

## STUDENT GUIDANCE: NON ATTENDANCE AT AN ACADEMIC MISCONDUCT PANEL

### What if I am unable to attend the academic misconduct meeting?

#### I want to submit a statement. What should I include?

The Academic Misconduct Panel meeting is your opportunity to discuss the case with the Panel and present your response to the allegations made. This is so the Panel can reach an informed decision as to whether academic misconduct has taken place. All meetings take place via MS Teams and **you are expected to attend**.

However, we recognise that occasionally this is not possible and, if this is the case, you may instead respond to the allegation by providing written representations to be considered by the panel in your absence.

We have provided you with a form that outlines many of the questions which would be asked by the Panel and you are advised to use this form to explain your response to the panel. This is only our recommendation and therefore you may present an alternative statement to the panel.

Before completing the form, you should review the information and guidance available on the [Student Intranet](#). The [Students Union Advice Centre](#) can also help you to prepare your case and your statement.

#### Are there any consequences if I do not attend the panel?

An Academic Misconduct Panel meeting is an opportunity to learn about how the allegation of misconduct has arisen, and how you can ensure you do not commit future offences. If you choose not to attend the meeting you will lose this opportunity. However, the outcome letter you will receive once your case has been decided will outline steps you can take to improve your understanding of the requirements of academic integrity and you should start by taking the 'SS1001: Academic Integrity' module on Moodle and contacting your personal tutor for advice.

You will be expected to address any gaps in your understanding of the requirements of academic integrity. Repeat allegations will require you to attend a further Academic Misconduct Panel meeting and, if proven, are likely to incur a more severe penalty. Failure to attend this meeting will not excuse any future offences as it will be assumed that you are acting in full knowledge and understanding of the Regulations and requirements of good academic practice. There is plenty of support available and we strongly recommend that you take advantage of it.

Finally, please bear in mind that, if you decide not to attend the meeting and as a result do not speak to the panel, the panel's decision will be based on the evidence available, and you will not have any further opportunity to respond to the allegation. Any subsequent appeal on the '*Fresh evidence*' ground is very unlikely to succeed as the panel meeting is your opportunity to provide all the information you would like the panel to consider. You should ensure that you provide any information and evidence to the Academic Misconduct Panel **before** the meeting.

## **What is the deadline for submitting my statement and information to the Panel?**

If you choose to submit written representations for your case, you should ensure that the completed form is returned to [AcademicMisconduct@rhul.ac.uk](mailto:AcademicMisconduct@rhul.ac.uk) by **5pm on the day before your meeting is due to take place.**

## **When will the academic misconduct panel meeting take place?**

The meeting will take place at the time scheduled in your invitation email, unless this had been re-scheduled at your request. The meeting will follow the same format as if you were in attendance; the panel will review the allegation made by the marker and their evidence. They will then consider your statement and your answers to address the allegation. The panel will then make a decision based on the information provided and determine if an offence has been proven. If they determine that an offence has occurred, they will decide, from the range of penalties available, the most appropriate penalty, taking into consideration any mitigating or aggravating factors.

## **When will I find out the decision of the Panel?**

After the meeting the Academic Investigations officer will write up a record of the meeting discussion and prepare a letter which details the decision of the Panel and any penalty, as well as the reasons for these decisions. Once the meeting note and outcome letter are approved by the Chair of the Panel, you will be notified that these documents have been uploaded to your case file. This process can take 1-2 weeks but may be longer during the peak periods of marking assessments. You will not be asked to approve the meeting notes before receiving your outcome, because you were not in attendance at the meeting.

For more detailed information and guidance on what happens in the panel meeting and how the penalty is processed, you are advised to read the Student Guidance for Academic Misconduct Panels located in your case file.



## ACADEMIC SUPPORT

[Academic Regulations](#)

[SS1001: Academic Integrity](#) - Moodle course

[CeDAS](#) - Academic skills, including referencing and how to avoid plagiarism

[Library](#) - guidance and advice on referencing

Your Personal Tutor – contact your School Helpdesk for more info



## WELLBEING SUPPORT

[Students Union Advice Centre](#) – independent advice about the case and support at the meeting

[Wellbeing Service](#) - can provide emotional support

[Disability & Neurodiversity Services](#) – register for support with any long term conditions or a specific learning difficulty