

Role Description: Academic Integrity Officer

The Academic Integrity Officer is a nominated member of academic staff who is responsible for ensuring consistency within a School/Faculty in relation to the implementation of plagiarism procedures and practice and the investigation of suspected cases of plagiarism, in order to ensure equity of treatment of students. The role also involves plagiarism education, including raising staff and student awareness of plagiarism issues.

NB. In some Schools/Faculties, the Examinations Officer is also the nominated Academic Integrity Officer.

The principal duties of the Academic Integrity Officer are:

- Overseeing the investigation of suspected cases of plagiarism, including involvement in any University-led investigations;
- Ensuring consistent procedures and practice across the School;
- Working with Tutors to raise awareness of plagiarism issues;
- Actively promoting the use of Turnitin within the School/Faculty and developing standard practices in consultation with colleagues;
- Promoting good practice in academic writing and sharing best practice with other Schools;
- Ensuring that all students in the School/Faculty complete the online plagiarism tutorial (to be implemented in 2012/2013);
- Providing discipline-specific content for the generic online tutorial if required (as of 2012/2013).