

ACADEMIC CONDUCT AND PRACTICE HANDBOOK

Appendix A – Structure Within Faculties and Role Descriptors

1. **Structure within Faculties (or delegated Schools) for Dealing with Academic Misconduct**

- 1.1 All Faculties (or delegated Schools) will have at least an Academic Conduct Officer per department, for large departments it may be necessary to have multiple Academic Conduct Officer's dependant on caseload.
- 1.2 All Faculties (or delegated Schools) will have Senior Academic Conduct Officers, who are responsible to the APVC (Education), for the management of academic misconduct cases within the Faculty (or delegated School).

2. **Role Descriptors for Academic Conduct Officers**

- 2.1 Each Faculty (or delegated School) will appoint as many Academic Conduct Officers as required to ensure that each of its Departments or Programmes have a named member of staff who is the point of contact for any initial queries concerning Academic Misconduct. Academic Conduct Officers should be members of the academic staff of the Faculty (or delegated School). Academic Conduct Officers will:
 - a. Provide information and guidance within their Faculty (or delegated School) on dealing with cases of suspected academic misconduct as well as being the primary Faculty-based source of advice on preventative measures.
 - b. Conduct Department Level meetings.
 - c. Attend Faculty-level meetings and act as an expert and source of advice in these matters.
 - d. Attend Committees of Academic Enquiry as committee members.
 - e. Academic Conduct Officers should not also be the Senior Tutor or a member of staff responsible for pastoral support for the Department so as to prevent any conflict of interests or confusion on the part of students.
- 2.2 The role of the Academic Conduct Officer has been drafted with the Senior Academic Conduct Officers forum as role descriptions for the Academic Conduct Officers and the Senior Academic Conduct Officers respectively.

2.3 Academic Conduct Officers will:

- a. Act as a point of contact for any initial queries concerning Academic Misconduct within their Department and ensure they are familiar with the regulations as defined in section 12.10.
- b. Provide information and guidance within their Department on dealing with cases of suspected academic misconduct as well as being the primary department-based source of advice on preventative measures.
- c. To act as an investigating officer for cases within their department which may involve fabrication or falsification of records.
- d. To assist support staff with finding materials to support plagiarism cases.
- e. Help formulate Academic Misconduct guidance material for use within their department (in conjunction with other Academic Conduct Officers and Professional Service staff across the Faculty (or delegated School)).
- f. Consider any suspected cases of Poor Academic Practice or Academic Misconduct from within their Department and advise on the appropriate course of Action and refer the case to the relevant support staff and/or Senior Academic Conduct Officer as required.
- g. Conduct Poor Academic Practice meetings for their Department. (with appropriate admin support).
- h. Conduct Academic Honesty workshops for their department (with appropriate admin support).
- i. Attend Faculty-level plagiarism hearings and act as an expert and source of advice in these matters.
- j. Attend Committees of Academic Enquiry as Committee members.
- k. Represent their department at Committees of Academic Enquiry as required.
- l. Attend Faculty Academic Conduct Officers meetings and any other meeting relating to academic misconduct matters.

2.4 There should be a link between the Academic Misconduct and the Director of Education, to ensure that there is an ongoing dialogue about the types and trends of academic misconduct being experienced. This is to ensure the data on types of cases is used to positively improve the student experience and where possible used to plagiarism proof future assignments.

3. Role Descriptors for Senior Academic Conduct Officer(s)

3.1 Senior Academic Conduct Officers will:

- a. Act as a point of contact for any queries regarding Academic Misconduct for the Faculty (or delegated School), in line with the regulations within section 12.10.
- b. With the responsible support staff, determine what steps are necessary to investigate cases which are reported to the Faculty (or delegated School).
- c. With the responsible support staff determined whether a case should be considered under the Poor Academic Practice process within a Department, or whether the case should be considered a Faculty level, or whether the case is sufficiently serious to warrant being referred straight to University level.
- d. To Chair Faculty level meetings, and to ensure that such hearings are conducted in a consistent manner, and that the penalties being applied are being applied consistently to similar cases.
- e. To ensure that cases heard within the Faculty (or delegated School) are being treated consistently and fairly.
- f. To represent the Faculty (or delegated School) as a Faculty Representative at Committee of Academic Enquiries.
- g. To attend Committee of Academic Enquires as a Panel member.
- h. To attend the termly Senior Academic Conduct Officers forum, to ensure cases within each Faculty (or delegated School) are being considered consistently across the University.
- i. To co-ordinate meetings of the Faculty (or delegated School's) Academic Conduct Officers to ensure the sharing of best practice and consider the Faculty (or delegated School)'s approach to academic misconduct. This is to also ensure that Departments are considering cases consistently.