

Academic Misconduct

Advice for meetings via email

As per 4.4 of the **Procedures for Investigations of Cases of Academic Misconduct** meeting do not have to take place in person.

4.4 The Academic Integrity Tutor will investigate further, and will ask the student to attend a meeting to discuss the matter. Meetings may take place in person or using audio or video conferencing or in exceptional circumstances (for instance when the student is studying at a Partner Organisation) may take place via email.

www2.worc.ac.uk/registryservices/documents/amc.pdf

My Academic Misconduct Meeting is by Email, What should I do?

Students should prepare a written statement to send to the Academic Integrity Officer before the meeting.

Your statement should include the following:

(Please note depending on your circumstances all points might not be relevant)

- How you went about doing your work
(where you get your sources from, the process of writing your work, do you copy and paste, how do you paraphrase?)
- What you understand by referencing
(you might say you've always struggled or conversely that you thought you had a good understanding)
- What help you've sought in the past, if any
(this might be the Academic Liaison Librarian, Writers in Residence or your PAT etc.)
- Any personal circumstances you want to explain
(it is limited how much these can be taken into account. Even if you had legitimate mitigating circumstances the work you submitted still has to be marked as it is)

What will happen in the meeting if I'm not there?

The meeting will proceed as usual and the correct procedures will be followed. You won't immediately know the outcome of the meeting but will be notified via email of the penalty, if there is one. You will have the usual right to appeal.

For information on what happens in a meeting see our separate advice:

www.worcsu.com/pageassets/helpandadvice/academic/plagiarismcheating/AIT-Meeting-Advice.pdf

What help can I get?

If you are preparing a written statement for an academic misconduct meeting our Academic & Welfare Advisor can read through it for you before you submit it.

Do you need further advice?

An Academic and Welfare Advisor can offer support and advice regarding the Academic Appeals Procedures and attend meetings with students if needed.

To make an appointment:

Phone

01905 543210

Drop in

Students' Union Welcome Desk

Fill out an online enquiry form

www.worcsu.com/helpandadvice/adviceform