



Academic Integrity Statements

How this guide helps

This guide sets out key reasons for drafting an Academic Integrity Statement, what to include in it and how to use your statement in an Academic Integrity Meeting.

Reasons for an Academic Appeal Statement

While there is no requirement to write a student statement, here is how it may help in an Academic Integrity Meeting. A student statement:

- Helps you focus on key points and flag any mistakes made and lessons learnt
- Shares key points with a supporter before your Academic Integrity Meeting
- Answers the questions the Academic Integrity Officer may have
- Acts as a 'script' in your Academic Integrity Meeting
- Forms part of the official record of the meeting
- Is a written record to help the Academic Integrity Officer consider your response to the suspected breach

Features of an Academic Integrity Student Statement

It should be a **concise** summary of the key points – one or two sides of A4, (around 500 to 700 words)

It may provide the 'context' to any breach while not taking the place of an application for Special Considerations (further details of this distinction can be provided by your Adviser on request).

It should be a **clear** account of the key points – to help with this consider having a clear structure that makes use of:

- Headings
- Paragraphs
- Bullet Points

Potential sections include:



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Introduction – a chance to ‘thank’ the Academic Integrity Officer, make clear you have read and understood the Academic Integrity Regulations, make clear whether you may have ‘breached’ the regulations and also make clear that, if there has been a breach, whether it was deliberate or unintentional.

Main body – if you have breached the regulations – this is an opportunity for you to explain in what way.

The context to any breach – Here you may wish to describe the circumstances around the breach. For example, highlight if, in hindsight, you managed your time poorly and made errors or need to further work on your referencing skills. However, do not mistake a meeting with the Academic Integrity Officer for an application for Special Considerations (speak to an Adviser for further guidance)

Lessons Learnt – If you have identified mistakes made it’s important to also say what you might do to avoid or better manage them in future. For example, you may wish to apply for Special Considerations or request an Extension in similar circumstances.

Also, say what you have done as well as what you intend to do. It may be more helpful to be able to say ‘I have been to the Academic Skills Hub to research referencing’ rather than ‘I plan to do some research on referencing’.

Summary – While the meeting provides ample opportunity to present key facts you may wish to finish with a sentence summarising the key message for the Academic Integrity Officer.

Further help

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

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Date: 09/20 Next review 08/21