



Academic Integrity Guide

How this guide helps

Our Academic Integrity Guide directs you to the regulations, deals with the question of anxiety and helps you prepare for meetings either with Adviser support, independently or with an alternate supporter.

As set out in our guide to [accessing help remotely](#) – you can access key information and resources immediately. The information and resources in the guide to remote help may either answer your questions or help give them further focus.

Using the guide for information (directed help without an adviser)

This 5-step guide helps you throughout the process, whether you decide to go ahead independently, have another supporter or where we have limited availability.

Adviser support

After reading this guide in full- details of how to access free, independent, and confidential advice can be found in the section *Further Guidance* , and further guidance on our confidentiality policy can be accessed in our *Charter*.

The role of the Adviser is to support you through the Academic Integrity process, to help you prepare for meetings and to attend those meetings with you if availability allows.

Advisers will not collude with you in providing misleading or false facts / evidence. It is our experience that students benefit from providing an open and honest account of their actions.

The Adviser will not be able to predict the outcome of meetings, and speculation as to outcomes is unhelpful.

If you feel anxious

While the clear focus of our service is helping you practically, we recognise you may experience feelings of stress and anxiety.

Recognise that it is normal and natural to feel some anxiety when you are in a formal process. No one wants a letter inviting them to a meeting to discuss their Academic Integrity.

Reflect on what you can control (e.g. preparing for meeting) and what you cannot (e.g. the judgement of the decision maker).

Be aware that these meetings aim to be educational rather than to unduly punish where mistakes have been made.

If overwhelmed by your feelings reach out to the relevant support services [help](#)

Next Steps



Step 1: The regulations

Read the *Regulations Governing Academic Integrity in The University Calendar* [here](#)

Pay attention to the **general definition** of what Academic Integrity is as well as the **categories** of breach.

Make a note of whether you may have breached the general definition and (if so) which category may apply.

Step 2: Checking the letter you have been e-mailed – make a note of:

- The date and times of any meetings
- Whether the category of the suspected breach is referred to
- Whether there is a Turnitin Report included with the e-mail (it is important that you forward any Turnitin report to us).

Step 3: Initial actions:

If you are being helped (see *Further Guidance*), **inform** your supporter of the date and time of the meeting and check if they can attend. It is important you let us/them know quickly so we/they can make arrangements to attend.

Respond to the meeting invitation and inform them if you will be supported in the meeting.

Prepare for the AI Meeting by drafting your Student AI Statement– see our guide to *Academic Integrity Statements*. Your statement is a ‘script’ for your meeting.

Step 4: Your AI Meeting

Ensure that the statement you have for your meeting has an updated account of any steps taken if you have included a section under ‘lessons learnt’.

Submit a copy of your student statement to the note taker in the meeting or e-mail the statement to them afterwards

Inform the note taker if you wish your supporter to be included in the outcome and to receive a copy of the meeting notes.

Step 5 After the AI Meeting

Normally the **outcome of the meeting** will be sent to you within 5 working days along with the meeting notes (which you should check for accuracy and submit your own account if the summary is partial or inaccurate).

Broadly, outcomes may be - no breach found, a penalty imposed within a limited range set out in the regulations or the case is referred to an ‘AI Panel’



Support Advice Centre

You have the **option to request** the matter is referred to an AI Panel if you dispute an outcome of an AI Meeting. If so, you would respond in writing and submit the reason you dispute the outcome and provide any relevant information (normally you would be expected to raise this within a 5 day deadline).

Be **aware** that if you decide to request an AI Panel then you will receive a fresh decision. We recommend doing a short pros and cons list of requesting an AI Panel meeting, reflecting on the potential penalties available to the Panel (see *Regulations Governing Academic Integrity* Section A, point 5.4) and the time it will take to reach the conclusion of the process.

Further Guidance

As a student you have the right to seek independent advice and support regarding your suspected breach of the AI regulations. Our Advisers can help you prepare and make the most of your AI Meeting. They can also support you throughout the process.

To receive help and support, please follow the steps below:

- Email The Advice Centre at advice@susu.org
- Follow the guidance you will receive from us, including:
 - A)** Sending us all the information relating to your case and informing us of any meetings (including any Turnitin report)
 - B)** Send your draft AI Statement and relevant documents to advice@susu.org;
 - C)** You will receive a response from an Adviser, including feedback on your statement. If necessary, and at the discretion of the Adviser, they may arrange a video call to discuss the case with you;

For further guidance on the Academic Appeals regulations, contact The Advice Centre. Tel: 02380 592 085 Email: advice@susu.org.

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