

Academic Conduct Officer

Maintaining academic responsibility and conduct and associated good academic practice are essential elements of students' experience of studying at the University and the Academic Conduct Officer is integral to this.

1. Appointment

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

2. Role

An Academic Conduct Officer will work (with the support of the Faculty Academic Conduct Officer when required) to carry out the role provided for by the University's Regulations Governing Academic Responsibility and Conduct 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 Conduct identified within the School as described in the University's Regulations Governing Academic Responsibility and Conduct. 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 conduct issues and prepare correspondence.
- 2.3 Considering allegations made and, in accordance with the Regulations Governing Academic Responsibility and Conduct, reaching decisions about the appropriate course of action.

- 2.4 Undertaking Academic Conduct meetings with students as described in the University's Regulations Governing Academic Responsibility and Conduct.
- 2.5 Participating in Academic Conduct Panel hearings, as described in the University's Regulations Governing Academic Responsibility and Conduct. This may include attending panels elsewhere in the University.
- 2.6 Helping to promote a culture of good Academic Responsibility and Conduct within the School, sharing best practice in policy and delivery with colleagues within the School, and responding to Institutional issues relating to Academic Responsibility and Conduct as communicated via the Faculty Academic Conduct Officer. This may include attendance at school committees.
- 2.7 Facilitating the dissemination of a consistent understanding of the Regulations Governing Academic Responsibility and Conduct 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 Academic Responsibility and Conduct, and that staff are updated on any changes in regulations and/or procedures.
- 2.8 Facilitating the dissemination of a consistent understanding of the Regulations Governing Academic Responsibility and Conduct, and their accompanying procedures among students in the School, including providing training in Academic Responsibility and Conduct to undergraduate and postgraduate students within the School.
- 2.9 Working with, and supporting, other Academic Conduct Officers in the School. Deputising for Academic Conduct Officers 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 Conduct cases as required in the Policy and Procedures for Boards of Examiners.
- 2.11 Where required, liaise with Special Consideration Board to advise on Regulations Governing Academic Responsibility and Conduct 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 Academic Conduct Officer to implement Institutional goals and in relation to local issues relating to students' understanding and maintenance of Academic Responsibility and Conduct and attend Faculty Academic Conduct Officer Group meetings.
- 2.15 Escalating specific queries relating to Academic Conduct cases and procedures¹, and potential concerns relating to academic practice across the School, to the Faculty Academic Conduct Officer, as appropriate.

Document Information	
Author	Academic Responsibility and Conduct Network
Owner (committee)	AQSS
Approved Date	March 2022
Last Revision	June 2024
Type of Document	Role Description

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