

Academic Misconduct Self-Referral form

Where a student is dissatisfied with a School’s decision, they may make a self-referral request, for their case to be heard by an Academic Misconduct Committee on the following grounds:

* **A procedural irregularity occurred in the handling of the School’s investigation which had a material impact on the outcome/decision making.**
* **A compelling argument that the decision and/or penalty imposed was unreasonable and/ or disproportionate.**

This request must be made in writing, to the Secretary to the Academic Misconduct Committee ([academic-misconduct@nottingham.ac.uk](mailto:academic-misconduct@nottingham.ac.uk)), within **5 working days** of the date of the outcome of the School investigation. This does not apply where the course of action is to refer the case to the Academic Misconduct Committee. The Secretary will request from the Head of School the decision letter and supporting evidence as required.

**NB** Claims that amount simply to an expression of dissatisfaction with the decision or penalty imposed will not be considered and will be rejected. If your claim is rejected, you will be able to request a review of the decision made by following the ‘**Next Steps**’ section of the Academic Misconduct Procedure.

The range of penalties available to an Academic Misconduct Committee is set out in the Academic Misconduct procedure. In response to a self-referral request a Committee may:

* Determine that academic misconduct has not occurred.
* Reduce the penalty imposed by the School or Department.
* Agree that the penalty imposed by the School or Department is appropriate.
* Impose a more severe penalty than that imposed by the School or Department.

Important: Before completing this form, you must read the accompanying Academic Misconduct [Policy](https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/pol-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.

|  |  |
| --- | --- |
| Forename(s): | |
| Family name / Surname: | |
| Student ID Number: | |
| Contact telephone number(s): | |
| Email Address (University & Personal): | |
| 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** **– Grounds for requesting a Self-Referral**

|  |  |
| --- | --- |
|  | **A procedural irregularity occurred in the handling of the School’s investigation which had a material impact on the outcome/decision making** |
|  | **A compelling argument that the decision and/or penalty imposed was unreasonable and/or disproportionate** |

Self-referral requests made on the above grounds must be supported by evidence and a clear rationale for the grounds claimed. Should a Self-Referral request to the Academic Misconduct Committee be accepted by the Complaints & Conduct Team, students are expected to make every effort to attend the hearing, either in person or via Skype™/ Teams / Video Conferencing where possible.

**Section 2 – Student’s summary**

Please provide a written statement for consideration by the Complaints & Conduct Team as to why you believe your case should be referred to an Academic Misconduct Committee hearing.

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 don’t include other people’s data if it’s 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 3** - **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 Self-Referral will be rejected, unless you provide a compelling reason as to why this evidence was not provided for consideration at the School investigation meeting.

**Section 4 – Signature**

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

## The Self-Referral request form must be signed and 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)

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