

# Academic Integrity Officer

Maintaining academic integrity (AI) and associated good academic practice are essential elements of students' experience of studying at the University and the Academic Integrity Officer (AIO) is integral to this.

## 1. Appointment

- 1.1 The Head (or nominee) of each School shall appoint one or more Academic Integrity Officers and ensure internal processes meet the procedural elements of these Regulations.

## 2. Role

An AIO will work (with the support of the Faculty AIO when required) to carry out the role provided for by the University's Academic Integrity Regulations and to educate and inform about good academic practice within their department or School. Specific duties include the following.

- 2.1 Investigating potential breaches of Academic Integrity identified within the School as described in the University's Regulations Governing Academic Integrity. Investigations must comply with required timescales and may involve working with teaching staff/supervisors to collect information to gain an understanding of the circumstances of potential breaches.
- 2.2 Working in partnership with the Faculty's Curriculum and Quality Assurance Team to obtain information on previous Academic Integrity issues and prepare correspondence.
- 2.3 Considering allegations made and, in accordance with the Regulations Governing Academic Integrity, reaching decisions about the appropriate course of action.
- 2.4 Undertaking Academic Integrity meetings with students as described in the University's Regulations Governing Academic Integrity.

- 2.5 Participating in Academic Integrity Panel hearings, as described in the University's Regulations Governing Academic Integrity. This may include attending panels elsewhere in the University.
- 2.6 Helping to promote a culture of academic integrity within the School, sharing best practice in policy and delivery with colleagues within the School, and responding to Institutional issues relating to AI as communicated via the Faculty AIO. This may include attendance at school committees.
- 2.7 Facilitating the dissemination of a consistent understanding of the Academic Integrity Regulations and their accompanying procedures among staff in the School, including ensuring that new staff are aware of the procedures and their responsibilities in relation to AI, and that staff are updated on any changes in regulations and/or procedures.
- 2.8 Facilitating the dissemination of a consistent understanding of the Academic Integrity Regulations, and their accompanying procedures among students in the School, including providing training in AI to undergraduate and postgraduate students within the School.
- 2.9 Working with, and supporting, other AIOs in the School. Deputising for AIOs in other Schools as necessary, for example where conflicts arise or during temporary absence.
- 2.10 Attending Boards of Examiners, as appropriate, and presenting information on Academic Integrity cases as required in the Policy and Procedures for Boards of Examiners.
- 2.11 Where required, liaise with Special Consideration Board to advise on Academic Integrity Regulations and the relation to Special Consideration procedure.
- 2.12 Liaising with the Chair of the Faculty Ethics Committee, or School Ethics Officers, in relation to matters relating to ethics, as appropriate.
- 2.13 In relation to potential breaches involving postgraduate research students, liaise with the Faculty Graduate School Office and Director of the Graduate School to ensure that cases are appropriately handled and recorded.

- 2.14 Working with the Faculty AIO (FAIO) to implement Institutional goals and in relation to local issues relating to students' understanding and maintenance of AI and attend Faculty AIOs' Group meetings.
- 2.15 Escalating specific queries relating to AI cases and procedures<sup>1</sup>, and potential concerns relating to academic practice across the School, to the FAIO, as appropriate.

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<sup>1</sup> This may involve the escalation of breaches where a conflict of interest is identified or additional guidance is required.