



## Procedure for Academic Misconduct

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## 1. Purpose

This procedure supports the *AQAE022 Academic Integrity Policy*, which articulates the principles and standards underpinning the University's approach to maintaining academic integrity. This procedure provides the detailed steps for the management of alleged academic misconduct and is informed by the *National Academic Integrity Network (NAIN) Framework for Academic Misconduct Case Management (2023)*.

The Teaching and Learning Centre provides Academic Integrity Training. It is accessible through the Student Academic Integrity Hub (SharePoint) and is available to both staff and students.

The University has set out regulations for examination and assessment in *AQAE042 Procedure for Examination and Assessment Regulations*. Processes for dealing with alleged breaches of these regulations are detailed in this procedure.

The aim of this procedure is to ensure that all students are treated with fairness, respect, and understanding, while maintaining academic integrity in ATU.

## 2. Scope

This procedure applies to students registered on all taught programmes and modules within ATU. This procedure covers alleged academic misconduct related to all assessments that contribute to the award of academic credit, including final examinations (exams) and coursework assessment (CA). The procedure addresses misconduct detected during an exam and/or assessment or the marking of coursework assessments. It equally applies if an incident of academic misconduct comes to light after the examination/assessment, including after the release of grades. In very serious cases, *AQAE005 Marks and Standards Policy* provides for the revocation of an award.

Where the student is registered on a programme leading to a professional registration and subject to the *AQAE016 Fitness to Practice Policy*, the student may be referred to the relevant Fitness to Practice Committee.

This procedure does not apply to research/academic misconduct suspected in the substantive component of research degrees. This is addressed by the *ATU Research Integrity Policy (under development)*.

All academic staff and professional, management and support services staff involved in assessment and examinations processes must familiarise themselves with the provisions of this procedure.

A student or group of students may also make an allegation of academic misconduct against another student(s). This must be reported to the relevant staff member (e.g. lecturer or Head of Department) in writing.

Allegations must be documented and supported by evidence. No person will be disadvantaged for making an allegation in good faith. If, after investigation, an allegation is suspected to be false, vexatious or malicious, this may be investigated following the relevant processes.

If a person is unsure about whether an issue or concern constitutes an allegation, they are encouraged to discuss the issue with their Head of Department or a Student Support Services Officer.

Where an allegation raises issues relevant to more than one University policy and/or procedure the Vice President Students, Teaching & Learning (VPST&L), or their nominee will

decide which procedure and/or policy should have priority or be the most appropriate in the circumstances, and may direct the continuation of some procedure(s) and/or policies and the suspension of others pending the outcome of the former.

### 3. Reference Documents

- Framework for Academic Misconduct Case Management, National Academic Integrity Network (NAIN), QQI 2023).
- Academic Integrity: National Principles and Lexicon of Common Terms, NAIN, QQI, 2021.

## 4. Procedure

### 4.1 Introduction

Academic misconduct is defined as "any action, or attempted action that undermines academic integrity and may result in an unfair advantage or disadvantage for any member of the academic community or wider society" (NAIN, Lexicon of Common Terms). All suspected cases of academic misconduct will be investigated. Information related to suspected cases of academic misconduct will be treated confidentially. Early resolution of all cases is desirable, where achievable.

The University employs a four-stage approach to dealing with allegations of academic misconduct, adapted from the NAIN (2023) framework for academic misconduct case management.

The four stages are:

- Stage 1: Detecting and Investigating Suspected Academic Misconduct
- Stage 2: Consideration and Classification of Penalties
- Stage 3: Recording and Reporting Outcomes
- Stage 4: Review

Section 4.3 outlines the processes for dealing with allegations of breaches of the examination regulations set out in *AQAE042 Procedure for Examination and Assessment Regulations* which apply to invigilated, time-limited examinations either in-person or online.

Section 4.4 outlines the procedure for dealing with academic misconduct in all other coursework assessment.

The standard of proof applied at every stage of these processes is the balance of probabilities.

#### 4.1.1 Support Person

A student may be accompanied by a person in a supportive capacity, at any meeting or hearing associated with this procedure. The support person may be a friend, a fellow student, parent, student services, or a students' union representative. Legal representation is not normally permitted under this procedure.

Students who are under 18 years of age or a vulnerable adult, must be accompanied by a parent/legal guardian or a person over 18 years of age nominated by a parent or legal guardian.

The student must inform the University 24 hours in advance of who, if anyone is accompanying them, providing a name and email address (where applicable for online meetings).

The role of the support person is to provide emotional and administrative support to the student. They may offer reassurance to the student and take notes on the student's behalf during any meeting or hearing.

The support person does not actively participate in the meeting or hearing and cannot speak or advocate on behalf of the student. The person must conduct themselves with professionalism and respect and refrain from interrupting or engaging in any behaviour that could be seen as disruptive.

The support person must maintain the confidentiality of all information shared during the meeting or hearing.

#### 4.1.2 Communication with Students

Once a student is registered with the University all communications to them throughout their studies, and up to the conferring or receipt of awards, will be via their ATU email address. Students must check this regularly for official communications.

A personal email address will only be used where a student does not have access to an ATU email yet or their access to the ATU email has expired.

#### 4.1.3 Withholding of Results

*AQAE005 Marks and Standards Policy* provides for the withholding of results from students. Where an outcome of this procedure has not been resolved at the time of release of results, a Withhold may be applied to the results in the *Student Record System*.

## 4.2 Definitions

### 4.2.1 Final Examination

A Final Examination is a time-limited invigilated examination undertaken after module delivery has concluded, where a candidate may be required to answer questions and return a written or digital script / answer book for marking.

### 4.2.2 Coursework Assessment (CA)

Coursework Assessment may take on a variety of forms and includes but is not limited to assessment of practical work, laboratory work, project work, reports, essays, dissertations, oral presentations, assignments, work practice, quizzes, and class tests.

Coursework assessment takes place in tandem with the delivery of a module, oftentimes in a continuous fashion.

### 4.2.3 Assessor

The Assessor is a member of academic staff who is involved in the assessment of students and who suspects academic misconduct has occurred.

### 4.2.4 Faculty Disciplinary Panel

The Faculty Disciplinary Panel is responsible for managing all allegations of non-academic and academic misconduct against a student registered in the faculty referred to them under both this procedure and the *AQAE007 Disciplinary Procedure*. Further detail on the Faculty Disciplinary Panel is found in Appendix 1.

### 4.2.5 Faculty Academic Integrity Disciplinary Committee

For allegations of academic misconduct referred to the Faculty Disciplinary Panel, a Faculty Academic Integrity Disciplinary (FAID) Committee drawn from the panel is constituted to manage the allegation in accordance with this procedure. Further detail on the FAID Committee is found in Appendix 1.

### 4.2.6 Student Disciplinary Appeal Panel

The Vice President of Academic Affairs and Registrar will appoint a Student Disciplinary Appeals Panel to consider all eligible applications appealing decisions of a Student Disciplinary Committee or Faculty Academic Integrity Disciplinary Committee. Further detail on the Student Disciplinary Appeal Panel is found in Appendix 2.

### 4.2.7 Student Disciplinary Appeal Committee

Student Disciplinary Appeals Committee will be convened from the membership of the Student Disciplinary Appeals Panel by the relevant Assistant Registrar (see Appendix 2).

### 4.2.8 Student Disciplinary Record

The Student Disciplinary Record is a register of all students who have been found to be in breach of the Student Code of Conduct and/or the Academic Integrity Policy. The record is maintained by the Office of Student Conduct, Complaints and Appeals.

### **4.3 Procedure for dealing with breaches of the Examination and Assessment Regulations**

#### **4.3.1 Classifying Infringements of examination regulations**

*AQAE042 Procedure for Examination and Assessment Regulations* sets out the examination regulations, including conduct during exams and prohibited items or materials.

Infringements of these regulations are categorised as minor or major, in terms of the likelihood that they impacted the integrity of the examination.

**Minor infringements:** Minor infringements of examination regulations are at the lower end of the severity scale in terms of the likelihood that they impacted the integrity of the examination. A minor infringement may be accidental or otherwise.

Examples of minor infringements include

- possession of an unauthorised electronic device during exam,
- possession of prohibited items,
- possession of programmable calculator,
- attracting attention of other student(s) during exam,
- writing before or after exam,
- temporary lapse in expected behaviour.

**Major infringements:** Major infringements are breaches of the examination regulations with a higher severity, are more likely to have impacted the integrity of the exam and constitute intentional cheating and/or inappropriate or abusive conduct.

Examples of major infringements include, but is not limited to,

- copying from another or allowing another to copy during a supervised exam,
- having an unapproved aid directly related to the exam (e.g., 'cheat sheets'; course-related notes; textbook; whether electronically or hard copy),
- removing exam material (e.g. answer booklets) from exam hall,
- being in possession of notes or any other material relating to the course/ exam,
- inappropriate or abusive conduct during an examination,
- writing of any nature on one's person, e.g. on hands or arms,
- annotations on permitted material, such as calculator covers, back of calculators, mobile phones/wearable technology,



- use and/or possession of unauthorised electronic devices or smart technology, and
- use and/or possession of prohibited items (see *AQAE042 Procedure for Examination and Assessment Regulations*).

Where a student has a record of previous minor examination infringement(s), further infringements may be treated as a major examination infringement.

#### 4.3.2 Stage 1: Detection and Investigation

The *AQAE042\_001 Examination Venue Incident Report Form* is completed, as detailed in *AQAE042 Procedure for Examination and Assessment Regulations*, where an incident/infringement of the examination regulations has taken place.

#### 4.3.3 Stage 2: Consideration and Classification of Penalties

The Examination Secretary and Academic Affairs Manager with responsibility for Examinations assesses the report and must determine whether an infringement of the regulations has occurred (see section 4.3.1 for classifications).

If it is determined that no infringement has occurred, the examination material is forwarded to the lecturer to be graded on its own merit (i.e. in accordance with the marking scheme and without consideration of any annotations) and the appropriate mark awarded.

If it is determined that an infringement has occurred, it must be classified as a minor or major infringement.

If the infringement is determined to be at minor infringement level, the student is formally reprimanded and must repeat the mandatory ATU Academic Integrity training.

If the infringement is determined to be a major infringement, then the penalty applied is a "FAIL" grade. The student must also repeat the mandatory ATU Academic Integrity training and is given a formal reprimand.

#### 4.3.4 Stage 3: Recording and Reporting Outcomes

The outcome is communicated to the student by the Examinations Officer via university email in advance of the release of exam results.

The student is advised that they must indicate by return email, within 5 working days, whether they accept or do not accept the outcome and penalty.

If the student accepts the penalty, or fails to respond, then the issue is considered resolved and the following steps are implemented:

The Academic Affairs Manager with responsibility for Examinations

- issues a formal reprimand, and
- reports the incident to the internal examiner(s), Head of Department and the Office of Student Conduct, Complaints and Appeals, who make provisions for recording on the Student Disciplinary Record.

The student must complete the Academic Integrity training and submit proof of same to the Examinations Officer within 30 days, and register for the next sitting of the exam, where required.

The Examinations Officer applies a “Fail” result for the exam in the *Student Record System* (major infringements only).

If the student does not accept the outcome, the incident is reported to the Head of Department who must bring the incident for adjudication by the relevant Faculty Academic Integrity Disciplinary (FAID) Committee, as a Level 2/Level 3 Academic Misconduct/Severe Academic Misconduct (see Section 4.4.2.2).

#### 4.3.5 Stage 4: Review

The Examination Officer compiles an anonymised report of all exam infringements and the outcomes to the Quality Office for inclusion in their Annual Report.

## 4.4 Procedure for dealing with Academic Misconduct in Coursework Assessment

### 4.4.1 Stage 1: Detecting and Investigating Suspected Academic Misconduct

In reviewing coursework, if the Assessor suspects that academic misconduct has occurred, they review the submission in detail. The Assessor must provide a rationale for an allegation of academic misconduct. This rationale may include:

- results from the university approved online similarity or matched material index tool,
- a submission written, all or in-part, at a much higher academic level than expected for the students in that class or in comparison with other submissions by the student,
- unreadable language, including jargon filled sentences and misuse of words,

- specific word choices used in the submission that are unusual, content that is vague and does not address the assignment brief,
- handwriting that is different to other submissions by the student,
- false referencing, no in-text citations, mismatch with in-text citations, sources inappropriate or irrelevant, sources cannot be produced, referencing sources that does not meet coursework criteria guidelines,
- irrelevant content, irrelevant information.

#### 4.4.1.1 Verification of Assessment

In accordance with the *AQAE005 Marks and Standards Policy*, the assessor may conduct a verification assessment. This may be an oral examination, or an alternative assessment, as determined by the assessor(s).

The oral examination should take the form of a conversation that is structured to ensure that:

1. Any confusion or lack of awareness regarding the university's academic integrity policies or the criteria set out in the assignment brief is addressed.
2. The student has the opportunity to admit to unintentional / intentional academic misconduct.
3. The student has the opportunity to convince the assessor of the authenticity of their learning.

The student may bring along a support person and the assessor may have another academic staff member in attendance for the oral examination.

If the student is unwilling to cooperate with a verification assessment(s), no mark will be awarded for the work under query, and the matter may be referred for further consideration at Stage 2.

If concern remains following the verification process, the assessor proceeds to stage 2.

#### 4.4.1.2 Unintentional Academic Misconduct

Based on the Assessor's judgement, experience, and evidence available to support the decision, the Assessor may decide, that the case is that of unintentional academic misconduct arising from lack of knowledge, misunderstanding or misinterpretation of good practice in academic writing skills.

The Assessor directs the student to the supports available including:

- resources and guidance available through the *Academic Integrity Hub*,

- support services offered by the ATU Library and /or writing support centre, as relevant, and
- relevant module/programme supports and/or resources.

The student must complete the ATU Academic Integrity training within 30 days and submits proof of successful completion to the Assessor. The student resubmits their coursework for the full range of marks available within the time frame set by the Assessor.

The Assessor completes the *AQAE008\_001 Academic Integrity Summary Record Form* and submits it to the Faculty Office, who notify the Office of Student Conduct, Complaints and Appeals to be recorded on the Student Disciplinary Record.

#### 4.4.2 Stage 2: Consideration and Classification of Penalties

The Assessor notifies the relevant Head of Department of the suspected incident of academic misconduct and provides the Head of Department with all relevant documentation, including:

- a copy of the student's work,
- the assignment brief/coursework guidelines, and
- a written statement outlining the assessor's rationale for concern (attaching any supporting documentation).

The Head of Department reviews the documentation and meets with the Assessor to complete the *Academic Misconduct Score Card* and determines the level of academic misconduct (see Appendix 3).

The three levels of academic misconduct are:

1. Poor Academic Practice/Conduct
2. Academic Misconduct
3. Severe Academic Misconduct

##### 4.4.2.1 Level 1: Poor Academic Practice/Conduct

The student is notified via email by the Assessor of the allegation of Academic Misconduct (Level 1) and invited to attend a meeting with the relevant Head of Department and the Assessor. The notification must also

- inform the student of the date, time and location of the meeting,
- provide the rationale for the concern regarding the coursework assessment,

- give the student an opportunity to address these concerns in writing in advance of the meeting,
- inform the student that they may be accompanied at the meeting by a support person, and
- request that they acknowledge receipt of the email and confirm whether they intend to attend the meeting.

The Head of Department and Assessor meet with the student and present the rationale for concern. The Head of Department requests the student to respond and explain how they produced the submission. The Assessor/Head of Department may further probe the student's response.

The subsequent conversation should be structured to ensure that:

- any confusion or lack of awareness regarding the university's academic integrity policies or the criteria set out in the assignment brief is addressed,
- the student has the opportunity to admit to unintentional / intentional academic misconduct, and
- additional supports are identified.

The student is informed at the meeting by the Head of Department of the outcome of the *Academic Misconduct Score Card* and the range of penalties associated with the level of misconduct (see Appendix 3).

Following the meeting, the Head of Department and Assessor deliberate on the student response and decide on the penalties. The Assessor completes the *AQAE008\_001 Academic Misconduct Summary Record Form* documenting a summary of the meeting, the outcome of the Score Card and penalties to be applied. The Assessor submits the completed form to the Head of Department, completing Stage 2 of the process (proceed to Section 4.4.3 of this procedure).

#### 4.4.2.2 Level 2/Level 3: Academic Misconduct/Severe Academic Misconduct

If the Assessor and Head of Department determine the level of academic misconduct is at level 2 or above, the Head of Department requests the Chair of the Faculty Disciplinary Panel (refer to Appendix 1) to convene a Faculty Academic Integrity Disciplinary Committee (FAID Committee, refer to Appendix 1) to deal with the allegation.

Once convened, the Head of Department forwards the allegation to the secretary of FAID Committee and provides all documentation supporting the allegation.

The Secretary of Faculty of Academic Integrity Committee will organise an oral hearing of the committee to review the allegation. The Secretary furnishes the FAID committee with all information associated with the allegation.

The Secretary emails the student inviting them to attend the oral hearing. The notification must:

- inform the student of the date, time and location of the hearing, giving a minimum of 5 days' notice to the student,
- provide the rationale for the concern and all supporting documentation, including the Academic Misconduct Score Card indicating the level of misconduct,
- include a copy of the *AQAE022 Academic Integrity Policy*, *AQAE042 Procedure for Examination and Assessment Regulations (if applicable)* and this procedure *AQAE008 Procedure for Academic Misconduct*.
- give the student an opportunity to address the concerns in writing in advance of the hearing,
- inform the student that they may be accompanied at the meeting by a support person (see section 4.1.1), and
- request that they acknowledge receipt of the email and confirm whether they intend to attend the hearing.

Where a student does not acknowledge the communication or fails to attend, the FAID Committee will proceed in their absence to deliberate on the matter, arrive at an outcome and penalty, and communicate that outcome to the student.

At the hearing, the Chairperson initiates the hearing by welcoming the student and explaining the purpose of the hearing.

The Chairperson introduces the members of the committee to the student and confirms the name, ID number and the programme of study of the student attending for the hearing.

All parties are advised that the hearing cannot be recorded.

The Chairperson outlines the rationale for concerns and allegation of academic misconduct against the student and presents the supporting documentation.

The student must be given the opportunity to address the allegation of misconduct and provide clarification.

If the student acknowledges intentional misconduct, the Chairperson will ask the student if they wish to add anything further and concludes the hearing, informing the student that they will be notified in writing of the outcome.

If the student denies the alleged misconduct, the hearing will continue.

The committee may:

- discuss with the student in relation to any aspect of the concern and the supporting documentation,

- invite any persons deemed relevant to offer supporting information on behalf of the student or University, and
- seek clarification from the assessor/Head of Department in relation to what is heard.

The Chairperson will ask the student if they wish to add anything further before concluding the hearing, informing the student that they will be notified in writing of the outcome.

Following the FAID Hearing the committee deliberates and determines the outcome and penalty to be applied, taking into consideration

- the student's stage of academic advancement,
- the extent of the alleged misconduct and supporting documentation presented,
- whether there are any professional, statutory or regulatory requirements attached to the programme the student is registered on,
- the impact of the outcome and penalty on the students' overall academic standing (award year),
- any admission of intentional/unintentional misconduct by the student, and
- any previous record of academic misconduct.

The committee may review the *Academic Misconduct Score Card* following the proceedings and must consult the Schedule of Penalties for Academic Misconduct (included in Appendix 3) in arriving at an outcome.

The Secretary records a summary of the hearing, the outcome and penalty applied (if any) in the relevant section of the *AQAE008\_001 Academic Misconduct Summary Record Form*. The Chair of the committee must sign-off on the completed form on behalf of the committee.

The Secretary communicates the outcome to the student, the assessor and the relevant Head of Department. The student will be advised on the right to appeal, as detailed in Section 4.5.

#### 4.4.3 Stage 3: Recording and Reporting Outcomes

The following actions are implemented in accordance with the applied penalty.

The Faculty Office must issue a formal reprimand to the student.

The student must

- complete the Academic Integrity training and submit proof of same to the Head of Department within 30 days,
- complete the requirements of the penalty such as resubmission, repeat the assessment, complete an alternative assessment, where required.

The Assessor must, as required by the outcome,

- apply any changes to a grade, or
- provide a repeat or alternative assessment to student and a timeframe for completion, or
- mark/remark assessments.

The Head of Department must

- notify the Office of Student Conduct, Complaints and Appeals who make provisions for the incident of academic misconduct to be recorded in the Student Disciplinary Record, and
- make arrangements for implementation of decisions that affect the students' academic standing on the *Student Record System*, including bringing decisions to the Examination Board.

#### 4.4.4 Stage 4: Review

An anonymised report of all incidents of academic misconduct recorded in the Student Disciplinary Record must be submitted annually to the Quality Office by the Office of Student Conduct, Complaints and Appeals.

The report should also be reviewed by the Faculty Disciplinary Panel.

## 4.5 Appeal

Students have a right to appeal the decision of the Faculty Academic Integrity Disciplinary Committee (Level 2/Level 3 misconduct). Appeals must be made in good faith and must comply with the grounds for appeal set out in 4.5.1 below.

### 4.5.1 Grounds for appeal

The grounds for appeal are

1. New information is presented, which was not available to the FAID committee.
2. Evidence of procedural irregularity, which has impacted the outcome.
3. A disproportionate penalty was applied considering the level of academic misconduct. In relation to claims of a disproportionate penalty, it should be noted that penalties relate to the level of academic misconduct as detailed in ATU Academic Misconduct Scoring System (Appendix 3) only and no other circumstances will be considered.



#### 4.5.2 Making an Appeal

To appeal a decision the student must make a request in writing within 5 working days of receipt of the outcome to the Office of Student Conduct, Complaints and Appeals. The request must indicate the ground on which the appeal is based and any additional information to support the appeal. The Office of Student Conduct, Complaints and Appeals\* will request all relevant documentation from the FAID Committee and notify the relevant Assistant Registrar.

The Assistant Registrar will convene a Student Disciplinary Appeal Committee from the Student Disciplinary Appeals Panel and present all documentation to the committee.

#### 4.5.3 Outcome of Appeal

Where an appeal proceeds, the Appeal Committee will:

- review the grounds of the appeal,
- review the original outcome and penalty determined the FAID Committee,
- review the student's response to this (if any),
- review any additional information that has been submitted, and
- make a decision.

The Appeal Committee may decide:

1. uphold the original outcome and penalty,
2. to change the penalty whilst upholding the original outcome, or
3. to dismiss the original outcome.

The Assistant Registrar will inform the student and the Head of Department in writing of the outcome of the Student Disciplinary Appeal Committee and the basis of the decision.

The decision of the Appeal Committee is final and cannot be appealed to any higher authority by any further process in the University.

### **4.6 Right to Review by Ombudsman**

If a student feels that they have been unfairly treated or are not satisfied with the decision/outcome, it is open to them to contact the Office of the Ombudsman. By law, the Ombudsman can investigate complaints about any of the administrative actions or procedures of the university, as well as delays or inactions in the student's dealings with the university. The Ombudsman is fair, independent, and free to use. The Ombudsman does not consider matters of academic judgment.

The Ombudsman will ask the student for details of the student complaint and a copy of the ATU appeal response. Contact the Ombudsman by:

- Clicking on the 'Make A Complaint' link at [www.ombudsman.ie](http://www.ombudsman.ie)
- Or writing to Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2, D02 W773
- Or calling the Ombudsman on 01 639 5600 if the student has any queries or if the student needs help making the student complaint.

#### 4.6.1 Ombudsman for Children's Office (OCO)

The OCO investigates complaint about services provided to children by public organisations. The service is free and independent. The Ombudsman for Children's Office is a human rights institution that promotes the rights and welfare of young people under 18 years of age living in Ireland.

Millennium House, 52-56 Great Strand Street, Dublin 1, D01 F5P8, Ireland

Phone: +353 1 865 6800

Email: [oco@oco.ie](mailto:oco@oco.ie)

Homepage: <http://www.oco.ie/>

## 4.7 Record Retention and Record Sharing

All documents and records related to this procedure, including forms, minutes of meetings, recommendations and decisions of committees, will be securely stored in accordance with the *University Retention Schedule*.

During an appeal, relevant records will be made available to the Student Disciplinary Appeals Committee for review, ensuring that they have access to all necessary documentation from the original process.

#### 4.7.1 Storage

Records will be stored in a secure, access-controlled system in compliance with the university's data protection policies / procedures, and applicable laws and regulations (GDPR).

#### 4.7.2 Destruction

At the end of the retention period, records will be permanently deleted / securely destroyed, in line with the university's policy for record disposal.

#### 4.7.3 Confidentiality

All records related to the process are treated as strictly confidential. They will only be shared with individuals or bodies who have a legitimate need to access them, such as, members of the Faculty Academic Integrity Disciplinary Committee, the Dean of Faculty, Head of School and Department, staff involved in implementing any outcomes/penalties, relevant university bodies (e.g. Registrar, legal advisers, appeals committee), and external professional accreditation bodies, where legally required.

Unauthorised access, distribution, alteration and/or destruction of confidential information will be considered a breach of University Policy and may result in disciplinary action.

#### 4.7.4 Student Access

Students have the right to access the records pertaining to their case, in accordance with the university's policy on data access requests.

#### 4.7.5 External Requests

Records will only be shared with external parties (e.g., employers, regulatory bodies) when:

- the student has provided explicit written consent,
- there is a legal obligation or a court order requiring the university to disclose the records, or
- the university deems it necessary to inform external professional, regulatory or statutory bodies about a case. The student will be notified prior to sharing the information in this instance.

## 5. Documents Related to this Procedure

### 5.1 Policies

AQAE005 Marks and Standards Policy

AQAE022 Academic Integrity Policy

### 5.2 Procedures

AQAE007 Disciplinary Procedure

AQAE042 Procedure for Examination and Assessment Regulations

### 5.3 Forms

AQAE008\_001 Academic Misconduct Summary Record Form

AQAE042\_001 Examination Venue Incident Report Form

## 6. Measurement of Effectiveness of this Procedure

An anonymised report of all incidents of examination infringement and academic misconduct and any appeals must be submitted annually by the Quality Office to Academic Council.

## 7. Revision History

Revision No	Description of Change	Approval Date
000	New Procedure. Approved by Academic Policy and Standards Committee of Academic Council.	19/06/2025

## **Appendix 1: Faculty Disciplinary Panel**

### **Purpose**

Each faculty must establish its own Faculty Disciplinary Panel, ensuring representation from all schools and departments within the faculty.

The purpose of the panel is to maintain oversight of student disciplinary matters within the faculty and convene disciplinary committees (as required) to consider and adjudicate on incidents of alleged misconduct (academic and non-academic) ensuring fairness, consistency and compliance with university policies and procedures.

### **Scope**

The Faculty Disciplinary Panel convenes committees to consider and adjudicate on cases referred to it under the following procedures:

- AQAE007 Disciplinary Procedure
- AQAE008 Procedure for Academic Misconduct

The Faculty Disciplinary Panel review the outcomes and penalties applied in disciplinary matters to ensure that they applied fairly and consistently to students.

The Chair of the Faculty Disciplinary Panel compiles an annual anonymised report to the Quality Office of all incidents referred to it during the academic year.

### **Composition**

The Dean of Faculty constitutes the Faculty Disciplinary Panel and nominates a chair (SLIII). The panel will have a minimum 40% female and 40% male membership. In convening committees from the panel gender balance must be sought and a panel must not proceed with single-gender membership (i.e. a minimum one male or female).

The composition of the Faculty Disciplinary Panel is as follows:

- All senior academic staff members in the faculty (i.e. SLI, SLII or SLIII grades)
- 8 x academic staff members from the faculty
- 3 x academic staff members from the other three faculties (i.e. external to the faculty)
- Nominee of the Vice President Academic Affairs & Registrar
- Nominee of the Vice President Student, Teaching & Learning
- 4 x students, nominated by the Students Union.

Administrative support (Secretary (non-voting)) to be provided from the Faculty Office.

The panel members will be appointed for a term of 4 years and the membership will be provided to Academic Council for noting. Student members may change annually.

## **Convening a Faculty Academic Integrity Disciplinary (FAID) Committee**

Faculty Academic Integrity Committees are convened, as required, to consider and adjudicate on allegations of academic misconduct referred to the Faculty Disciplinary Panel.

Each FAID committee will be convened by the Chair of the Faculty Disciplinary Panel from its membership. The committee will be composed of a Chair (Head of School) and a minimum of three other panel members, one member must be a professional, managerial and support services staff member.

The quorum for a valid meeting shall be a minimum of four voting members, including the Chair and one external (to the faculty) member.

Conduct of FAID Committee meetings:

- No person connected with the case under review may be a member of the committee and any conflict of interest should be raised at the earliest opportunity so the individual to be recused and replaced by an alternative panel member.
- Proceedings and decisions are kept confidential and shared only with relevant parties. Decisions are made by majority vote, with the Chair holding a casting vote in the event of a tie.
- All documentation, including meeting minutes and decision records, are maintained by the Faculty Office and shared with the Student Disciplinary Appeals Committee, as required.
- The committee may invite relevant individuals with specialist knowledge in a subject area to advise the committee.

## **Appendix 2: Student Disciplinary Appeals Panel and Committee**

The Vice President of Academic Affairs and Registrar will appoint a Student Disciplinary Appeals Panel to consider all eligible applications. The panel will include representatives from faculty, professional staff and members of the Academic Council. The panel members will be appointed for a term of 4 years and the membership will be provided to Academic Council for noting.

The appeal panel will have the following membership:

- Assistant Registrar (Chair),
- 4 x Deans of Faculty,
- 4 x senior members of academic staff,
- 2 x members of Academic Council,
- 4 Central Services Managers, and
- 2 x student members, nominated by the Students Union.

Each Student Disciplinary Appeals Committee will be convened from the membership of the Student Disciplinary Appeals Panel by the Assistant Registrar. The committee will be composed of a Chair (Dean of Faculty) and a minimum of three other panel members.

No person connected with the case under review may be a member of the committee and any conflict of interest should be raised at the earliest opportunity in order so the individual to be recused and replaced by an alternative panel member.

A non-voting member from the Quality Office will be present for administrative purposes.

The Student Disciplinary Appeal Panel will have a minimum 40% female and 40% male membership. In convening committees from the panel gender balance must be sought and a panel must not proceed with single-gender membership (i.e. a minimum one male or female).

All decisions of the committee will be by majority vote. In the event of a tie, the Chair will have the casting vote.

### Appendix 3: ATU Academic Misconduct Scoring System

The ATU Academic Misconduct Score System is adapted from the NAIN guidelines and is used to determine the level of academic misconduct. The score system allows for a maximum score of 615 (based on a module worth 30 ECTS) and classifies 3 levels of academic misconduct based on the total score as follows:

Level	Description	Score
1	Poor Academic Practice/Conduct	0 – 200
2	Academic Misconduct	201 – 500
3	Severe Academic Misconduct	500 +

There are 6 scoring criteria set out in the score card:

1. Record of Academic Misconduct
2. Nature of Misconduct
3. Stage of Taught Programme
4. Module Credits
5. Value of Assessment
6. Additional Considerations

A Schedule of Penalties corresponding with the level of misconduct is provided in the table below and must be used to determine an appropriate penalty to apply.



<b>ATU Academic Misconduct Score Card</b>			
<b>Criterion 1: Record of Academic Misconduct</b>		<b>Maximum Score</b>	<b>Score Applied</b>
1st Incident	No previous incidents of academic misconduct have been recorded for the student	20	
2nd Incident		50	
3rd Incident		100	
<b>Criterion 2: Nature of Misconduct</b>		<b>Maximum Score</b>	<b>Score applied</b>
Basic Misconduct	Basic incidents of misconduct, include, but are not limited to: <ul style="list-style-type: none"> <li>submitting a portion of the same material more than once without prior authorisation</li> <li>giving your own academic work to others even when doing so was not explicitly prohibited</li> <li>attendance/participation points misrepresentation</li> <li>poor academic writing e.g., poor referencing or passing-off somebody else's ideas as if originally discovered by the student, or small errors made through carelessness or misunderstanding.</li> </ul>	15	
Limited Plagiarism	Limited plagiarism includes, but is not limited to: <ul style="list-style-type: none"> <li>presenting work / ideas taken from other sources without proper acknowledgement,</li> <li>paraphrasing from sources without attribution,</li> <li>verbatim copying from sources without attribution when what was copied was not a critical aspect (key, central ideas) of the assignment and accounts for less than approximately one-third of the assignment,</li> <li>looking online for a solution to an assignment and copying that solution/ answer in whole or in part,</li> <li>use of GenAI (Generative Artificial Intelligence) without acknowledgement, Gen AI assisted editing, use of Gen AI beyond that authorised in the assessment brief but without relying on GenAI for the substantive/critical aspects of the assessment.</li> </ul>	25	
Extensive plagiarism	Extensive plagiarism includes, but is not limited to: <ul style="list-style-type: none"> <li>plagiarism when the aspects copied are critical aspects of the assignment and/or constitute approximately more than one third of the assignment,</li> <li>extensively copying from another student's assignment without acknowledgment of their contribution,</li> <li>limited or extensive plagiarism that includes false citations,</li> <li>an unoriginal piece of writing composed of acknowledged or unacknowledged extracts from several different sources.</li> <li>where the key points and structure of another person's work have been used as a scaffold (framework) for your own work, without acknowledging the source,</li> <li>unauthorised use of Gen AI to produce the substantive/critical aspects of the assignment.</li> </ul>	100	
Collusion	Undisclosed collaboration between two or more people on an assignment or task, which was supposed to be completed individually. Collusion includes: <ul style="list-style-type: none"> <li>inappropriate or unauthorised collaboration by two or more people in the production and submission of an assignment,</li> </ul>	100	

<b>ATU Academic Misconduct Score Card</b>			
	<ul style="list-style-type: none"> <li>students providing their work to another student before the submission deadline, or for the purpose of the other student's plagiarism at any time,</li> <li>allowing another (e.g., friend/relative/ roommate/classmate/tutor) to edit/write / translate one's assignment without acknowledging that help.</li> </ul>		
Falsification/ Fabrication	<p>Falsification/Fabrication includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>altering a graded assessment provided by another person and submitting for re-grade,</li> <li>fabricating data for a lab or research assignment,</li> <li>submitting data you didn't yourself collect,</li> <li>lying/giving a false excuse to miss or receive unfair accommodation on an assessment,</li> <li>forging educational, research or scholarship content, images, data, equipment or processes so that they are inaccurately represented.</li> </ul>	125	
Exam Cheating	<p>Exam cheating includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>copying from another or allowing another to copy during a supervised exam,</li> <li>having an unapproved aid directly related to the exam (e.g., 'cheat sheets'; course-related notes; textbook; whether electronically or hard copy),</li> <li>having ubiquitous smart technology (e.g., mobile phone, smart watch) accessible during an exam,</li> <li>removing exam material (answer booklets) from exam hall,</li> <li>being in possession of notes or any other material relating to the course/ exam,</li> <li>inappropriate or abusive conduct during an examination,</li> <li>writing of any nature on one's person, e.g. on hands or arms, annotations on permitted material, such as calculator covers, back of calculators, mobile phones/wearable technology,</li> <li>possession of electronic devices,</li> <li>possession of opaque pencil cases, glasses case, handbags, coats, jackets, hats or other headgear that could be used to conceal forbidden devices or material or prevent facial identification (headgear worn for religious or medical reason is permitted).</li> </ul>	175	
Failure to comply with academic requirements in an assessment	<p>Failure to comply with Academic Regulations includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>failure to complete a Research Ethics Application,</li> <li>failure to complete a risk assessment in advance of conducting research/laboratory/field work,</li> <li>proceeding with research work without receiving research ethics approval,</li> <li>failure to comply with conditions of research ethics approval,</li> <li>failure to implement requirements set out by an academic supervisor (e.g. health and safety measures, permissions).</li> </ul>	200	
Fraud/ Impersonation	<p>Fraud includes some of the most egregious misconduct, for example:</p> <ul style="list-style-type: none"> <li>stealing or fraudulently obtaining answers to a coursework brief/exam before submitting the coursework for grading,</li> <li>changing/helping to change any recorded assignment or module grade on an assessor's or University record,</li> </ul>	225	

<b>ATU Academic Misconduct Score Card</b>			
	<ul style="list-style-type: none"> <li>illicitly obtaining any coursework assignment completed by another (without their knowledge) and submitting it (in part or whole) as one's own,</li> <li>submitting fake or false documents (e.g. medical notes),</li> <li>impersonation of another student and/or eliciting another to impersonate oneself.</li> </ul>		
Contract Cheating	Student uses an undeclared and/or unauthorised third party, online or directly, to assist them to produce work for academic credit or progression, whether or not payment or other favour is involved. Contract cheating is any behaviour whereby a student arranges to have another person or entity ('the provider') complete (in part or total) a coursework assignment (e.g. exam, test, quiz, assignment, paper, project, problems) for the student. If the provider is also a student, both students have participated in the act of misconduct.	225	
<b>Criterion 3: Stage of Taught Programme</b>		<b>Maximum Score</b>	<b>Score Applied</b>
Year 1		25	
Year 2		30	
Year 3		35	
Year 4/Final	Year 4 or final year of 3-year programme.	40	
Postgraduate	Applies to Postgraduate Certificate of Masters (all stages)	50	
<b>Criterion 4: Module Credits</b>		<b>Maximum Score</b>	<b>Score Applied</b>
15 marks per 5 ECTS module	A multiplier of 3 is applied to the no. of ECTS for that module, for example: 5 ECTS = 15; 10 ECTS = 30; 30 ECTS = 90*	90*	
<b>Criterion 5: Value of Assessment</b>		<b>Maximum Score</b>	<b>Score Applied</b>
<25 % of module	The assessment component is worth < 25% of the total marks possible for the module	20	
> 25% and < 50% of module	The assessment component is worth > 25% and < 50% of the total marks possible for the module	30	
<50 % of module	The assessment component is worth < 50% of the total marks possible for the module	50	
Capstone work (UG)	The assessment component is capstone academic work such as an undergraduate dissertation.	75	
Capstone work (PG)	The assessment component is capstone academic work such as a master's dissertation/thesis.	125	
<b>Criterion 6: Additional considerations</b>		<b>Maximum Score</b>	<b>Score Applied</b>
Academic Integrity training	Evidence that the programme/lecturer offered enhanced academic integrity education to the students	25	
	Evidence that the student previously offered/completed academic integrity training through e.g. programme content	50	
	Evidence that the student failed to complete academic integrity training assigned because of a previous misconduct	75	
<b>Total Score</b>		<b>Maximum Score</b>	<b>Total Score</b>
	The maximum total score is based on a 30 ECTS module*	615	

## Schedule of Penalties (Academic Misconduct)

Level	Score	Penalties
Level 1 Poor Academic Practice/Conduct	0-100	<b>Mandatory repeat Academic Integrity training and one or more of the following penalties is applied:</b>
		a. Reprimand - a formally recorded warning kept on the students record for the duration of their enrolment on the programme of study
		b. Grade reduction of 10%
	101-200	<b>Mandatory repeat Academic Integrity training, a formal reprimand and one of the following penalties is applied:</b>
		a. Grade reduction of 20%
		b. Repeat assessment/examination as a first sitting with no cap on the module grade
		c. Resubmit assessment/repeat examination at next sitting (attempt counted); no cap on module grade
Level 2 Academic Misconduct	201-350	<b>Mandatory repeat Academic Integrity training, a formal reprimand and one of the following penalties is applied:</b>
		a. For assignments/examination worth <50% of the total module marks, repeat assessment/examination within the semester as a first sitting
		b. For assignments/examination worth <50% of the total module marks, repeat assessment/examination as a supplemental/alternative assessment with no cap on module grade
		c. For assignments/examination worth >50% of the total module marks, repeat assessment/examination as a supplemental/alternative assessment with a cap on module grade
	351-500	<b>Mandatory repeat Academic Integrity training, a formal reprimand and one of the following penalties is applied:</b>
		a. For assignments/examination worth <50% of the total module marks, repeat assessment/examination as a first sitting with a cap on module grade
		b. For assignments/examination worth <50% of the total module marks, repeat assessment/examination as a supplemental/alternative assessment with no cap on module grade
		c. For assignments/examination worth >50% of the total module marks, repeat assessment/examination as a supplemental/alternative assessment with a cap on module grade
		d. For assignments/examination worth >50% of the total module marks, repeat assessment/examination as a supplemental/alternative assessment with a cap on module grade and on award classification if at award stage
		e. Reduced award classification
		f. Revocation of an award where an allegation is proved after the conferring of the award
Level 3 Severe Academic Misconduct	501-630	<b>Mandatory repeat Academic Integrity training, a formal reprimand and one of the following penalties is applied:</b>
		a. For assignments/examination worth >50% of the total module marks, repeat assessment/examination as a supplemental/alternative assessment with a cap on module grade and on award classification if at award stage
		b. Award of zero for the module grade; no credits awarded for progression; opportunity to resit the assessment/examination is given
		c. Award a "FAIL" mark for the assessment/examination component with an opportunity to repeat the assessment/resit the examination. If passed, credit for the module will be awarded in recognition of the learning outcomes being met, but a module grade of pass only be recorded.
		d. Award of zero for the module grade; no credits awarded for progression; no opportunity to resit the assessment/examination is given. The student is suspended from the programme but may be awarded a lower NFQ level award commensurate with the Learning outcomes achieved during the programme. This penalty should not normally be applied to year 1 undergraduate or international students.
		e. Award of zero for the module grade and remove all credits awarded for the stage. The student is suspended from the programme but may be awarded an exit award at a lower NFQ level award commensurate with the learning outcomes achieved during the programme.
		f. Student at award stage is awarded an exit award at a lower NFQ level award commensurate with the learning outcomes achieved through legitimate means.
		g. Suspension for academic dishonesty for a specified timeframe. Suspension may be listed on transcript.