



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.

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 Advice Centre before the meeting, you may also be supported by one of the student advisers at the meeting.

The Academic Integrity Officer's role is to find out what happened with your assignment, why there was a breach and your side of the story.

The note taker's role is to write a record of the meeting.

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

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.

The Academic Integrity Officer may ask you questions about:

- 1) The way you wrote your assignment
- 2) Whether you have attended any Academic Integrity lectures or classes in the past
- 3) Whether you knew about Academic Integrity and what it means
- 4) Whether you had any Academic Integrity breaches in the past
- 5) 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 and to answer any questions.



Support Advice Centre

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

At the end of the meeting the Academic Integrity Officer will say 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.

- 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: July 2017.