



What happens at the Academic Integrity meeting?

The following short leaflet will give you information on what happens when you are called to an Academic Integrity meeting with an Academic Integrity Officer.

The University has prepared a very useful interactive online resource, which will take you step by step through the AI meeting process. You can access it under following link:

http://edshare.soton.ac.uk/19389/2/story_html5.html

Top Tips for the meeting:

You may be very scared and anxious about the meeting.

Try to pause and remember – the meeting is your opportunity to say what has happened, to reflect on any mistakes made and learn valuable lessons.

While it is normal and natural for your initial focus to be on the outcome, the best way to influence any decision is to prepare, and to seek support and guidance.

During the Academic Integrity meeting:

The meeting will be held in a room with an Academic Integrity Officer and a note taker present.

If you contacted the SUSU Advice Centre before the meeting, you may also be supported by one of the Student Advisers.

An Academic Integrity Officer's role is to find out what happened, whether a breach of the Academic Integrity regulations occurred and to hear your side of the story before they make their decision.

A note taker's role is to write a record of the meeting, usually summarising the main points of the conversation.

Your role is to provide an explanation, to be honest and also to admit if you made a mistake.

Student Adviser's role is to help you in case you feel you are unclear about any aspect of the meeting, or if it seems apparent that you do not understand what has been said. An Adviser may also request a short break if it becomes apparent that you need further guidance, or



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that you are too emotional to continue and need a moment to gain composure. Generally, Student Adviser cannot answer questions on behalf of a student.

What questions will I be asked?

The Academic Integrity Officer may ask you different questions depending on the nature of the breach, for example:

- 1) Whether you had any Academic Integrity breaches in the past;
- 2) What was the writing process of your assignment;
- 3) In case of alleged exam regulations breaches, they may ask about the circumstances surrounding the exam;
- 4) Whether you have attended any Academic Integrity lectures or classes in the past;
- 5) Whether you knew about Academic Integrity and what it means;
- 6) Whether you knew about exam regulations and information available to candidates sitting the exams prior to taking the exam in question;
- 7) Whether you have any mitigation (illness or other factors) you wish the Academic Integrity Officer to take into account when making a decision.

You will have an opportunity to speak, to present a statement if you prepared one (we strongly advise you to write one) and to answer any questions.

The Academic Integrity Office will not tell you the decision during the meeting.

At the end of the meeting you will be told that you will receive the outcome and details of any penalties within 5 working days of the meeting.

The outcome is usually sent out by email.

Further guidance

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



Support 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.

Disclaimer: While care has been taken to ensure that information contained in the Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.

Date: October 2018.