

# Academic Misconduct:

## What is an AIT meeting?

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An AIT is an **Academic Integrity Tutor**, a member of staff who also takes on a voluntary in their Institute to co-ordinate meetings regarding academic misconduct, plagiarism and cheating.

The meeting is your opportunity to find out the problems with your work and explain why you think they have occurred.

There might be some complicated reasons such as illness or bereavement or it might be that you have failed to understand academic conventions for referencing and paraphrasing.

### Why am I going to an AIT meeting?

*Students are only ever called to these meetings because there are problems with their work.*

If you don't understand what the problems are then look back over your work or the **Turnitin** report to try and understand.

It could be you've used direct quotes without quotation marks or you've made a bad attempt at paraphrasing. Maybe you've copied and pasted from Wikipedia! Some students have collaborated too much with other students on their course. Some have also stolen work from others.

### What kind of questions might I be asked?

There's no set questions but they might be:

- can you tell us how you go about your work and finding sources?
- can you explain why you think these problems have occurred?

If you are worried you'll be nervous prepare a short statement or bullet points that you could give to the AIT in the meeting.

It is always best to be open and honest in the meeting and take the opportunity to engage in the process, so be prepared to answer questions. Use this opportunity to explain what has happened and why.

### What will the outcome of my meeting be?

For guidance look at the penalty table on page 6 of the [procedure](#).

However, no penalty is decided until you attend the meeting. And the penalty depends on lots of different things such as your year of study, extend of the problem and your past academic history.

Unless your case is very complicated you will usually be told the outcome of the meeting straight away.

### I've had my meeting and the penalty is too severe, what can I do?

There is procedure to appeal your penalty. If you haven't received any advice from the SU until this point it is worth getting in touch for an appeal.

You have 10 working days to appeal the decision. You will be told about this in the AIT meeting and in the formal notification you receive after the meeting.