

Preparing for an Academic Integrity Panel

Drawing on the University of Winchester's [Academic Integrity Policy 2025-2026](#)

Academic Integrity Panels can be a very stressful event. The information below is intended to provide an overview of what the process will look like, as well as some guidance on how you might prepare to represent yourself at the Panel.

If you would like any further support, then please contact the Students' Union Advice Centre.

The Conduct of the Academic Integrity Panel (i.e. What will happen on the day)	Things to Consider Ahead of Time
1. A member of Registry and Academic Quality (RAQ) will minute the Panel. These minutes are confidential to those present. 2. The Panel will meet alone to discuss your case first, then you, the Academic Integrity Officer (AIO), and any support person you bring, will be invited in. 3. A summary of what will happen in the meeting will be given. 4. The AIO will present their case; the Panel may ask questions. 5. You will present your case; the Panel may ask questions. 6. (If appropriate, witnesses may be invited in and questioned. They will then leave). 7. Final comments will be asked for from all parties. 8. You, the AIO, and any support person, will then leave. 9. The Panel will discuss the case, and form a decision (either to conclude, or to require more information); 10. If a decision has been reached, you, the AIO, and any support person, will be invited back in to hear it.	• Have you double-checked the time and date of the Panel, and considered what you may need in order to attend? <i>E.g. if joining via Teams, that you have suitable equipment and a confidential space; you've logged any absence with a tutor, if necessary, etc.</i> If you are unable to attend due to ill health, you will be required to submit medical evidence. • Have you prepared a statement to support your response? Have you reviewed it? <i>You might find it helpful to read it aloud and/or record it and play it back. Above all, you want to make sure it represents you, and the points you wish to make.</i> • Have you gathered any new evidence to present? How will you share it with the Panel? • Would you like someone to accompany you for support? <i>This cannot be anyone impacted directly by your investigation, or someone outside of the University community. It could be another student, staff member, or Students' Union representative</i> • Do you have any questions for the Academic Integrity Officer/the Panel?

Preparing Your Statement

The below offers some guidance on how to construct a statement for the Academic Integrity Panel. Please note, that this is **guidance only**, and the points listed are not mandatory. It cannot be said how including any or all points may impact on the outcome of your case.

Points to Consider	☐	How/Where I've shown this
Thank the Academic Integrity Officer / the Panel for the opportunity to respond to the allegation.		
Explain your understanding of Academic Integrity, specifically the form of misconduct you have been accused of (i.e. plagiarism, collusion, the use of artificial intelligence, etc.).		
Explain how you completed the assessment, did you work with others, what sources did you use, how did you organise your and gather your information, references, etc., what was your understanding of what was required / permitted as part of completing the work independently? <i>Ensure you have covered the areas of your work that the AIO is concerned with.</i>		
Highlight any extenuating circumstances you'd like the AIO to consider. <i>Whilst this can't independently be used to deny an allegation, it can help the AIO gain a better understanding of how you completed the assessment.</i>		
Highlight any evidence you are sharing, and explain how this supports your response.		
Confirm if you are accepting or denying the allegation(s). You may highlight what you've learned from the investigation, and how you will prevent the same issue arising again. <i>If you can see issues within your work, similar to those raised by the AIO, consider if you agree with the AIO. This may not automatically lead to a penalty if you can justify how you completed the work.</i>		
Thank the Academic Integrity Officer, and the Panel, for their time		