



09/06/2020

**Private and Confidential**

**By email only**

Nandi Guo

eeeng3@nottingham.ac.uk

Dear Nandi Guo,

**Student Name:** Nandi Guo

**Student ID:** 14311495

**Course:** U6UECENG BEng Hons Electronic & Computer Engineering

I am writing to invite you to a meeting to discuss an allegation of academic misconduct by way of collusion in your submitted coursework for EEEE3016 Embedded Computing. The meeting will take place at 9.30am on Tuesday 16<sup>th</sup> June 2020 via Microsoft Teams to discuss the allegation.

Please refer to the [Policy](#) and [Procedure](#) which constitute the University of Nottingham's Regulations on Academic Misconduct.

You are required to read the Regulations very carefully before the meeting. You must ensure that you understand the definition and examples of academic misconduct set out in the Academic Misconduct Policy. The Academic Misconduct Procedures outline the Department investigation, meeting procedures and possible outcomes.

The following people are expected to be present at the meeting:

Dr Angela Nothofer (Academic Misconduct Officer)

Dr Ed Morris (Module Convenor)

Marcus Date (Note-taker)

You may be accompanied to the meeting by a supporter. The supporter must be either; an Education Adviser from the Students' Union (or equivalent at UNNC/UMNC), a fellow student, a member of staff, or a Union representative (e.g. BMA, RCN). The supporter may take notes on your behalf, make representations on your behalf and ask questions, but may not answer questions on your behalf.

The SU Education Advisers can also offer advice and support on the Regulations on Academic Misconduct. Please contact Students' Union Advice directly by telephone on 0115 8468730 or by email at [suadvice@nottingham.ac.uk](mailto:suadvice@nottingham.ac.uk) if you wish to speak to an SU Education Adviser.

***Please turn over***



University of  
Nottingham

UK | CHINA | MALAYSIA

Yours sincerely

*Gary Clarke*

**Gary Clarke**

Student Services Senior Administrator

Student Services – Faculty of Engineering