

# Academic Responsibility and Conduct 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**.

## Steps to guide you through the academic responsibility and conduct process

Before you read the next steps, remember that often an Academic Responsibility and Conduct breach is unintentional, and the Academic Conduct officer will understand this. They will want this to be an educative experience for you, so you have the skills and resources to succeed on your programme.

### Step 1: Carefully read the email you received

The email you received from the host faculty should outline the alleged breach and give you a clearer understanding of the concerns the Academic Conduct Officer would like to discuss with you. It will also contain the date and time of any meeting and in most instances, some other documentation such as a Turnitin report.

### Step 2: Read the Regulations Governing Academic Responsibility and Conduct

You will find it helpful to gain a general understanding of the process by reading the regulations in The University Calendar: [Academic Responsibility and Conduct regulations](#)

Pay attention to the specific breaches in section 1.3 and using your letter from the host faculty, try to understand more about the alleged breach and whether you believe there has been a breach.

### Step 3: Write a statement

You do not have to write a statement to help you during your hearing, but we strongly suggest that you do. Your statement will act as a script that explains your understanding of the alleged breach and any lessons learned.

We have created a guide to help you write an effective statement which can be found here: [Academic Responsibility and Conduct statement writing guide](#)

Remember, it is important to be honest in your statement and in your hearing. Most breaches happen without intention, but sometimes for various reasons, a person may seek external support. Honesty during this process will help you and reflection on what led to you seeking external support may lead to additional resources being suggested to help you in the future.

### Step 4: Your Academic Responsibility and Conduct meeting

When you attend the Academic Responsibility and Conduct meeting, you can take along someone associated with the University to support you. This can be a fellow student, tutor or a SUSU Adviser.

Ensure that you have your statement as you will be given an opportunity to read this during the hearing. You will be asked to submit a copy of your student statement to the note taker in the meeting or e-mail the statement to them afterwards.

It is normal to be nervous and perhaps even emotional. Try to remember that this is an educative experience, and the Academic Conduct Officer will want to help you succeed on your programme.

### Step 5: After the Academic Responsibility and Conduct 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.

## The potential outcomes from a meeting are broadly:

- There has been 'no breach' and no further action will be taken
- That there has been a breach and you will be sign posted to 'additional learning' resources
- That there has been a breach and a penalty will be imposed (within the remit of the Academic Conduct Officer – see section 5 of the regulations)
- That the matter will be referred to an Academic Integrity panel (either to decide the penalty or to consider the matter generally)

You have the option to request the matter be referred to an Academic Regulations and Conduct panel if you dispute an outcome of an Academic Regulations and Conduct meeting. To do this 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 working day deadline)

Be aware that if you decide to request an Academic Regulations and Conduct panel then you may receive a fresh decision. We recommend drafting a short list of 'pros' and 'cons' to requesting an Academic Regulations and Conduct panel, reflecting on the potential penalties available to the panel (see section 5 of the regulations for more information).

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### *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.*

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