

COMMITTEE OF ENQUIRY – TERMS OF REFERENCE

Responsibility of the Committee

The Committee of Enquiry is responsible for investigating suspected cases of academic unfair practice and, in the event that a case is substantiated, to determine the penalty to impose in accordance with QA 23 – Academic Integrity and Misconduct

Composition

The membership of each Committee of Enquiry will be selected from a Standing Panel comprising all Programme Leaders.

Each Committee of Enquiry shall normally consist of:

- 2 academic staff members including at least one Academic Integrity Officer who will act as Chair
- Secretary (Quality Assurance Nominee)

Whenever possible the Committee of Enquiry shall not contain members of staff who lecture on the programme that the student is studying.

Terms of reference

Each meeting of the Committee of Enquiry will be conducted in accordance with QA 23 – Academic Integrity and Misconduct and the outcomes of the Committee will be formally recorded by the Secretary.

Last approved by Academic Board: September 2021