

Preparing for a Meeting with an Academic Integrity Panel: Important points to remember

Getting help/advice

- ☐ The **SUSU Advice Centre** provide free, independent and impartial help and advice.
- ☐ Phone: 023 8059 2085 Mon-Fri 09.00-17.00
- ☐ Email: advice@susu.org

Academic Integrity regulations

- ☐ See section IV of the University's Calendar for details of the process and penalties:
<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html>

Why have you have been invited to an Academic Integrity Panel meeting?

- ☐ You should know why you have been called to an Academic Integrity Panel meeting.
- ☐ If you do not know, contact the meeting organiser immediately and ask.

What to do when you get the letter inviting you to attend the Panel meeting

- ☐ Contact the SUSU Advice Centre to get help and advice as soon as possible.
- ☐ Let the meeting organiser know if you will attend or if the date and/or time prevents you from being able to attend – it might be possible to make alternative arrangements.
- ☐ Carefully note the date, time and location of the meeting and **put them in your diary**.
- ☐ Let the meeting organiser know if you require any special arrangements, for example, documents with larger font or regular breaks due to a medical condition.

Preparing for the meeting

- ☐ Carefully read all the documents that you have been sent and check all of the details are correct.
- ☐ If there are no documents, contact the meeting organiser urgently and ask about this.
- ☐ Gather any relevant evidence you might have and share these with the meeting organiser as soon as possible. The SUSU Advice Centre can help you think about the evidence you may have.
- ☐ It is a good idea to prepare a statement and/or make some notes so that you do not forget to mention anything important in the meeting. Information on how to prepare your statement is available from the SUSU Advice Centre.
- ☐ Read the Academic Integrity regulations.

Who is going to be in the meeting?

- ☐ **The Panel:** At least three people from within and outside of your Faculty. It is only the Panel members who make the decision on your case.
- ☐ **Others:** A note taker and someone to present the facts and evidence from the Faculty's perspective will also attend the meeting.

Can you have someone accompany you at the meeting?

- ☐ You can take one person into the meeting to provide you with advice and support but this can only be an advisor from the SUSU Advice Centre, or another member of the University such as your tutor or a fellow student.
- ☐ Only in exceptional circumstances would someone else, such as a parent, be allowed to attend with you and you would need to get permission prior to the meeting for this to happen.

- ☐ It is important to remember that your companion is there to support you but they can't speak for you or answer questions on your behalf. You should ask the Chair if you wish to talk to your companion privately during the meeting.

What happens in the meeting?

- ☐ You should ask if you are unclear about anything at any point during the meeting.
 - ☐ The Panel will understand that the meeting can be very stressful for some students, so if you need a short break, please ask the Chair.
 - ☐ If at any time you feel you would like to speak confidentially to the Panel without the Faculty representative in the room, please ask the Chair. We understand you may have information you do not want to share with the Faculty representative.
1. You should be introduced to everyone at the start of the meeting. If not, you should ask if everyone could introduce themselves and explain what their role is.
 2. The Chair will start the meeting by explaining why it is taking place and outline the evidence.
 3. The person representing your Faculty will present the facts from their perspective and refer to the evidence. You can make notes but should not speak at this point; you will get your chance to respond after they have finished.
 4. You get a chance to speak to the Panel and explain your side of things before any questions are asked. It is important that you are clear, concise and truthful, so many students read out a pre-prepared statement. Your statement provides your account of what happened and often lets the panel know about any lessons you have learned. Information on how to prepare your statement is available from the Advice Centre.
 5. After the Panel have listened to what you and the Faculty representative have to say, they will want to ask both of you questions. The SUSU Advice Centre may be able to help you think through and prepare for some of the most obvious questions.
 6. You can also ask questions if you wish.
 7. The Chair will confirm how and when you will hear about the decision. It may be by letter or email. You will never hear the same day as the meeting, but normally within one week.
 8. The meeting ends and you, your companion and the Faculty representative leave the room.
 9. The Panel will discuss the facts, the evidence and everything that has been said in the meeting and make its decision after you, your companion and the Faculty representative have left the room.

When will you hear about the decision?

- ☐ You will receive a letter or email, normally within a week, informing you of the Panel's decision.
- ☐ If the Panel tell you that you will be informed by email, please check your email every day.
- ☐ Contact the meeting organiser if you have not heard anything after one week.

What if you disagree with the decision/outcome?

- ☐ The letter or email detailing the Panel's decision will also give you information about what to do if you disagree with the outcome.
- ☐ You should also contact the SUSU Advice Centre if you disagree with the decision/outcome.
- ☐ It is important that you act quickly if you plan to appeal the decision.