

Remit of an Academic Misconduct Officer

Each School appoints an Academic Misconduct Officer to deal with allegations of academic misconduct within Schools.

Duties of an Academic Misconduct Officer include:

- Being first point of contact within the School to give advice to staff and students on academic misconduct related issues.
- Attending academic misconduct training sessions and disseminating information within Schools.
- Receiving reports of alleged academic misconduct from staff/students.
- Determining if there is a case of academic misconduct to answer (this can involve scrutinising all work in the module in association with which the allegation of misconduct has been raised, and also considering academic misconduct reports from examinations).
- Carrying out academic misconduct register checks with the Deans' Office.
- Issuing written warnings to students where applicable.
- Referring cases of academic misconduct to School/University Boards of Adjudication (this includes providing the Convenor with evidence to be issued to both Board members and student(s) concerned).
- Presenting the case of alleged academic misconduct to Boards of Adjudication on behalf of the School.

The first point of contact for academic misconduct register checks is with the Deans' Office (goodacpractice@st-andrews.ac.uk).

For advice on the Good Academic Practice Policy, Academic Misconduct Officers should contact Deans' Office (goodacpractice@st-andrews.ac.uk) or either the Pro Dean Advising & Admissions for Arts & Divinity (prodeanarts-adv@st-andrews.ac.uk) or the Pro Dean Advising & Admissions for Science (prodeansci-adv@st-andrews.ac.uk).