

# Academic Responsibility and Conduct Statement Writing Guide

## How This Guide helps

The following step by step guide provides you with basic information and advice on what to do if you are told of an alleged Academic Responsibility and/or Conduct breach. 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 Responsibility and Conduct meetings.

## Contact Details



023 8059 2085



[advice@susu.org](mailto:advice@susu.org)



The Advice Centre - SUSU



[susu.org/support](https://susu.org/support)

## 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](mailto: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 Responsibility and Conduct Statement

While there is no requirement to write a student statement, here is how it may help in an Academic Responsibility and Conduct Meeting.

A student statement:

- Answers the key question of whether there has been a breach (and if 'yes' is 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 Responsibility and Conduct a Meeting
- Answers the questions the Academic Responsibility and Conduct Officer may have
- Acts as a 'script' in your Academic Responsibility and Conduct Meeting
- Becomes part of the written record to help the Academic Responsibility and Conduct Officer / Academic Responsibility and Conduct Panel consider your response to the suspected breach

Potential sections include

### Introduction

A chance to 'thank' the Academic Responsibility and Conduct Officer, make clear you have read and understood the Academic Responsibility and Conduct 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 the lessons learned into 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 Service 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 Responsibility and Conduct Officer.

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