



ACADEMIC INTEGRITY INVESTIGATIONS

What you need to know if you've been called for a
Academic Integrity meeting



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We understand that attending a meeting about potential academic misconduct can feel stressful, and we want to ensure that you feel supported and prepared.

This guide will help you understand what to expect during the meeting, possible outcomes, and how to prepare in the best way possible.

Good for you to know:

We've sometimes used our own wording in this guide rather than direct quotes from the Academic Integrity policy to help explain it from a different perspective



WHAT IS ACADEMIC MISCONDUCT?

There are two main types of academic misconduct that constitute a breach of the Academic Integrity policy:

Intentional Misconduct:

This can include:

- Copying someone else's work
- Using someone else's work without referencing it or using Artificial Intelligence (AI) to complete your work
- Working with other students on a piece of work that should be completed by yourself
- Paying for, or outsourcing, your academic work. This includes essay mills, which are also illegal.

Unintentional Misconduct:

This can happen if you:

- Fail to reference your sources correctly
- Don't clearly indicate when you've quoted someone else
- Reuse your own past work without citing it
- Paraphrase poorly
- Use a study tool that you don't realise uses Generative AI

By the way!

We're giving you a general overview and this isn't an exhaustive list - if you're not sure if an academic practice or tool is allowed on your course, check with your academic adviser or module lead



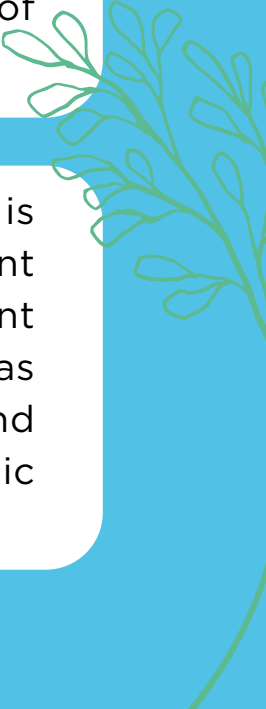
TYPES OF ACADEMIC MISCONDUCT

Plagiarism is using someone else's work or ideas without acknowledging and referencing it properly and appropriately. This can include self-plagiarism, where you present older work that you've done as something brand new.

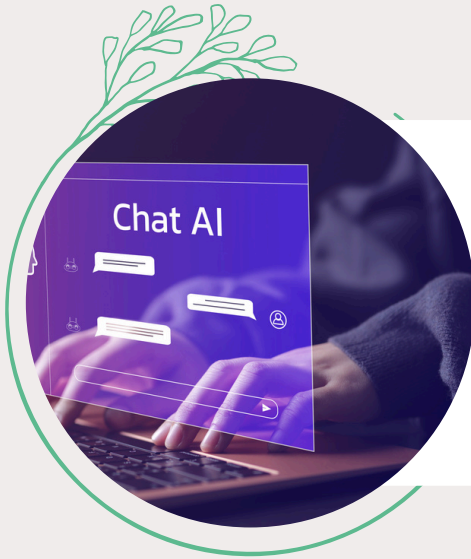
Collusion is working with someone else to produce work that will be submitted by one or both of you, outside of an authorised group-work assignment. It can also mean attempting to collude with someone even if the final work submitted is just your own work.

Contract cheating is when your work has been completed for you, partially or fully, by someone else or you've made the attempt to commission someone to complete your work. This could be another student, an academic, or a third-party provider. These are called essay mills. It could also be uploading an assessment question to a website so that other people can answer it. It's contract cheating regardless of whether you've paid money for the work or not.

Inappropriate use of Generative AI or AI-assisted tools is when AI is used to complete some, or all, of an assessment when it hasn't specifically been authorised in the assessment brief. It could also be not clearly acknowledging when AI has been used to help you formulate your argument, understand the assessment, moderate your work or generate academic ideas.



OTHER TYPES OF MISCONDUCT



Paraphrasing happens when you change only a few words or phrases from the original text. It's not really 'rewriting,' just a slight tweak that can still lead to plagiarism accusations



Self-plagiarism is when you reuse your own past work without citing it or submit the same content as if it's new. This misleads the reader into thinking the work is original, which is dishonest and goes against academic rules

Stay informed:

You can find the University's official definitions of academic misconduct in their [Academic Integrity Policy](#).

Their [Student Guidance for Academic Integrity](#) document also has more information about good academic practice, including how to safely use proof-readers and paraphrasing.



HOW TO PREPARE FOR THE MEETING

The best way to prepare for an Academic Integrity meeting is to review your work and understand exactly how you approached your preparation, research and writing.

Think about:

- How did you prepare for the assessment brief?
- Why did you answer the question or brief in the way you did?
- Where did you get your information, sources and references?
- How did you quote sources or reference other work?
- Did you use any particular software or tools?
- Are there any elements of your work or preparation that might be considered academic misconduct, even if it wasn't intentional?

Be ready to talk about your work and how you approach your studies.

If you have been given any additional evidence before the meeting, like notes from the Integrity Officer or a similarity report, you should also read through that.



WHAT TO BRING TO THE MEETING

Work plans

Prepare any relevant notes or evidence you want the University to consider when reviewing your case. This could include physical or digital work plans, or draft versions of your submission - anything that shows your working. Make sure you are familiar with these and can explain your process.

Exceptional Circumstances

You will have the opportunity to share any exceptional circumstances that may have impacted your academic judgement or studies. If you've been experiencing difficulties, now is the time to be honest. If there is evidence of this, you should make sure you can access it in the meeting.

UEA does not support the use of AI detection software

If a concern has been raised that you might have used Generative AI in your work, we understand it could be tempting to run your assignment through AI detection software for proof.

AI detection software is not currently reliable enough to be used as substantive proof of AI use, and UEA will not accept it as evidence of academic integrity or misconduct.

This means they will not accept reports by AI detection software from you **or** the marker.



It can help to write down key points you want to discuss. This keeps you organised and ensures you can articulate your thoughts clearly.

IN THE MEETING:



At the meeting, there will be **one** Integrity officer (IO), the marker of the work, and an additional member of staff who will type up the minutes. The meeting will start with introductions and an explanation of the process. The marker will explain the issues with your work. You may be asked about your understanding of academic integrity and any related training.

Be honest and open: Explain what happened clearly and show that you've thought about the situation.

Reflect on the experience: Share what you've learned and how you plan to prevent this from happening again. What will you do differently next time?

Be transparent: The university wants to understand the full context. Presenting yourself thoughtfully will help them make an informed decision.

Take your time: Take a breath and try to speak slowly. It's understandable to feel panicked, but slowing down can help you explain your point of view more effectively.

BEING HONEST ABOUT ACADEMIC MISCONDUCT

If you realise that you've plagiarised, colluded or behaved in a way that constitutes academic misconduct, it's best to admit it and apologise as soon as possible.

A big part of demonstrating academic integrity is being honest if you've made a mistake, even if it was an accident.

This doesn't mean you should admit to something that you know you didn't do.

If you firmly believe that you have not breached the academic integrity policy, think carefully about anything that might have led the marker to have concerns about your work.



Academic misconduct outcomes and penalties are considered using a number of factors, which we'll explain next, **but** the longer you wait to be honest with the University, the more serious the penalty could be



ACADEMIC MISCONDUCT CONSIDERATIONS

The Integrity Officer will decide whether you have breached the Academic Integrity policy, and what level of academic misconduct it constitutes. They will take into account the following criteria:

Your experience as a student: have you been studying for long enough that it would be reasonable to expect you to understand what constitutes good academic practice?

The extent of the misconduct: this can depend on the assessment and requirements of your module, but generally considers how much the misconduct has impacted your ability to meeting the learning expectations of the assessment.

Intent to deceive: on the balance of probabilities, how likely is it that you meant to cheat? If there is evidence of commissioning work from a third party, that would constitute a high intent to deceive.

The nature of the misconduct: what is the extent of the misconduct? Is it a small element of poor academic practice that didn't fundamentally change the submitted work, or a much bigger breach where a significant portion of the work has been changed or copied.



POSSIBLE OUTCOMES

The Integrity Officer can issue outcomes for low and medium level breaches.

This could include penalties like:

- an informal warning that is noted on your student record
- a requirement for you to access learning support to avoid future academic misconduct
- a revised provisional mark based on the work that you have clearly demonstrated to have done yourself, or a reassessment opportunity if the revised mark is below the pass mark

High level breaches, including all forms of contract cheating, will be referred to the Senate Student Disciplinary Committee (SSDC).

This can mean you have to attend another hearing, or might be offered Summary Determination, which is usually a more lenient penalty than a hearing outcome.

More information about SSDC and the support available can be found on our website [here](#)



After your meeting, the Integrity Officer will decide the outcome within **20 working days** of the meeting and communicate it to you by email.

You will also have **5 working days to change your response** to the allegation.

Your Academic Integrity Meeting Checklist

Some quick reminders you can use when preparing for your meeting:

- ☐ **Review the evidence:** Check any provided materials (e.g., Turnitin report) and be ready to discuss your sources and approach.
- ☐ **Consider exceptional circumstances:** If applicable, note any relevant circumstances that impacted your work and consider submitting a formal report.
- ☐ **Understand the rules:** Familiarise yourself with UEA's Academic Integrity policy.
- ☐ **Seek extra support:** If needed, get help with referencing or study skills from the Library and Learning Enhancement Team
- ☐ **Be honest and reflective:** Explain what happened, what you've learned, and how you plan to avoid it in the future.
- ☐ **Bring notes:** Write down key points you want to discuss to stay organised and clear.
- ☐ **Be transparent:** Be open and provide relevant context to help the university understand your situation and make an informed decision.



Advice(su) is an independent and confidential advice service provided by the Student's Union, a charity, for all UEA students.

We are **separate** from the University. While we can offer advice and support on navigating the academic misconduct process, we do not make decisions on these matters and cannot influence the outcome.

If you need more support, we would encourage you to reach out to us using our [Enquiry Form](#) outlining your circumstances. As a small team supporting over 17,000 UEA students, we appreciate your patience and understanding as we do our best to support all enquiries we receive.

[Meet the Advice\(su\) Team](#)