



Academic Conduct Viva Guide

Your Students' Union Advice Service





Have you received an invitation to an ACV- Academic Conduct Viva?

A Viva voice (oral interview or examination) might mean that the University thinks that the work which you've submitted might not be yours.

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

Top tips:

- Attend the meeting.
- Answer the questions that you are asked clearly and briefly.
- It's usual to be nervous so ask for a time out if you feel you need a break.
- Reread the brief, the assessment, and any research notes before the meeting.
- Don't hesitate to ask questions, but don't interrupt either!
- If you can't hear the ACO (academic conduct officer)/ACE (academic conduct educator) easily, or if you don't understand the question, speak up and let them know.



Who will be in the meeting?

There will be two academics in the meeting – the ACO/ACE, and an academic with experience of the subject. They will ask you questions about your work. This could include:

- What specific words or arguments mean.
- How you researched, structured and wrote the work.
- Whether you copied and pasted from other sources.
- How useful the references you used were, and what you thought of them.
- Why you chose certain theories and ways of working over others.

If you can answer these questions easily, the meeting will end and there will be “no case to answer”. Your work will be marked as normal

If you cannot, the viva will proceed to an ACO/ACE (Academic Conduct Officer/Educator) meeting.

You can find more about these on our [Academic Conduct webpage](#).



Support

Get some help

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

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

