



Academic Conduct Panel Guide

Your Students' Union Advice Service





Have you received an Academic Conduct Panel invitation?

If so, it might mean that there are complex or repeated issues with your assessments. If you're a postgrad research student, have severe extenuating circumstances, or if you've appealed an academic conduct outcome, you might find yourself in this situation too.

Is all this a bit overwhelming? Don't let it put you off attending the Panel.

Top tips:

- Answer the questions you are asked clearly.
- It's usual to be nervous so ask for a time out if you feel you need a break.
- Ask any questions you have in the meeting- it can be tough to get answers afterwards.
- Expect several staff to be in the meeting - there's usually seven or eight University staff attending.





What not to do...

- Produce new evidence in the meeting (it can lead to a long delay if you do).
- Ramble or contradict yourself.
- Get angry or frustrated.

Before the meeting:

- You must be given at least 7 working days' notice of the meeting (usually more) and any evidence against you.
- Bring a supporter but notify the Panel about this well in advance.
- Send in a statement beforehand– this speeds the meeting up.
- You can submit evidence, but you don't have to.

Your statement should:

- Clearly outline your version of events.
- Include full dates (day, month and year if you can).
- Be between ½ and 2 sides of A4.



In the meeting

The ACO/ACE presenting the case will explain why they suspect misconduct, and the Panel will ask them questions.

Then it's your turn to explain your side of things, and the Panel will ask you questions.

After both sides have had their say, you'll leave the meeting while the Panel comes to a decision.

This usually takes about half an hour but can be longer if the case is serious. Only the panel members will have a say in the outcome.

You and the rest of the staff present will then rejoin the meeting to hear the decision.

- The Panel should answer any questions which you have and signpost you to support.
- They should tell you about your right to appeal if you disagree with the outcome.
- The Panel might not know when your assessments or resits are likely to happen, or how many attempts you've had at an assessment.
- They won't know whether you have previous offences before making their decision, unless you tell them.



The Outcome

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

- The outcome for the meeting will be confirmed in writing to your University email, usually within two weeks
- Look at the [Academic Conduct Outcome Table](#) for more information about penalties
- If you are unhappy with the outcome, you have the right to appeal the decision. 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.

Include your Panel invitation letter, a copy of your Turnitin Report and any other evidence.

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

Notify the meeting organiser if you're getting support in the meeting, as outlined in your invitation.

