|  |  |  |
| **Submission of false Extenuating Circumstances claims** | Extenuating Circumstances submission |  |
| Detailed report of suspected false submission |  |
| Evidence to support allegation of false submission |  |
|  |  |  |
| **False Authorship** | Copy of the student’s piece of work, highlighted to show contested material |  |
| Detailed report from the reporting member of staff outlining reasoning for suspecting false authorship |  |
| Evidence relating to the reasoning for suspecting false authorship |  |

Please seek advice from the Secretary to the Academic Misconduct Committee if you are unable to provide the evidence listed above, or if you have any questions regarding the documentation to be submitted.