

Investigating Officer role descriptor

The University is committed to embedding the values of academic integrity in assessment. The Investigating Officer role is key in supporting the University to uphold the academic standard of its awards.

The main purpose of the Investigating Officer role is to process all cases of academic misconduct on modules owned by the School. The Investigating Officer provides advice and guidance to Module Convenors and Markers to support the embedding of academic integrity in assessment within the School. This includes guidance on how to apply academic judgement in cases where academic misconduct may have occurred.

KEY RESPONSIBILITIES:

1. Attend annual regulatory briefing organised by Academic Regulations.
2. Send an annual email to Module Convenors regarding academic integrity.
3. Hold a briefing meeting with Module Convenors in the School. Discuss the main points in the annual email. Brief staff on resources to support academic integrity and on academic misconduct procedures.
4. Ask Module Convenors to ensure that students are provided with information on the academic integrity requirements in assessment and resources available to support this.
5. Organise ad hoc meetings for Module Convenors to discuss sample misconduct cases. For example, samples of Minor and Major cases.
6. Act as point of contact within the School for guidance on potential academic misconduct cases. This will typically be during assessment cycles.
7. Process all cases of academic misconduct in accordance with the procedures and ensure cases are dealt with promptly including:
 - providing any additional material asked for by the Misconduct Panel Secretary for the evidence file
 - arranging a school meeting to review student's work in cases of personation and arrange to meet with the student prior to the Panel to explain the process
8. Act as a member on a Working Group, as required.
9. Attend training courses or events as requested.
10. Inform Academic Regulations in cases where someone else is covering the role, for example, for a period of research leave.

Overall, time allocation for the role is expected to be equivalent to 2 days per month. The time allocation will be considered by the Head of School as part of the Annual Planning Workload.

A chronology of tasks are set out on the Annual Task List.