

Role of Academic Misconduct Panel Member

The University is committed to embedding the values of academic integrity in assessment. A member of the Academic Misconduct Panel is key in supporting the University to uphold the academic standard of its awards.

The main purpose of a Panel Member is to support the Chair in discussion and decision making to ensure that the University considers all cases of academic misconduct referred to the Panel in accordance with the regulations.

KEY RESPONSIBILITIES:

1. Attend annual regulatory briefing organised by Academic Regulations.
2. Liaise with the secretary of the Panel at Academic Misconduct (academicmisconduct@sussex.ac.uk) regarding your dates of availability. This will typically be around assessment cycles.
3. Review the evidence files in advance of the Panel.
4. Attend the Panel as a member and contribute to discussion and decision making to support the Chair.
5. Supporting the Chair, using academic judgement to determine outcomes and penalties, where discretion is permitted.
6. Act as a member on a Working Group, as required.
7. Attend training courses or events as requested.
8. 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 dependent on the number of members. During 2022/23 Panel members served on an average of 6 Panels at 4 hours, plus preparation and attending briefings. As the pool of members is expanded, it is anticipated that this would reduce to 3 Panels per year, i.e. 1 half day Panel per assessment cycle. The time allocation will be considered by the Head of School as part of the Annual Planning Workload.