



Academic Conduct Meeting Guide

Your Students' Union Advice Service





If you've got an invitation to an Academic Conduct meeting, you're probably suspected of academic misconduct.

Don't panic!

It's normal to have questions about these meetings, but the better prepared you are, the smoother the meeting will go.

What is an Academic Conduct meeting?

An Academic Conduct meeting is a [meeting with an Academic Conduct Officer/Educator \(ACO/ACE\)](#) to discuss concerns about your work, usually relating to plagiarism (using someone else's work without citation), collusion (working with someone else) or examination misconduct (cheating in an exam). See [here](#) for an explanation of terms about academic conduct.

What should I do in an Academic Conduct meeting?

- Keep your answers short and to the point.
- It's usual to be nervous so ask for a time out if you feel you need a break.
- Feel free to ask staff any questions which you have.





Don't...

- Argue that the Turnitin report is wrong (it's a tool to help your marker check for any problems - there's no "safe" Turnitin score).
- Worry that you'll be expelled (this can only be done by a Panel).
- Interrupt staff.

In the meeting:

An ACO/ACE might ask you a lot of questions in the meeting, so it can help to think about answers to the questions below in advance:

- Do you understand why you've been invited to the meeting?
- Is the work your own?
- Is this your first piece of work?
- Did you understand the brief?
- Did you share your work with anyone?
- Have you had training about academic writing?



What will happen in the meeting?

The ACO/ACE will usually share the Turnitin report and explain what they think the problem is.

It's then your turn to explain what happened and any reasons for rushing things or making out of character decisions.

You can use evidence, like research notes or drafts of your assessment, to prove that the assessment under investigation is your own work or to explain any extenuating circumstances you were facing when completing the assessment.

- The ACO/ACE won't know whether you've been invited to an academic conduct meeting before.
- The ACO/ACE won't shout at you or ask you trick questions.
- Offences in the same assessment period aren't classed as repeat offences.
- The ACO should give you information about support, and your right to appeal the outcome.
- Other students involved in the case shouldn't attend the meeting with you.



The Outcome

The ACO will usually (not always) give you a decision in the meeting.

- The outcome and any penalties will be confirmed by email later, usually within two weeks.
- Look at the [Academic Conduct Outcome Table](#) for the penalties.
- The level of seriousness is usually based on the amount of original work.
- If you are unhappy with the outcome, you have the right to appeal, and your outcome letter will include more information about this.
- You can read more details about appealing the outcome of an academic misconduct meeting [here](#).





Support

If you are looking for help with an allegation of academic misconduct, [contact Your Advice Service](#) as soon as possible upon receipt of your invitation.

Attach your meeting invite letter, a copy of your Turnitin Report and any other evidence sent with your invitation.

The invitation is the letter with the time and date of the meeting and the type and level of the allegation (not the Teams invitation).

We can help you prepare for the meeting and support you in the meeting, subject to Advice Caseworker availability.

Let the meeting organiser know at least 24 hours in advance if you're being supported.

