

Student Web Guidance – Affirmation Meetings

What is an affirmation meeting?

Affirmation meetings form part of University assessment procedures and are there to help uphold academic standards across all parts of the University.

If there is reasonable uncertainty as to whether a student holds the knowledge presented in a piece of work submitted for assessment, further enquiry may be required to assess the student's knowledge. If this is the case, a student may be invited to attend a meeting with their Course Organiser and/or other member of staff to discuss the assessment.

What will happen at the meeting?

Students will be given information about the reason for affirmation and an outline of what will happen at the meeting. The meeting may take place online and will be chaired by a Course Organiser or another member of staff who is a subject specialist in the topic of assessment. Another member of academic staff will also be in attendance. The scope of the meeting will be restricted to the piece of work in question and the process of how it was completed.

Students have a right to be accompanied at the meeting by another member of the University community e.g. an adviser from the Students' Association or their Student Adviser.

A report of the meeting will be prepared and students will have an opportunity to read and provide comment before it is finalised.

What are the potential outcomes from the meeting?

1. If it is concluded that the student does indeed hold the knowledge presented in a piece of work submitted for assessment, a record of the meeting will be provided to the Board of Examiners and they will be informed that the mark in question is secure. There is no further action.
2. If following the affirmation meeting, the panel concludes that there is sufficient evidence to suggest that the assignment was not the student's own work this could be considered as an incident of Academic Misconduct. The case will then be referred to and considered by the School Academic Misconduct Officer in accordance with the University's Academic Misconduct Investigation Procedures:
<https://www.ed.ac.uk/files/atoms/files/academicmisconductprocedures.pdf>.

If the investigation concludes that Academic Misconduct has occurred, a mark penalty could be imposed.

What support is available to students who have been invited to attend an affirmation meeting?

The Edinburgh University Students' Association Advice Place is an excellent source of support. Academic Advisers at the Advice Place can provide independent advice and support in relation to affirmation meetings and can advise students on what to expect. Further information and contact details for the Advice Place can be found at:
https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/academic/

Students can also speak to the Student Advisers or Student Support Teams for support.

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