

University Academic Conduct Committee

Terms of Reference

Purpose: To receive and consider cases of serious breaches of academic conduct as referred by Academic Conduct Officers. To reach and impose an appropriate penalty in cases which are proven.

Remit

1. To receive and consider all cases of alleged academic misconduct by undergraduate and taught postgraduate students referred by School Academic Conduct Officers.
2. To determine whether academic misconduct has taken place and, in proven cases, to arrive at an appropriate penalty as described in the University *Student Disciplinary Regulations*.
3. To take into account the requirements of professional bodies in the treatment of academic misconduct and to follow those requirements where professional registration is concerned.
4. To request and follow procedural guidance from the Student and Academic Services Department as appropriate.
5. To report the decisions of the Committee to the appropriate Board(s) of Examiners.
6. To make an annual report to Academic Board on the work of the committee and on any general issues which may assist in the University's developmental approach to academic misconduct.

Constitution

Convenor (appointed by the Convenor of Academic Board from amongst the membership of the Board)
 One Dean of School (not associated with any case being considered)
 One Academic Conduct Officer (not associated with any case being considered)
 One student member nominated by Edinburgh Napier Students' Association

To be co-opted for each meeting:

One subject specialist member of academic staff nominated by the relevant Dean of School for each case under consideration

Notes:

The membership of the Committee will need to be drawn from a pool of Deans of School and Academic Conduct Officers as appropriate to the cases being considered by the Committee.

The Committee should be clerked by and draw on the expertise of the University's Appeals, Complaints & Conduct Officer or designated colleague.

Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.

Specific Policy Responsibilities

None

Co-options

Discipline experts as required for the proper consideration of cases.

Quorum

Three members which must include either the Chair or a designated Vice-Chair

Frequency of Meetings

As required

Reporting Line

Academic Board

Minutes

Given the nature of the work of the Committee, minutes will be confidential. An annual report on the work of the Committee will be submitted to Academic Board.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

Notes

Approved by Academic Board 12 June 2015

Amended July 2019 – ‘The Committee should be clerked by and draw on the expertise of a member of staff from the Student and Academic Services Department’ changed to ‘The Committee should be clerked by and draw on the expertise of the University’s Appeals, Complaints & Conduct Officer or designated colleague’.

Amended July 2019 – Paragraph ‘Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.’ added.