



How this guide helps

The following step by step guide provides you with basic information and advice on how to write an Academic Integrity statement to support you during the Academic Integrity process. If you would like additional support, you can contact us using the details below. Please note that an Adviser will not be able to predict the outcome of any Academic Integrity meetings.

Advice Centre contact details

- **Tel** 023 80 59 2085
- **Email** advice@susu.org
- **Website** susu.org/support
- **Facebook** The Advice Centre - SUSU

Wellbeing

- It is important to recognise that it is normal and natural to feel some anxiety when you are following a formal process and that the University has support in place to help you with your wellbeing. You can contact the Universities Wellbeing Team on studenthub@soton.ac.uk or by calling 023 80 599 599. They are available 24 hours a day, 7 days a week.

Reasons for an Academic Integrity 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:
- Answers the key question of whether there has been a breach (and if 'yes' if intentional or unintentional)
- Helps you focus on key points and flag any mistakes made and lessons learned
- 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
- Becomes part of the written record to help the Academic Integrity Officer /Academic Integrity Panel consider your response to the suspected breach

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advice and information.*

 advice@susu.org

 **02380 592 085**



Potential sections include:

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 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 you managed your time poorly and made errors or need to further work on your referencing skills.

Lessons Learned– 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. If this is your final year, you may take lessons learned onto professional practice or in your future career. 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.