



## Writing a breach response

### What is a suspected breach:

A suspected academic breach may occur when a marker identifies a possible breach of the Academic Regulations for Taught Provision. This may mean that it is suspected that an academic offence has occurred such as (*but is not limited to*)...

- Plagiarism
- Unauthorized collusion
- Fabrication
- Re-presentation (self-plagiarism)

### Why have I been asked to give a response to a suspected breach...

If you have been suspected of an academic breach, you will have received an email from **Academic Integrity** alerting you to this. Within this, you will be invited to write a response to the breach allegation.

This response is your opportunity to present your case. You are able to present any important information and context around your circumstances leading up to the assignment. You can present any evidence you feel is appropriate. You are also able to discuss whether you agree or disagree with the suspected breach allegations presented.

### What happens to my response once I submit it...

Once you submit your breach response to Academic Integrity, it will be sent to an Academic Conduct Officer (ACO) to be considered. Your response, along with the suspected breach form, will be considered by the ACO when determining if a breach has occurred.

## Structuring your response

[W. uogsu.com](http://W.uogsu.com) | T. 01242 714360 | E. [su@glos.ac.uk](mailto:su@glos.ac.uk)

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Your response is your opportunity to discuss your personal situation around the breach. You are able to include any context, information or evidence that you feel is most reflective and appropriate of your situation.

You are able to structure this response however you feel best reflects your own experience.

Putting aside enough time to write and review your response thoroughly may be important. It may be helpful to use clear and concise language.

## Example Structure

### Clear Introduction:

- Introduce your own situation and any extenuating circumstances.
- Highlight whether you agree or disagree with the claim.

### Main Body:

- Provide detail of context of your circumstances e.g. dates, times, meetings with University staff, medical appointments.
- Specific details of how the situation impacted your academic experience or performance.

### Conclusion:

- Summarize the points you have stated

**Examples of evidence you could include (*you are not limited to this and do not have to include any evidence if you do not wish to*)...**

- A letter from your GP
- A letter from relevant University services you have engaged with
- Copies of policy and procedure

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- Emails with University staff

## **How long should my response be?**

Your response can be as long or short as you like. You are able to choose whether you wish to respond or not, as well as how long that response is.

You are able to send your response in a format that is accessible to you e.g. word document, email etc.

***\*This is an example of what could be included in a response. You are not limited to this. It is your decision what or how much to include.***

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