

Faculty Academic Integrity Officer

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

1. Introduction

- 1.1 The Dean (or nominee) of each Faculty will appoint a co-ordinating Academic Integrity Officer (AIO) who will liaise with School AIOs, their Associate Dean (Education) and the Quality, Standards and Accreditation Team in advising on and developing AI policy and regulations.

2. Role

A Faculty AIO will act as Faculty Champion for all aspects of academic integrity, including:

- 2.1 Leading and coordinating Faculty implementation of Institutional goals, aimed to improve students' understanding and maintenance of academic integrity in their academic work and working practices.
- 2.2 Supporting School-based AIOs within their Faculty to address local issues around the education of students about the importance of maintaining academic integrity in their academic work and working practices.
- 2.3 Offering support and advice to School-based AIOs in their Faculty in relation to specific queries relating to AI cases and procedures¹.
- 2.4 Participating in the development of good practice in AI and the development of systems and processes within the Faculty and across the University. To work in collaboration with the Students Union, and its Advice Centre to address specific needs raised by students.
- 2.5 Ensuring that there is a consistent understanding of the Academic Integrity Regulations, and their accompanying procedures among AIOs and other colleagues in the Faculty.
- 2.6 Monitoring the provision of support for students and staff relating to academic practice across the Faculty and escalating areas of potential concern to the AI Network and colleagues in the Quality Standards and Accreditation Team.
- 2.7 Working with the Faculty Associate Dean (Education) to plan the implementation of Faculty and Institutional responses to student concerns.
- 2.8 Encouraging and supporting School AIOs in their Faculty in working with the Deputy Head of School (Education) to explore opportunities to improve students' understanding of academic integrity and its maintenance in their academic work and working practices.
- 2.9 Working in partnership with the Faculty Curriculum and Quality Assurance Team and to take advantage of opportunities presented by the School and Faculty level governance structure.
- 2.10 Chairing Academic Integrity Panels as a nominee of the Chair of the Board of Examiners, if requested to do so.
- 2.11 Being an active member of the AI Network, liaising with Quality Standards and Accreditation Team and the AI Network Chair as necessary.
- 2.12 Helping to promote a culture of academic integrity within the University and sharing best practice in AI policy and delivery with colleagues in other Faculties. To respond to issues of an institutional nature, as determined by QSAT, AQSC or other formal education governance group.

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