

SUMMARY OF ACADEMIC POLICY DECISIONS – SPRING 2004

This information note refers to decisions made at the following meetings:

ASC – 25 February 2004

Senate – 17 March 2004

The meeting of ASC scheduled for 25 February 2004 was cancelled due to industrial action. An extraordinary meeting of the committee was held on 1 March 2004 to address urgent items.

Minute numbers are given to indicate the source of the information set out below. Where extracts of minutes are included verbatim, this is indicated by speech marks.

FOR INFORMATION

1. Handling of Suspected Cases of Cheating in Examinations (S.M.26/04)

‘Resolved:

that the following new procedure for handling cases of suspected cheating in examinations be adopted with immediate effect:

- a) The Examinations Officer liaises with the Department concerned to determine whether the material is of relevance to the subject.
- b) Taking the nature of the item and the view of the Department into account, if it is deemed that the student had been careless and had **not** attempted to cheat, a warning letter is issued by the Examinations Officer and copied to the Department and the relevant School Office.
- c) The warning would be considered in the case of future incidents, whether in the same or future exam sessions. If a student were reported on suspicion of cheating, the Examinations Officer would check whether a warning had already been issued. If it had, the case would be passed immediately to the Dean to be progressed in accordance with the Academic Offences Procedures.
- d) If the view emerged that the student was attempting to cheat, the case would be passed immediately to the Dean to be progressed in accordance with the Academic Offences Procedures.’

2. Term dates 2004/05 and 2006/08 (S.M.42/04)

‘Resolved

that the following revised term dates be approved:

2004/05

Autumn term	Thursday 7 October 2004 – Friday 17 December 2004
Spring term	Monday 17 January 2005 – Friday 25 March 2005 (Good Friday) (last day of teaching Thursday 24 March 2005)
Summer term	Monday 25 April 2005 – Friday 1 July 2005

2007/08

Autumn term	Thursday 4 October 2007 – Friday 14 December 2007
Spring term	Monday 14 January 2008 – Friday 21 March 2008 (Good Friday) (last day of teaching Thursday 20 March 2008)
Summer term	Monday 21 April 2008 – Friday 27 June 2008'

Joanne Tallentire
Senior Assistant Registrar

May 2004