



How to write an Academic Integrity Statement

The following short leaflet provides you with information on how to write an Academic Integrity statement.

Advice tip!

You will find more information on [the type of the language](#) that should be used in your statement as well as [what not to include](#) and some other useful tips in our other publication: [Helpful Features of a Student Statement - a Guide](#). We recommend that you read it in conjunction with this leaflet.

Use the following points to write a statement in which you can explain to the Academic Integrity Officer what happened:

1) Introduction:

- Thank the Academic Integrity Officer for the opportunity to present your statement
- Confirm whether you have read and understood the [Academic Integrity regulations](#) (if you have not read them, please read them when preparing your statement)
- Mention if you have attended any Academic Integrity tutorials or classes and what you knew about Academic Integrity before writing the assignment

2) Main body:

- Explain in short paragraph/s what happened and if you agree or disagree that you have breached the Academic Integrity regulations. Use headings if this is easier
- If there is any mitigation you have (you were ill, had family problems or other negative events affecting you), mention it

3) Reflection and lessons learnt:

- In this part you can explain what you have learnt from this experience
- Write about what you will do to prevent any breaches of Academic Integrity in the future



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- If you have already done something to help, for example read more about Academic Integrity or attended a workshop in the library about referencing or paraphrasing, mention this here as well

4) Summary and ending:

- Summarise the key points you want to make in 3-4 sentences, focusing on the Academic Integrity breach and your reflection
- Thank the Academic Integrity Officer again for their time and suggest you will be willing to answer any questions

Further guidance

For further guidance on Academic Integrity, contact the Advice Centre.

- 02380 592 085
- advice@susu.org

You can also visit us in Building 40, Highfield campus. Our opening hours are Monday–Friday 09.00–17.00.

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