

ADVICE SERVICE



Academic Offence Response Guidance

If you have been flagged by a marker as having a 'suspected breach', you will have received a Suspected Assessment Offence Report Form from the marker.

You have 5 working days after receiving this to provide a written response to the allegation, as well as sending any documentation or evidence that may

be relevant. This is your opportunity to present your case, whether you agree or disagree with the breach and any important information or context around the assignment in question.

If you do not respond in 5 working days, it will be assumed that you do not wish to provide a response.

What should I include in my response?

Be honest: Take responsibility for any mistakes, as the panel will view this positively. Denying an allegation and later being found guilty can worsen the outcome but admitting it doesn't mean it was intentional.

Clarify whether the offense was intentional or accidental.

Explain the circumstances surrounding the mistake, if it was accidental: if the offence was unintentional due to extenuating circumstances, explain how these circumstances impacted your assignment.

Be clear in your statement: You can use bullet points, write in chronological order, and break up sections into paragraphs. Base your statement on evidence and objective facts.

If your response explores potential extenuating circumstances, it is a good idea to express if you disclosed this to the University and if you didn't, then explain why you didn't.

What evidence should I provide?

Examples of evidence (not an exhaustive list):

- » Reports from plagiarism detection software
- » Witness statements
- » Suspected sources of plagiarism
- » If your references have been flagged in the breach, providing the links or clarifying where you found the references may be helpful.
- » Academic integrity reports
- » Previous work samples
- » Drafts
- » Research notes
- » Medical evidence
- » Correspondence
- » Police reports
- » Summaries of support needs
- » Screenshots
- » Extenuating circumstances/mitigation information.

The SU Advice Service can provide a proof reading and feedback service, if you feel you would benefit from this support.



In need of advice or extra support? Email us at
suadvice@glos.ac.uk

