

ACADEMIC CONDUCT AND PRACTICE HANDBOOK

Chapter 3 – Roles and Responsibilities

1. Responsibilities for Partner Institutions

- 1.1 All partner institutions delivering programmes validated by the University of Exeter are required to follow the procedures below, except that Associate Pro-Vice Chancellor Education (APVCE) shall be taken to mean the Higher Education lead for the institution concerned who shall keep the Principal of the Partner Institution and Education Policy, Quality and Standards (EPQS) at the University informed via academicpartnerhsips@exeter.ac.uk.

2. Responsibilities of the University

- 2.1 The University will ensure that all procedures and policies relating to academic offences are fit for purpose and widely available to both staff and students.
- 2.2 The University will ensure that all staff involved in handling cases of suspected academic offences have access to suitable training and development opportunities on academic conduct, which they should have attended.
- 2.3 The University will support Faculties (or delegated School) in developing methods to reduce the incidences of academic offences (particularly in the design of assessment and administering of examinations).
- 2.4 The University will ensure that students have access to appropriate levels of information, advice and guidance.
- 2.5 The University will provide appropriate online training for students in how to avoid academic offences.
- 2.6 The University will keep records of all cases of academic offence, providing annual reports to Faculty Boards and Senate.

3. Responsibilities of Faculties

- 3.1 All Faculties (or delegated Schools) will ensure that they have appropriate arrangements in place in order to comply with the requirements set out in this Handbook. All Faculties (or delegated Schools) will follow the procedures as laid out in this Handbook when handling cases of suspected academic offence, including making sure that staff handling academic offence cases have had appropriate training.
- 3.2 All Faculties (or delegated Schools) will provide evidence which clearly demonstrate where a suspected offence may have occurred. Where an offence is suspected, but the evidence is not sufficient enough to demonstrate this the Faculty (or delegated School) may use the procedures set out in [Chapter 3 - Examinations](#), Section 3.12 - Dealing with suspected Examination Offences, and [Chapter 5 - Marking](#), section 5.4 - Viva Voce, of the Assessment, Progression and Awarding: Taught Programmes Handbook to investigate the matter further and gather evidence. All investigations should be timely, fair, proportionate and non-persecutory. All Faculties (or delegated Schools) will ensure that they have an appropriate named member of staff that an academic can contact if they suspect academic offences when marking. This should initially be the Department Academic Conduct Officer(s) (ACOs), who will act in line with the role descriptor detailed in **Appendix A** to this Handbook
- 3.3 In addition to appointing a named member of staff in each Department, the Faculty (or delegated School) will appoint a Senior Academic Conduct Officer (SACO) and may appoint additional SACOs if caseload requires it. SACOs should have an overview of all academic offence cases within the Faculty (or delegated School) and will act in line with the role descriptor detailed in **Appendix A** to this Handbook.
- 3.4 All Faculties (or delegated Schools) will inform students at the start of their programme that they are required to complete the 'Academic Honesty and Plagiarism module'. All students **should** have completed this prior to submitting their first piece of work.

- 3.5 All Faculties (or delegated Schools) will provide students with assessment cover sheets for written work, or the opportunity to agree to a declaration for electronic submission, which certifies that their submitted work is entirely their own and appropriately referenced.
- 3.6 All Faculties (or delegated Schools) will ensure that Faculty/Department handbooks provide guidance on academic offence, and links to relevant University regulations on academic conduct and honesty.
- 3.7 All Faculties (or delegated Schools) will consider the issue of academic offences when designing assessments in order to minimise opportunities for academic offences, as per section 2.1.2 of [Chapter 2 - Setting and Submission of Assessments](#) of the Assessment, Progression and Awarding: Taught Programmes Handbook.

4. Responsibilities of Students

- 4.1 Students will adopt the University's culture of academic honesty and encourage academic honesty in others.
- 4.2 Students will familiarise themselves with the University procedures relating to academic conduct, their Faculty/Department choice of referencing style and how to avoid academic offences in their work. Ignorance of these procedures and guidance will not be considered to be an excuse for academic offences.
- 4.3 When submitting work for assessment, each student will certify the work is their own.
- 4.4 Each student will complete the 'Academic Honesty and Plagiarism' module and this should be completed prior to submitting their first piece of work. They will seek guidance from their Academic Tutor (also known as Personal Tutor) if further advice is required.
- 4.5 Students should regularly re-evaluate their own understanding of the principle of academic honesty, seeking additional support if required from their Academic Tutor (also known as Personal Tutor) or other relevant staff as indicated by the Faculty (or delegated School) in their Faculty/Department Handbooks.

- 4.6 Each student will participate in any additional training recommended by their Faculty (or delegated School), such as the academic writing course or a tutorial. International students and non-native English speakers can get specialist support through the University's In-Sessional English Language Skills Development programme, delivered

5. Delegation of Responsibility

- 5.1 Where the procedures refer to University officers and members of staff, it is standard practice that such procedures **may**, where appropriate, be handled through an appropriate person nominated by the stated officer/staff member to act on their behalf.
- 5.2 In the cases below where the University Cases Office is referenced, they are acting on the delegated authority of the Divisional Director of Education and Academic Services.
- 5.3 Where reference is made to the Student's Guild Education and Employability Officer, this can mean any elected sabbatical officer of the Guild, acting as the nominee of the Vice President Education.
- 5.4 Where reference is made to a Dean for Taught Students, this **should** be taken to mean the Dean for Taught Students, Associate Dean for Taught Students or the Dean of Postgraduate Research, acting on behalf of the Dean for Taught Students. Where no Dean is appropriate, as all Deans have had contact with the Student, then the Dean **must** delegate their role to an APVCE, who is not connected to the student or the student's Faculty (or delegated School).
- 5.5 Where reference is made to the Faculty Education Professional Services (PS) Lead (or nominee), this **may** mean either the Senior Education Partner (SEP) or a dedicated nominee, who is responsible for academic conduct and maintains a strategic overview of academic offence cases within the Faculty (or delegated School).
- 5.6 Formal responsibility for the implementation of this procedure, within Faculties (or delegated Schools), lies with the APVCE and the SEP.