

TRINITY LABAN

Student Guidance

Academic Misconduct Viva Voce

Before the Viva Voce

What is a Viva Voce?

A Viva Voce is a meeting between a student and a panel made up of Trinity Laban staff. The purpose of a Viva Voce is to verify that you researched and wrote the work you have submitted for assessment yourself.

Why Have I Been Asked to Attend a Viva Voce?

You have been asked to attend a Viva Voce because there are suspicions that an academic misconduct offence has been committed in the whole of or part of your assessment submission. They usually relate to:

- a) collusion – where a student collaborates dishonestly with another student or students to produce work which they present as their own;
- b) commissioning – where a student approaches a third party (either an individual or an organisation such as an essay mill company) to produce work which the student intends to present or actually presents as their own; or
- c) inappropriate use of generative Artificial Intelligence (AI) – where a student breaches the Conservatoire's guidance on Use of Generative AI in Assessment.

What Happens if I Don't Want to Attend?

You will be offered three separate dates/times for your Viva Voce. If you don't respond within ten working days or you decline all three dates, it will be treated as a non-submission and you will receive a mark of zero for the assessment. This could affect your academic progression, so it is vitally important that you respond quickly if you are asked to attend a Viva Voce

How Should I Prepare for the Viva Voce?

To make sure that you are in the best position to prove that the work you submitted is your own, you should:

1. Re-read the work you submitted for assessment – the panel will be asking in-depth questions about it.
2. Remind yourself of how and where you found your sources and why you chose to use them.
3. If you have printed and annotated any of the resources you used, bring them with you.
4. Bring a printed copy of your assessment submission on the day in case you need to refer to it.
5. If you saved any earlier versions of the assessment submission, bring them with you or send them to the secretary of the Viva Voce panel in advance

During the Viva Voce

Who Will Be on the Panel?

There will normally be two members of teaching staff, at least one of whom will be a subject specialist. Where possible, one member of the panel will be an independent marker who hasn't previously taught you. In addition, the Registrar or someone nominated by them will attend to make sure that an accurate record of the discussion is made and advise on the relevant procedures to be followed.

What Will Happen on the Day?

The panel will ask you a series of questions to assess your knowledge on the subject. You might be asked about the specific research you did for your assessment, how long it took you, and what you learnt outside of lectures. If you chose the topic yourself (e.g.

if it was a personal project), the panel might ask why you chose it, why it interested you, what you hoped to learn from it and what you did learn from it.

The panel should give you plenty of time to answer their questions and prove it is your work. Try to engage with the panel positively and make your answers as full and descriptive as possible.

After the Viva Voce

What Happens After the Viva Voce?

The academic members of the Viva Voce panel will discuss your responses and any evidence you presented and decide whether they are satisfied that the work submitted was your own.

If they are satisfied that it was your own work, then no further steps will be taken and the record of the allegation or suspicion will not be placed on your student file.

If they are not satisfied that all of the work was yours, the Registrar or their nominee will use the Procedure for Handling Academic Misconduct to decide how serious the offence is. This decision will be influenced by the circumstances of the case and any previous academic offences on your record. At stage 1 or 2, a penalty may be set by the Registrar or their nominee. For the most serious (stage 3) offences, an Academic Misconduct Panel will consider the case.

Whatever happens, you will receive a letter explaining the outcome of the Viva Voce, any next steps and your rights. This letter may also include the outcome of the Procedure for Handling Academic Misconduct

Can I Appeal the Result of a Viva Voce?

You can contest the outcome of the Academic Misconduct procedure in accordance with the Procedure for Handling Academic Misconduct.

The letter you receive advising you of the outcome will detail your rights to contest or appeal any penalty applied – you should read this through carefully as there may be specific time frames for taking action.

Advice on Viva Voce

Is There Anyone Who Can Advise Me?

You can ask a Student Advisor in our Student Services team for advice. You could also ask Trinity Laban Students' Union for support or find further information in the Procedure for Handling Academic Misconduct, which can be found on Moodle by searching for "Academic Misconduct". If you have any questions about the procedures and how they operate, you can email Joseph Wengraf, Assistant Registrar (Quality & Governance) at j.wengraf@trinitylaban.ac.uk.