



# ICHAS

## Section 7– Policies and Procedures on Teaching, Learning & Assessment

**Subject:** Procedures associated with Breaches of Academic Integrity

Date Approved by Board of Directors: June 2022

Policy Version	1/2022	Date due for Revision	February 2024
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Parent Policy	Policy for Academic Integrity
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### INTRODUCTION

Breaches of Academic Integrity are considered breaches of discipline. Any Learner who is the subject of a disciplinary procedure has the right to appeal and to have that appeal heard with due consideration and haste. As a reminder, Breaches of Academic Integrity include but are not limited to:

- Plagiarism – “Plagiarism is presenting the work of others as if it were his/her own without proper acknowledgment” or “Copying of words and works of another author without providing proper attribution.” (ENAI 2018, p. 34, p. 45).
- Self-plagiarism, auto-plagiarism, text recycling, duplicate assessment or publication or multiple submission – the unauthorized submission of an assessment concurrently or “recycling or borrowing content from authors own previous work without citation” or authorisation. (ENAI 2018, p. 40)
- Collusion - involves working with others without permission from the relevant lecturer to produce work which is then presented as an individual’s own independent work
- Breach of examination regulations.
- Fabrication of source data or any source material or any “making up data, experiments, or other significant information in proposing, conducting, or reporting research” (ENAI 2018, p. 21)
- Falsification – “Forging educational, research or scholarship content, images, data, equipment, or processes in the way that they are inaccurately represented” (ENAI 2018 p. 21)
- Falsification of data – “Unjustified manipulation of research data with the intention of giving a misleading impression” (ENAI 2018, p. 17).
- Impersonation of others in an assessment or the unauthorised commissioning of a third party to do work for an assessment. This includes the use of “ghostwriting” “essay mills” “paper mills” “contrast cheating”

- Misleading attribution, falsifying references, false credentials – referencing a non-existent source or any deliberate inaccuracy in referencing
- Bribery - the offering, promising, giving, accepting or soliciting of an academic advantage for any form of inducement.
- Favouritism, nepotism, clientism or patronage – giving an unfair advantage to a student based on acquaintance, friendship or familial relations.
- Exploitative Relationships - Mistreatment of person(s) in order to benefit from unmerited advantages.

## RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Learner	Ensure Academic Integrity. If or where concerns are raised to cooperate with investigations
Lecturer	Highlight any concerns
Programme Director	Investigate any concerns raised and determine actions associated with potential breaches of academic integrity
Registrar	Coordinate any disciplinary processes and ensure fair process
Director of Studies	Arrange for independent review of suspected academic misconduct
Vice President (Academic Affairs)	Oversee the Process

## PROCEDURES

- If examiners, invigilators or any member of faculty suspect breaches of Academic Integrity have occurred, they should report their suspicions to the Registrar.
- If sufficient evidence is presented to support suspicions, the students must be formally notified (with copies of relevant policies and procedures) of the investigation and their rights.
- A deliberative interview comprising of the relevant Programme Director and the Registrar should be arranged to review the allegation.
- The student has the right to attend the deliberation session and has the right to nominate a witness to attend.
- The witness will have no role in the deliberation other than to witness the proceedings
- The interview should be conducted in a non-adversarial way however if either party decides upon legal representation for the meeting, sufficient notification should be given to the other party in order that the option of reciprocal representation be made possible.

- During the interview the student's work is discussed, with the aim of determining whether the allegations are founded and, in the case of minor breaches, what the appropriate penalty will be enacted.
- In the case of more serious breaches of academic integrity or where misconduct has previously occurred the matter will be referred to the Disciplinary Committee where a formal disciplinary process will be initiated – see Terms of Reference for the Disciplinary Committee.
- In all cases a record is held and reported to the Board of Examiners.
- If the concerns are deemed to be due to an error of judgement or misunderstanding, the student will be offered additional support for future academic work which will be designed to be developmental and address misunderstandings of academic conventions etc.

### **Possible Penalties For Breaches Of Academic Integrity**

If the investigating members of either the deliberation meeting or the Disciplinary Committee are satisfied on the balance of probability that Academic Misconduct has occurred, a number of options are available which are administered in proportion to the offence with higher penalties for repeat incidence of misconduct.

- A mark of 0% may be awarded for the assignment under investigation.
- An appropriately reduced mark, other than zero, may be awarded.
- The student may be offered the opportunity to repeat the assignment under the conditions of the relevant policy on repeat assessment.
- A remedial action plan may be agreed with the student.
- The student may be required to repeat the relevant module.
- Temporary or permanent record of the offence can be placed on the students file (may be applied in conjunction with other penalties).
- Suspension from the programme.
- Expulsion from the College.
- Additionally, penalties for breaches of academic integrity in an examination's context, may include:
  - Setting aside all or part of the overall examination while permitting the candidate to take the examination again at the next available opportunity or in the following year.
- In the case of contract cheating concerns will be reported to Quality Qualifications Ireland who are responsible for bring prosecutions under section Section 43A of the Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019.

### **Procedures Associated with Formal Meetings of the Discliplinary Committee in Relation to Breaches of Academic Integrity**

The Disciplinary Committee will be tasked with consideration of the nature of alleged

misconduct or impropriety and make appropriate recommendations. It will normally restrict its deliberations to more serious allegations or suspicions and act as per the Terms of Reference for the Disciplinary Committee as set out in Section 2 of the QAE Manual.

- All disciplinary proceedings associated with Breaches of Academic Integrity must be noted in writing (including verbal warnings).
- All warnings must be signed and dated and filed appropriately.
- A student must be given a copy of any warning under cover of secure and traceable means of deliver and a copy of the receipt therein added to the student file.
- A student must also be advised of their right to appeal, the processes associated with appeals and given a copy of the appeals form.
- Appeal decisions will be made in line with the Procedures associated with Appeals and the College Policy on Appeals.
- Where a student is unhappy with the final decision of the Appeals Committee and wishes to appeal to a judicial system, the decision of the Appeals Committee will not be binding until the decision of the judicial process is made known. Where the judicial process overturns or nullifies the decision of the appeals board this decision will be deemed to be binding.

### GRAPHICAL PRESENTATION OF PROCEDURE

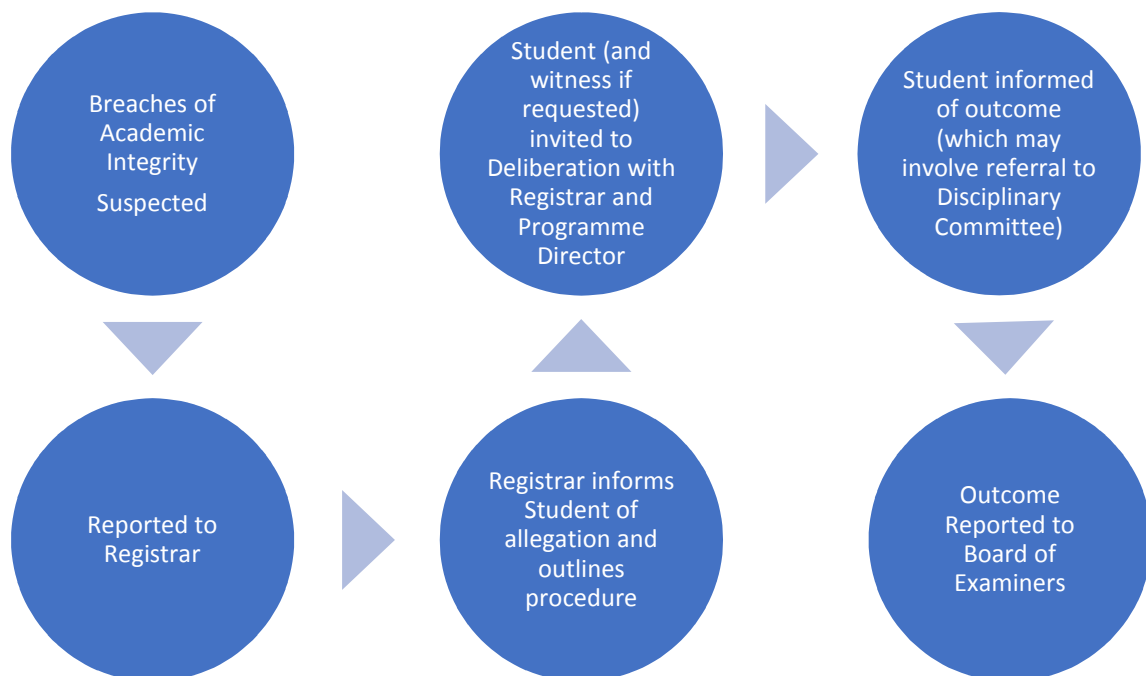


Figure 1 - Procedures associated with Disciplinary matters associated with Breaches of Academic Integrity

The Chart above outlines the Procedures associated with Disciplinary matters associated

with Breaches of Academic Integrity

**Linked Policies or Procedures**

<b>Linked Policies</b>	Policy on Teaching and Learning Policy on Assessment of Learners Policy on Marking, Grading and Certification in Assessment Policy on Recheck and Review of Assessment Decisions Policy on Appeals
<b>Linked Procedures</b>	Procedure associated with Teaching and Learning Procedure associated with Assessment of Learners Procedures associated with Grading Marking and Certification Procedures associated with Grade Recheck and Review Procedures associated with Appeals Procedures associated with Personal Extenuating and/or Mitigating Circumstances