Board of Adjudication: How to Contribute Effectively

Dr Stephen Tyre – Pro Dean Advising and Admissions - Arts & Divinity

Dr Graham Kirby – Pro Dean Advising and Admissions - Science
This session will cover:

• Key Processes and procedures
• The roles of various parties
• Potential scenarios
School Board or University Board?

• Depends on previous academic misconduct and seriousness of allegation
• Please use academic judgement
• Academic Misconduct Officer (AMO) can advise
• goodacpractice@st-andrews.ac.uk can also advise
Organising the Board

Convenor must:

• Invite the student to attend (both email and hard copy)
  • Student must receive at least five working days’ notice
  • Possibility of rescheduling if Board falls into University holiday, revision or exam periods
• Inform student of the right to be accompanied, or to be represented or to submit a written statement
• Organise a time and location
• Inform other member(s) of Board and AMO of arrangements
• Circulate copies of evidence provided by AMO to Board members and student
• Arrange for a clerk
Running the Board

Convenor to:

• Meet Board member(s) beforehand, only to discuss procedure
• Introduce everyone present and explain process and possible outcomes
• AMO presents the case
• Student and/or their representative responds
• Witnesses may be invited
• Board members question both AMO and student
Concluding the Board

Convenor to:

• Invite closing statements
• Inform student that Board will make recommendation to Dean and they will be informed within five working days
• AMO and student leave room
• Board establishes if case if upheld ‘on the balance of probability’
• If case is upheld, Board agrees penalty and reasoning
After the Board

• Convenor emails goodacpractice@ within three working days of the hearing with Academic Misconduct Form and summary of the hearing

• All other documents (minutes and outcome letter) must be sent to goodacpractice@ within five working days

• All templates can be found online: https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/#G

• Write to thank panel members, witnesses and AMO for their help
Penalty

• Deans Office will email to let you know whether the penalty has been approved by Pro Deans (or Deans) or suggest alternatives
• Write to student (both email and hard copy) to inform of outcome of the hearing within five working days
• Cc DoT, Deans’ Office, Senate (and Adviser for module level penalties)
• 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
Resources

• Policy and all templates needed are online: https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/#G
• Use template letters, as they are structured to reduce appeals
• AMO in your School can be consulted
• goodacpractice@ can also answer queries
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