

Faculty 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 Faculty Academic Conduct Officer is integral to this.

1. Introduction

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

2. Role

A Faculty Academic Conduct Officer will act as Faculty Champion for all aspects of Academic Conduct, including:

- 2.1 Leading and coordinating Faculty implementation of Institutional goals, aimed to improve students' understanding and maintenance of Academic Responsibility and Conduct in their academic work and working practices.
- 2.2 Supporting School-based Academic Conduct Officers within their Faculty to address local issues around the education of students about the importance of maintaining Academic Responsibility and Conduct in their academic work and working practices.
- 2.3 Offering support and advice to School-based Academic Conduct Officers in their Faculty in relation to specific queries relating to Academic Conduct cases and procedures¹.

¹ Which may include advice on circumstances when cases should be escalated to Panel, or the management of cases where a conflict of interest has been identified.

- 2.4 Participating in the development of good practice in Academic Responsibility and Conduct and the development of systems and processes within the Faculty and across the University.
- 2.5 To work in collaboration with the Students Union, and its Advice Centre to address specific needs raised by students.
- 2.6 Ensuring that there is a consistent understanding of the Regulations Governing Academic Responsibility and Conduct, and their accompanying procedures among Academic Conduct Officers and other colleagues in the Faculty.
- 2.7 Monitoring the provision of support for students and staff relating to academic practice across the Faculty and escalating areas of potential concern to the Academic Responsibility and Conduct Network and colleagues in the Quality Standards and Accreditation Team.
- 2.8 Working with the Faculty Associate Dean (Education) to plan the implementation of Faculty and Institutional responses to student concerns.
- 2.9 Encouraging and supporting School based Academic Conduct Officers in their Faculty in working with the Deputy Head of School (Education) to explore opportunities to improve students' understanding of Academic Responsibility and Conduct and its maintenance in their academic work and working practices.
- 2.10 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.
- 2.11 Chairing Academic Conduct Panels as a nominee of the Chair of the Board of Examiners, if requested to do so.
- 2.12 Being an active member of the Academic Responsibility and Conduct Network, liaising with Quality Standards and Accreditation Team and the Academic Responsibility and Conduct Network Chair as necessary.

2.13 Helping to promote a culture of Academic Responsibility Conduct within the University and sharing best practice in Academic Conduct policy and delivery with colleagues in other Faculties.

2.14 To respond to issues of an institutional nature, as determined by QSAT, AQSS or other formal education governance group.

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