

PREPARING FOR AN ACADEMIC OR RESEARCH MISCONDUCT MEETING

If you have been invited to a meeting to discuss an allegation of Academic or Research Misconduct we'd recommend you prepare a written statement in advance of the meeting to help you respond to the allegation.

You might want to use this for your own reference during the meeting or send it in advance

Below is some information that can help you prepare this written statement:

BEFORE YOU START PREPARING:

- read the allegation letter sent to you, and the Turnitin report or other evidence if this has been provided
- make a note of the date of your meeting and when you need to respond by
- if you want to, get in touch with GSU Advice to discuss your case
- familiarise yourself with the misconduct procedures, linked below

[Regulations for Undergraduate or Postgraduate Taught Students](#)

[Regulations for Research Students](#)

WHERE TO START

You should clearly state if you agree with the allegation or not.

Review any evidence and explain any inconsistencies and errors in the evidence provided.

You should address each issue under investigation, use paragraphs and headings to ensure you address each point in turn.

GATHERING YOUR EVIDENCE

If you have any evidence that may support your case you should prepare and send this in advance.

This could include

- copies of drafts of essays
- a list of sources you used
- feedback from tutors on previous work
- a copy of any notes
- any preliminary drafts, recordings or raw data collected when conducting research

Whilst difficult personal circumstances can not be used to explain away allegations of misconduct it can provide context to the university when they consider your case.

CONSIDER

You might want to consider the following when thinking about your response:

- detailing how you went about preparing for your assignment
- what process you followed when completing your assignment
- which computer and software you used
- if you have received a TurnItIn report, had it flagged generic turns of phrase, quotes or formulas that can't be put into your own words

POINTS TO REMEMBER

- Be clear and concise
- Write in a calm and formal tone
- Use bullet points and paragraphs
- Respond to the allegation directly
- Keep any written statements to around two pages of A4 at the most, excluding any evidence

You can use your written statement to support you in preparing for the meeting. It may be useful to send the statement in advance so the university can consider it.

GET SUPPORT

We can help you to prepare your case, if you need any further help and support please get in touch with the [advice service here](#)