

WRITING A STATEMENT FOR ALLEGED ACADEMIC MISCONDUCT

If you have received an allegation of Academic Misconduct from your department, you may have been requested to attend a Departmental or Academic Misconduct Panel. In this case, you are invited to respond to the allegation, in the form of a written statement.

Below is some information that can help you prepare this written statement:

BEFORE YOU WRITE YOUR STATEMENT:

- carefully read the allegation letter sent to you, and the Turnitin report (if you've been given one)
- check the date you need to respond by, and where to submit your statement
- make sure you understand what is being alleged – you can check UCL's information on [Academic Integrity](#) and expectations for academic conduct
- check the evidence provided – do you feel there is enough evidence? does it show considerable similarities to any source texts?
- familiarise yourself with the UCL [Student Academic Misconduct Procedure](#)

SOME THINGS TO INCLUDE WHEN WRITING YOUR STATEMENT:

Say if you agree with the allegation or not, and why. Explain any inconsistencies and errors in your Turnitin report, if you can. For example:

- are there any references the report has missed?
- has the report flagged standard definitions, vocabulary or formulas which can't be put into your own words?
- has the report highlighted standard wording from the task/paper itself?

SOME THINGS TO INCLUDE WHEN WRITING YOUR STATEMENT:

Include any evidence you have to support you - this could include:

- copies of previously submitted drafts of your assignment with references to show that you are aware of academic conduct
- definitions or formulas which can't be altered, given to you from lecture slides or handouts
- a timeline of completing a project and notes on

who you worked with – this could be helpful for a collusion allegation

If applicable, note any extenuating circumstances claims you have submitted - this might help explain why you forgot to reference, or what caused you to collude or plagiarise. Do note that generally, ECs will not lead to an allegation being dropped, but might help the panel to decide between multiple possible penalties

POINTS TO REMEMBER:

- be clear and concise
- write in a calm and formal tone
- respond to the allegation directly
- two pages of A4 at the most should be enough for your statement, excluding any evidence

You can also get in touch to speak to an advisor at the Advice Service – we can help you prepare your statement and read a draft of what you've written before you submit it. You can contact our advisors by completing our [contact form](#), or emailing us at su.advice@ucl.ac.uk.