**Writing a response to allegations of Academic Misconduct**

**What is an allegation of Academic Misconduct?**

An allegation occurs when a marker suspects academic misconduct, which undermines the values of honesty and integrity in academic work. Academic misconduct, often termed as cheating, includes plagiarism, unauthorized collusion, fabrication, and the use of unauthorized artificial intelligence.

**Do I need to write a statement responding to the allegation, can’t I just tell the AIT during the meeting?**

Yes, writing a statement is not mandatory. However, in our experience of supporting students through this process, we know that statements can be a positive tool.

* Statements enable thoughtful reflection on your work and pre-raised concerns, equipping you to better address questions with a reference point.
* Statements demonstrate to the Academic Integrity Tutor your earnest consideration of the concerns and your thorough preparedness, reflecting a commitment to academic and/or professional integrity.
* Providing your response in advance for meetings helps the AIT gain context and insight into your work and potential issues. This can lead to smoother and more efficient meetings by saving time on explanations.

**How long should my statement be?**

Keep your statement concise, focusing on clear responses to the allegations and your assignment preparation process. Aim for no more than 2 A4 pages, using standard margins, 12pt Arial font, and 1.5 line spacing.

**What should I write in my statement?**

We cannot tell students what to write in their statement not only as each case of alleged academic misconduct is unique, but advisors support students with general guidance and are not permitted to act or speak on the student's behalf. However, it would be helpful to:

* Discuss your understanding of the concerns.
* Provide a brief explanation of how you put your work together.
* Include any evidence you feel substantiates your statement.
* Use clear and concise language.

**When and where should I send my statement?**

Email your statement to the Academic Integrity tutor at least 72 hours before your meeting. If you want a Students’ Union advisor to review it, send it to suadvice@worc.ac.uk at least 5 working days before the meeting. While you can send it closer to the meeting, we cannot assure timely review. Have a copy of your statement available during the meeting for reference.

**How do I book an appointment with Students’ Union Help & Advice team?**

The easiest way to make an appointment is to complete this short, confidential, online [advice enquiry form](https://www.worcsu.com/helpandadvice/adviceform/).

*Disclaimer*

*Every effort has been made to ensure that all information contained on the Help & Advice webpages and associated documents is both current and accurate. However, information within these pages is subject to change without prior notice. Please refer to the University of Worcester’s Academic Misconduct Policy for full details of what to expect from a referral to the Academic Integrity Tutor. This document is based on the advice and guidance of Worcester Students’ Union. No liability can be accepted for any errors or misleading information.*