

SOURCES OF SUPPORT

We know that receiving an allegation of academic misconduct can cause anxiety. Extensive guidance has been made available to you in your case file which should answer many of the questions you have around the process, and help you to understand what to expect.

We try to resolve cases as quickly as possible and keep you informed of the progress of your case. At peak periods of the year there can be delays in concluding cases as we respond to a large volume of cases. However, we try very hard to complete the investigation into your case as swiftly as possible so that there is the least possible disruption to your studies.

If you do have any questions about the process, you should email AcademicMisconduct@rhul.ac.uk and we will be happy to answer them.

Listed below are details of the support offered by each area of the University and we strongly encourage you to take advantage of them.

During the Meeting

MS Teams Functions and Live Captions

All panel meetings are held via MS Teams (unless agreed otherwise). MS Teams has a number of functions that you may find useful to use during the meeting. Both staff and students can use the "Share Screen" function to help identify examples of where academic misconduct has occurred. It can also be a way of sharing evidence to discuss with the panel.

MS Teams also provides 'live captions' which will provide subtitles on your screen. As each individual speaks, the words will appear at the bottom of your screen. You can switch this function on as follows:

- Click on the three dots (...) at the top of your Teams screen and click the "Turn on live captions" button.

Caution should be exercised when using this function. Whilst the technology is continually improving, it is not 100% accurate in how the speech is interpreted into text. You are therefore advised not to rely solely on this interpretation of the conversation but to use the tool alongside the discussion itself. If you are unsure what the Chair or Panel member has said, please do ask them to repeat or clarify their words in the meeting itself.

An audio recording is taken of the meeting for the purpose of writing meeting notes, and this will remain available for review until the appeal deadline has passed. Due to the possibility of inaccuracy, any automated transcript taken of the discussion cannot be used as evidence in a subsequent appeal.

The RHUL Student's Union (SU) Advice Centre

[Students Union Advice Centre](#) The SU is a free and independent, student run service that will provide you with specific advice and guidance about your case. They will listen to the details of your case, advise you of the process and provide advice about the information you should submit to the panel and what you can expect. The SU are familiar with the academic misconduct process and the Regulations and will help you to understand any decisions made and why. The SU may also be able to provide you with support at the meeting, should you request this. The SU have additional guidance on their [website](#) regarding academic misconduct and what to expect.

International Students

As an international student, you will be aware that you are required to adhere to the conditions of your visa and your sponsorship to be in the UK. If, as an RHUL sponsored student you are found to have committed **serious** academic misconduct, the visa compliance team will be notified of the outcome of your case. Academic misconduct is taken very seriously and proven misconduct may affect the University's ability to issue a CAS in the future.

Serious misconduct will usually involve cases which have been referred to the Senior Vice-Principal to decide an appropriate penalty, and will include offences such as commissioning or repeat offences of other types of misconduct.

Further details can be found on the [International Student Support](#) pages on the student intranet and you are advised to contact the International Advice Team as soon as possible if you are concerned about the impact of a misconduct penalty on your visa.

Academic Support

Your Personal Tutor

We recommend that you contact your Personal Tutor as soon as you receive an allegation of misconduct. Your tutor will help you to understand the allegation and what this means for you. They will also be able to give advice on how to avoid any repeat offences.

The allegation is raised by the marker of your assessment and as such, they cannot discuss the details of the case with you. The marker will not be involved in the decision on your case and you should therefore not approach them to discuss the allegation or to try and influence the outcome of the investigation.

If you do not know the details of your assigned personal tutor, or are unable to contact them, please ask your School Helpdesk for advice.

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

The Academic Integrity course must be undertaken by all students and can be found on Moodle. Just enter "Academic Integrity" in the search bar to locate the pages.

This is a comprehensive course which will help you to understand the requirements of academic integrity and good academic practice, including how to ensure that you meet these requirements. There is an extensive section on academic referencing and why this is important. Even if you have already completed the course you should consider reviewing the information again if you receive an allegation of misconduct.

The Library

The University Library offers a range of support for students to address their learning and understanding of referencing:

- 1:1 support - Each school has a specialist librarian to help you find resources for assignments, as well as help you reference them accurately. If you would like 1-to-1 support you can book personal appointments with Information Consultants that specialise in your subject. The support offered to you is personal, and your 1-to-1 will be tailored to your needs.
- Referencing support and activities on the Library Space Moodle page.
- Webinars on Referencing located on the Library Space Moodle page.

The Centre for the Development of Academic Skills (CeDAS)

[CeDAS](#) provides a range of services that can support students. They offer group sessions, 1:1 tutorials, drop-ins and resources tailored to studying in your subject area. These activities, delivered both online and in-person, address key aspects of academic writing and communication, maths, stats, numeracy, and studying independently.

CeDAS also offer workshops on 'paraphrasing' specialised for different Schools and their specific styles of writing. To book on to the next course, use the links below.

For students in the school of Life Sciences and the Environment -

<https://moodle.royalholloway.ac.uk/course/view.php?id=9162§ionid=198208>

For students in the school of Engineering, Physical and Mathematical Sciences -

<https://moodle.royalholloway.ac.uk/course/view.php?id=9062§ionid=197531>

CeDAS will also support you in obtaining a University recommended proof-reader, should this be required for your dissertation.

University Regulations

University Regulations are accessible to all students through the student intranet. The Regulations outline the rules and requirements which the University's students, are required to adhere to. You should have been provided with a copy of the Regulations on Academic Misconduct in your case file, however, to access the other Regulations, please visit these webpages.

Personal and Wellbeing Support

Wellbeing: Support & Guidance

The [University Wellbeing Service](#) provides a range of services to help you manage your wellbeing. We recognise that receiving an allegation of this nature and the prospect of attending a meeting with the panel can be daunting and cause anxiety. We therefore recommend you make contact with the Wellbeing team who are fully aware of the procedure and the impact this can have on a student's wellbeing.

The team will help you to get the right support from the most appropriate person or team. Please contact with them if you are feeling worried, upset or uncertain. You will be offered a drop-in or triage appointment with a Wellbeing Adviser who will listen to your concerns. The Wellbeing Advisers will then work with you to develop the support or self-help guidance you will benefit from. This may include putting you in touch with more specialised or clinical services in the department (or externally) which can offer specialised or therapeutic interventions.

The Wellbeing team can be accessed Monday – Friday, between 9am and 5pm. If you feel you need support outside of these hours, you can seek support from Togetherall.

[Togetherall](#)

Togetherall is a safe and clinically managed online community to improve mental health and wellbeing available 24 hours a day. The service includes guides and advice for looking after your mental wellbeing - such as goal setters and journals - alongside being able to connect with a community, and get (or give) anonymous mental health support.

- Connect - with others experiencing similar feelings.
- Feel safe - trained professionals are on hand 24/7.
- Stay anonymous - Togetherall protect everyone's identity within the community.
- Get results - research shows that Togetherall's tools, courses and resources help.

To access the Togetherall pages use the link above. Further guidance on registering can be found on the [Wellbeing pages here](#).

Disability & Neurodiversity Team

The [Disability & Neurodiversity Team](#) support all students who have disclosed a disability, long standing medical condition, specific learning difficulty or mental health condition.

They provide advice and guidance to students to help them navigate services and obtain support for their disability or condition. The advisers will help co-ordinate the right support for you including liaising with your academic department, external providers or specialist support services. To access their support you need to declare your disability and register with them. They can then work with you to implement appropriate support as soon as possible.

Sometimes, it is going through the Academic Misconduct process that helps students to recognise that they are facing difficulties with their studies. If you think this may apply to you, we strongly advise you contact the Team for advice on assessing the challenges you are facing and how they may be able to provide support.