

Procedure 7 Dealing with Academic Misconduct	
Associated Policy	CG6 Assessment of Learners
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Purpose
To set out a step-by-step procedure for embedding high standards of academic integrity and dealing with suspected incidents of academic misconduct including plagiarism.

Scope
All accredited programmes

Definitions
<p>Academic integrity is defined by the Academic Integrity Guidelines NAIN as '<i>the commitment to and demonstration of honest and moral behaviour in an academic setting</i>'.</p> <p>Plagiarism is incorporating material derived from pre-existing work (published or unpublished) without the permission of the originator or without an established form of acknowledgement/referencing. It includes self-plagiarism where a learner re-uses work previously submitted for assessment.</p> <p>Authentic assessment is a form of assessment which involves students conducting 'real world' tasks in meaningful contexts (Swaffield, 2011).</p>

Steps for implementation
<ul style="list-style-type: none"> • If a tutor or other member of the programme team or staff suspects academic misconduct of any form with due cause, s/he reports it to the Education Coordinator who deals with it in a way which is consistent, transparent and fair to all. • If the Education Coordinator agrees that the incident requires further investigation, the tutor or person reporting suspected misconduct completes an <u>Academic Misconduct Report Form</u>, with evidence of the suspected misconduct and a (marked-up) copy of the assessment work if plagiarism is suspected. • The Education Coordinator conducts an initial investigation of the alleged misconduct or plagiarism and determines if there is a case. If the Education Coordinator concludes that there is no case, s/he notifies the tutor or person reporting giving reasons for the decision. If the Education Coordinator concludes that there is a case, s/he invites the learner and the tutor to a meeting to discuss the concern. • The Education Coordinator: <ul style="list-style-type: none"> ○ Explains the purpose of the meeting to the learner in advance and includes a copy of the marked-up piece of work (if plagiarism) or evidence of other misconduct ○ Advises the learner that they may be accompanied at the meeting ○ Asks the learner to bring any evidence that refutes the incident and evidence of their work, to give them the opportunity to demonstrate that the work presented is their

- own original work (in the case of plagiarism)
 - At the meeting, clearly outlines what has been alleged, shows the learner a copy of his/her work or other evidence, gives the learner an opportunity to justify the work or their conduct and invites the learner to admit or deny responsibility
- Where two or more learners present identical pieces of work, the Education Coordinator meets all the learners involved.
- Learners can seek assistance or advice to deal with their suspected academic misconduct. If they do, the Education Coordinator appoints an independent advisor to assist the learner through the process.
- Following the interview with the learner, if the Education Coordinator is satisfied that academic misconduct has taken place an appropriate penalty is decided based on the seriousness of the incident and the learner's plagiarism record (if any):
 - If the learner admits to plagiarism or if the learner cannot confirm that the work presented is their own original work the assessment receives a zero mark
 - If the learner admits to copying another learner's work, the other learner's assessment work is marked as normal while the plagiarised work receives a zero mark
 - If learners copy each other's work both receive a zero mark
 - If the learner does not engage with the process, by not responding or by refusing to attend an interview, the relevant assessment receives a zero mark
 - If the academic misconduct is of a different nature such as cheating, an appropriate penalty will be imposed up to and including removal from the programme
- The Education Coordinator notifies the learner, the tutor, and the Results Approval Panel (in the internal verification report) in writing, of the decision and any penalty imposed.
- The learner has the right to appeal the decision to impose a penalty to the Results Approval Panel, who appoints an independent person with relevant expertise to investigate and make report within ten working days. Their decision is final.
- Academic misconduct by a tutor such as fabrication of evidence or interference with results may be regarded as gross misconduct, which is referred to the Operations Director and may be grounds for disciplinary action under our Disciplinary Procedure up to and including termination of their contract.

References

- Beginners' Guide to Plagiarism (D. Hill)
- Referencing Handbook for the Further Education and Training (FET) Sector (FESS) 2019
- https://www.youtube.com/watch?v=PVC_bwppvKcM&list=PLfoxtqBemVWkh5T6Wbi0xKueaAPSKBOS&index=2&t=2s (QQI Student Academic Integrity Video)
- <https://myownwork.qqi.ie/>
- Academic Integrity: National Principles and Lexicon of Common Terms (NAIN)
- Academic Integrity Guidelines (NAIN)

Supporting Documents

- Avoiding Plagiarism – Guidelines for Learners (under development)
- Guide to Referencing
- Plagiarism Determination – Guidelines for Tutors (under development)
- Plagiarism Report Template