

Academic Integrity Framework
Code of Conduct for Post Assessment Vivas

Academic integrity guidance (GB4.3.4) states that 'If the ACP [Academic Conduct Panel] can determine that a post assessment viva is to be carried out with a view to establishing the student's authorship of the work under consideration, such viva should take place before any meeting of the ACP that the student attends. The post assessment viva itself does not replace the ACP process.'

Any post assessment viva carried out as part of academic integrity procedures must adhere to the following stipulations:

1. The student is given advance warning of the viva and the reason for this, which is to determine whether, on the balance of probabilities the student was the sole author of the assessed work;
2. Any post assessment viva should focus on the relevant assessment rather than determining broader understanding;
3. The viva should be scheduled as quickly as possible after the marker has flagged a concern and prior to the meeting of an ACP;
4. The viva should be typically 20 – 30 minutes in length;
5. The student may ask for the presence of someone for support, e.g. their personal tutor and should share the name and status of that person in advance of the viva (this person should be provided with the published Guidance for people accompanying a student who is being investigated for alleged academic misconduct);
6. The student should be questioned by someone with an appropriate level of subject knowledge (not the marker who has referred the work): the 'subject expert';
7. A colleague from within the department in a professional services role should attend to note take and those notes should form part of the materials considered by the ACP;
8. Questioning should be used to determine that the student is able to defend verbally what they have submitted and therefore if it is likely that they were the author;
9. The viva should be conducted in a collegiate, sensitive manner;
10. The subject expert who conducts the viva should then form part of the ACP (along with two members who have not had involvement with either the original assessment or the viva);
11. In cases of suspected collusion, the academic integrity guidance B 4.6 Special Rules for Collusion Cases applies.