



ACADEMIC OFFENCE STATEMENTS

It's useful to draft a statement in advance of your Academic Offence Meeting as it can help you clarify what you would like to say on the day.

It can also help the Panel get a more full and clear picture of the situation from your perspective.

In advance of drafting your statement, make sure to read through the [University Regulations on Academic Offences](#) as that will help you to:

- understand whether you have committed an offence and indeed which one this may be,
- get a better understanding of the University's definition of the alleged offence, and
- become familiarised with the possible outcomes that may arise from the process.

WRITING YOUR STATEMENT

When writing your statement, you may wish to consider including the following:

• Introduction

Who are you? Confirm what you have been accused of and on which piece of work.

• Intent and Context

Has a breach taken place? If so, was this intentional or unintentional? If you can see where the issue in the work is, explain what you understand this issue to be. Is there an issue with your academic practice? Have you referenced but not done so correctly? Is there a lack of paraphrasing? Honesty is very important.

• Exceptional Circumstances

Was there anything that was impacting your judgment or thinking at the time? Was there anything happening in your life or around the time of the assessment that meant you did not take due care in terms of academic practices? You may wish to note this.

• Reflection

What could you have done at the time to avoid the issue happening? Could you have sought support? If so, from who?

• Impact of Possible Sanctions

Will a penalty have an additional impact? Will this delay graduation? Will you be withdrawn because this is your final attempt? Could this impact your overall classification if you are given a capped repeat and therefore impact a prospective job offer?

• Apology

Apologising for the mistake shows further reflection and understanding.

• Conclusion

What steps have you taken to improve your academic practice since the allegation was brought to your attention? Explain how you are going to prevent this from happening again. You may feel that an apology and a guarantee of future behaviour also fits well here too.



Get In Touch

Remember, the staff in SU Advice are happy to read through a draft of your statement if you would like guidance and feedback on its contents. If you would like further advice, please email su.advice@qub.ac.uk