Board of Adjudication: How to Contribute Effectively

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Outline

• The roles of various parties
• Key processes and procedures
• Potential scenarios

• Roles
  • Academic Misconduct Officer (AMO)
  • Convener of Board of Adjudication
  • Member of Board of Adjudication
Before the School Board

• **AMO** considers allegation and decides whether there is a case to answer. **If so:**
  • check whether student has previously received penalty more serious than written warning
  • **if so:** refer to University Board
  • **if not:** choose written warning, School Board or University Board
    • University Board if allegation judged sufficiently serious

• Advice from [deansoffice@st-andrews.ac.uk](mailto:deansoffice@st-andrews.ac.uk)
Organising the School Board

• **Convener:**
  • organises time and location
  • invites student to attend (email & hard copy)
    • at least 5 working days’ notice
    • possible delay if would fall in University holiday, revision or exam periods
  • informs student of right to be accompanied, and/or to be represented or to submit written statement
Organising the School Board

• **Convener:**
  - informs other members of Board and AMO of arrangements
  - circulates copies of evidence provided by AMO to Board members and student
  - arranges for a clerk
Running the School Board

- **Convener:**
  - meets Board members briefly beforehand, to discuss procedure only
  - introduces everyone present
  - explains process and possible outcomes
- **AMO** presents the case
- Student and/or representative responds
- Witnesses may be invited
- Board members question both AMO and student
Concluding the School Board

- **Convener:**
  - invites closing statements, giving student final say
  - informs student that Board will make recommendation to Dean, and student will be informed of outcome within 5 working days
- All other than Board members leave room
- Board establishes whether case upheld
  - if so, Board agrees proposed penalty and rationale
  - fixed set of allowable penalties in GAP policy
**After the School Board**

- Convener emails report to deansoffice@ using academic misconduct form, giving rationale in email (3 working days from Board)
- Deans’ Office approves penalty or proposes amendment
- Convener notifies student of outcome
  - student outcome letter (5 working days from Board)
  - by hard copy and email (cc school, Deans’ Office)
- Convener emails Board minutes to deansoffice@
  - (5 working days from Board)
After the School Board

• If students receive a penalty, they will need to re-take the TGAP course
• Schools should keep track of any conditions their students have to fulfil – this is not done centrally
After the School Board

• Convener contacts panel members, witnesses and AMO to thank them

• Online resources:
  • academic misconduct form
  • template for Board minutes
  • template for outcome letter
  • https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/#G
What to do if?

- Student get upset or refuse to speak
- Student do not show up
- Student brings their sister (not in the University)
- Student reveals unexpected complications – e.g. a collaborator or a coercer
- Group misconduct
- The AMO does not turn up
University of St Andrews

www.st-andrews.ac.uk