

**Academic misconduct *viva voce***

**Minutes of meeting**

(DATE)

Microsoft Teams Meeting

Attendees

|  |  |  |
| --- | --- | --- |
| Name | Title | Attended |
|  |  |  |
|  |  |  |
|  |  |  |
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**Introduction**

The aim of the *viva voce* is to give the student the opportunity to demonstrate that

the piece of work is entirely their own and is held to confirm that the student:

• undertook the reading and research themselves.

• undertook all the preparatory work themselves.

• understands what they have written.

• Wrote the piece of work themselves.

The outcome report of the *viva voce* can be used as evidence to justify the convening of an academic misconduct panel (AMP) and the minutes of the *viva voce* can be used during any subsequent AMP.Where the panel’s decision is that the student wrote the work that was submitted in their name for assessment, this ends any investigation into the work, which should be marked and returned to the student as normal.

Where the panel’s decision is that the student did not write the work that was submitted in their name for assessment, the case is referred to an Academic Misconduct Panel (AMP). In these circumstances, the chair of the viva voce examination is expected to be the presenting officer at the AMP.

Where a student does not attend a viva voce examination, the case may proceed to an AMP. The AMP is able to draw a negative inference from a student who fails to attend an academic misconduct viva voce examination.

In cases where the student is unable to physically attend a *viva voce*, the *viva* may be conducted electronically. Electronic meetings may be recorded for the purposes of drafting minutes. All recordings will be deleted following the chair’s confirmation of the minutes. During electronic viva voce examinations, all participants in the meeting are expected to have their cameras on. It is not permissible for the *viva voce* to be conducted by audio only or by telephone.

**Minutes**