

Investigating Officer Annual Task List

Action date	Task area	Details
September	Research leave	Inform Academic Misconduct office of any research leave planned and name of staff member covering IO role in absence.
Autumn term	Regulations briefing	Attend academic misconduct briefing organised by Academic Misconduct office
Ongoing	Academic misconduct cases	Follow academic misconduct procedures and act as point of contact for queries. Ask for PS support in compiling evidence file, e.g. assessment task, course handbook and/or Canvas statements on misconduct; material on academic integrity from lecture slides.
Ongoing	Misconduct induction	Offer misconduct induction session to new academics responsible for a module/course.
Prior to A1 and A2	Email to students on academic integrity	Review template email sent by Academic Misconduct office and discuss locally how School will inform students.
Prior to A1 and A2	Email to Module Convenors on academic integrity	Review template email sent by Academic Misconduct office and send to Module Convenors
November	Offer briefing with Module Convenors	Offer to meet with Module Convenors to discuss: <ul style="list-style-type: none"> - guidance provided in standard email to MCs - MCs to ensure that students are referred to academic integrity resources (referencing insert in handbooks, confirm referencing style used within the discipline, refer to Skills Hub for technical guidance on referencing styles; academic integrity videos on Canvas) - MCs to hold an academic integrity briefing for students where academic integrity is not covered in a core module
As required	Organise ad-hoc meetings for Module Convenors	Request sample assessments held by Academic Misconduct office to support understanding of marking up requirements for Panel.
December	Canvas academic integrity videos	Ask Module Convenors to remind students of Academic integrity resources in advance of A1.
May	Canvas academic integrity videos	Ask Module Convenors to remind students of Academic integrity resources in advance of A2.