Hi, I’m Sara and I’m an advisor in your Academic Advice Team here at Bristol SU. As a team, we’re here to support you if you ever have to go through the plagiarism and cheating process. But what does this mean and how can we help?

Plagiarism is the inclusion of any idea or any language from someone else without giving due credit by citing and referencing that source in your work. It can be intentional or unintentional and can happen if the source you’ve used is print or electronic, published, unpublished, or any other person's work.

No matter what form it takes, you’ll need to know what it is and how to avoid doing it! You’ll receive a training session on plagiarism as part of your induction at the University of Bristol and will then need to learn the specific referencing requirements here. There is also some handy advice available and how to avoid it from the Library Service, the Study Skills Service, and within your academic school.

If you are ever accused of plagiarism, please don’t panic! We know that it’s a stressful situation, but we are here to help throughout the process.

It’s likely you will receive a letter inviting you to a panel meeting to discuss the issue and we can help you prepare for this. Please get in touch with us when you receive this invite, send us the letter or email you’ve received from the University, the Turnitin report, and any other evidence of plagiarism you’ve received. You should then confirm to the pane; that you’ll attend the meeting in person.

We’ll brainstorm some of the questions the panel may ask you, to prepare for the meeting. This includes queries like, what do you understand by the term plagiarism? How would you explain the level of plagiarism highlighted by the Turnitin report? How did you write the assignment?  You can find more examples of what the panel may ask you on our Plagiarism Advice page (<https://www.bristolsu.org.uk/support/academic-advice/plagiarism-and-exam-cheating>) Thinking about your answers before the meeting can be really helpful.

We will then help you understand the outcome and next steps. Please don’t hesitate to get in touch with us at [bristolsu-advice@bristol.ac.uk](mailto:bristolsu-advice@bristol.ac.uk), we are a friendly and non-judgemental team and have worked with lots of students going through this process. The students we support often say they feel much better after talking to us.

We understand how worrying this situation can be, you’re not alone!