



Suspected Breach Responses

Suspected breach: occurs when a marker identifies a possible breach of the academic regulations for taught provision.

This means it is suspected an academic offence has occurred such as (*but not limited to*)....

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

Why have I been asked to respond?

If you receive a suspected breach, you will receive an email from Academic Integrity alerting you it. You will then be invited to write a response to the allegation.

This is your opportunity to present your case and any important information or context around the assignment in question. You are being asked to state if you agree or disagree, or provide any relevant context to be considered when assessing your case. You can provide any evidence you feel is appropriate.

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What happens once my response is submitted?

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

You will be alerted via email from **Academic Integrity** whether a breach has been found. The emails you will have received from Academic Integrity will include a guide that explains the outcomes that can be expected at each breach level found.

Consider when writing your breach response:

- Providing context on your circumstances and any evidence to show this.
- Whether you wish to state whether you agree or disagree with the breach.
- Whether you wish to respond (you are not obliged to)
- Any specific details of how your situation impacted your assignment.

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How long should my response be?

Your response can include as much or as little information as you like. You are encouraged to write a response, as this will help ensure there is as much information available to assess whether a breach occurred as possible.

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

I have been asked to attend a meeting with Academic Integrity, what do I expect?

If you have been asked to attend a meeting in relation to your suspected breach, this is likely to allow the ACO to gather more relevant information to assess the case.

You will need to:

- Confirm with them whether you plan to attend.
- Prepare any additional statement that you wish to highlight in the meeting. Having notes prepared can support you remembering what you wish to say.
- Request any support from SU Advice with at least 4 working days notice.
- Attend the meeting in a timely manner, with your camera on to confirm your identity.