

Policy on Promoting and Maintaining Academic Integrity

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

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1.0 Purpose

The purpose of the policy is to promote best practice with emphasis on fostering a culture of upholding and maintaining academic integrity and in preventing and addressing suspected cases of academic misconduct.

2.0 Scope

This policy applies to:

Academic Council	Academic Integrity Committee	Disciplinary Committee	Programme Board/ Committee	CCNME Programme Teams	Learner
✓	✓	✓	✓	✓	✓

3.0 Policy Statement

The CCNME is committed to promoting a culture of academic integrity underpinned by the values of honesty, trust, fairness, respect, responsibility, and courage (ICAI 2021).

4.0 Responsibilities

Responsible for Implementation	Academic Council	Academic Integrity Committee	Disciplinary Committee	Programme Board and Committee	CCNME Programme Teams	Learner
	✓	✓	✓	✓	✓	✓
Responsible for Monitoring & Review	Academic Council	Academic Integrity Committee	Disciplinary Committee	Programme Board and Committee	CCNME Programme Teams	Learner
	✓	✓	✓	✓	✓	✓

4.1 Academic Council

- 4.1.1 Promote and support culture of academic integrity for staff and learners in the CCNME
- 4.1.2 Receives, collates, and analyses documented reports of academic misconduct to inform ongoing quality improvement of academic integrity processes instances.
- 4.1.3 Review policy and procedure on academic integrity to inform best practice.

4.2 Programme Board and Committees

- 4.2.1 Inform the Academic Integrity Committee of suspected/alleged breach of academic integrity.
- 4.2.2 Refer the alleged case to the Disciplinary Committee to oversee the management of suspected/alleged breaches of academic integrity.
- 4.2.3 Collects data on breaches of academic integrity and on an annual basis, submits to Academic Council to inform ongoing quality improvement of academic integrity processes.

4.3 Academic Integrity Committee

- 4.3.1 To uphold academic integrity, to prevent academic misconduct, to protect academic integrity, and detect academic misconduct.
- 4.3.2 Develop a planned approach to training and support for learners and staff in relation to uphold academic integrity.
- 4.3.3 Collaborate with other academic committees as relevant to incorporate best practice in all elements of academic integrity.
- 4.3.4 Determine if academic integrity breach warrants referral to Disciplinary Committee
- 4.3.5 To review, hear, consider, and adjudicate allegations and suspected cases of breaches of academic integrity/misconduct, together with awarding penalties for such breaches, in collaboration with the Disciplinary Committee.
- 4.3.6 Develop CCNME policies, procedures and guidelines in relation to Academic Integrity promoting adherence and consistency for both staff and learners.
- 4.3.7 Maintain records of suspected/alleged/proven cases of academic misconduct to inform effective prevention approaches.

4.4 Disciplinary Committee

- 4.4.1 Convene the members of the Disciplinary Committee to include representation from the Academic Integrity Committee.
- 4.4.2 Provide the learner with notification of meeting date (five working days' notice).
- 4.4.3 Review the evidence of alleged academic misconduct and supporting documentation
- 4.4.4 Determine the outcome the panel decision and in the event that a breach has occurred, impose the relevant sanctions.
- 4.4.5 Provide the learner with written confirmation of the panel decision and access to Appeals policy and procedure, if requested.
- 4.4.6 Maintain a record of the process and outcome of the hearing on the Academic Integrity Report Form.

4.5 CCNME Programme Teams

Has responsibility to uphold, prevent academic misconduct and protect academic integrity as follows:

- 4.5.1 Communicates with learners, on induction, and at timely intervals during the programme regarding academic integrity.
- 4.5.2 Instil values of academic integrity to assist learners to deter from academic misconduct, thereby cultivating a culture of academic integrity in submission of assessments.
- 4.5.3 Acts as a role model to promote academic integrity, e.g. respecting copyright, acknowledging sources.
- 4.5.4 Provides learners with access to guidance documents, as relevant, to support academic integrity:
 - 4.5.4.1 learner programme handbook
 - 4.5.4.2 library supports
 - 4.5.4.3 guidance to referencing and avoiding plagiarism
 - 4.5.4.4 regulations for the conduct of written examinations
 - 4.5.4.5 guidance on submission of written work.
- 4.5.5 Communicates assessment/examination guidelines to learners at timely intervals during the programme.
- 4.5.6 Signposts learners to academic skills resources on programme commencement.
- 4.5.7 Directs learners to academic and self-care supports available as outlined in learner handbook.
- 4.5.8 Provides academic support/guidance to learners at regular intervals during programme.
- 4.5.9 Provides constructive feedback to learners, reflective of the policy on learner feedback, to promote a culture of academic integrity
- 4.5.10 Promotes opportunities and supports for staff and learners to access electronic software to aid in upholding and maintaining academic integrity.
- 4.5.11 Have a responsibility to detect and manage academic misconduct
- 4.5.12 Reports any breaches of academic integrity and adheres to the procedures on suspected/alleged breaches of academic integrity.

4.6 Learner

Has responsibility to uphold academic integrity and prevent academic misconduct as follows:

- 4.6.1 Takes personal responsibility for the integrity of their own academic work.

- 4.6.2 Accesses and adheres to policy and procedure relating to academic integrity.
- 4.6.3 Utilises supports and information available to develop their knowledge and skills of maintaining and promoting academic integrity in their work including
 - 4.6.3.1 learner handbook
 - 4.6.3.2 library supports
 - 4.6.3.3 academic writing skills resources
 - 4.6.3.4 guidance to referencing and avoiding plagiarism
- 4.6.4 Familiarises themselves with assessment guidelines, marking criteria and regulations for the conduct of written examinations, submission of written work.
- 4.6.5 Submits original work for assessment and avoids acts that may breach academic integrity.
- 4.6.6 Utilises software tool (Turnitin) to check text matching in a timely manner prior to submission of assessment tasks.
- 4.6.7 Encourage learner colleagues to maintain academic integrity, when undertaking group assessment tasks.
- 4.6.8 Communicates with Programme Co-ordinator to seek advice and support at regular intervals.
- 4.6.9 Completes the necessary academic integrity declaration form (statement of authorship) for submission of all assessment tasks.

5.0 Document Control

Document Title	Policy on Promoting and Maintaining Academic Integrity	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
	Version	Date of Approval
	1.0	04/11/2022
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Supporting documentation	<ul style="list-style-type: none"> • Dublin City University. (2018). <i>DCU Academic Integrity and Plagiarism Policy</i> [online]. Available from: https://www.dcu.ie/system/files/2020-09/1_-_integrity_and_plagiarism_policy_ovpaa-v4.pdf [accessed 23 January 2022]. • Dundalk Institute of Technology. (2016). <i>Academic Integrity Policy and Procedures</i> [online]. Available from: https://www.dkit.ie/system/files/academic_integrity_policy_and_procedures.pdf [accessed 23 January 2022]. • European Commission. (2019). <i>Academic Integrity – fighting plagiarism, academic misconduct and fraud in higher education</i> [online]. Available from: 	

	<p>https://www.qqi.ie/sites/default/files/media/file-uploads/ACA.pdf [accessed 23 January 2022].</p> <ul style="list-style-type: none"> • International Center for Academic Integrity. <i>The Fundamental Values of Academic Integrity</i> [online]. 3rd ed. Albany, New York: International Center for Academic Integrity. Available from: https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf [accessed 23 January 2022]. • National Academic Integrity Network. (2021a). <i>Academic Integrity Guidelines</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-11/academic-integrity-guidelines.pdf [accessed 23 January 2022]. • National Academic Integrity Network. (2021b). <i>Academic Integrity: National Principles and Lexicon of Common Terms</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-11/academic-integrity-national-principles-and-lexicon-of-common-terms.pdf [accessed 10 January 2022]. • The University of Adelaide. (2020). <i>Academic Integrity Policy</i> [online]. Available from: https://www.adelaide.edu.au/policies/230/?dsn=policy.document;field=data;id=239;m=view [accessed 23 January 2022].
Related Policy & Procedures	<ul style="list-style-type: none"> • Policy on Assessment of Learners [PDF, 8 Pages] • Procedure on Assessment of Learners [PDF, 7 Pages] • Policy on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Procedure on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Policy on Submission of Assessment [PDF, 4 Pages] • Procedure on Submission of Assessment [PDF, 5 Pages] • Policy on Security of Assessment [PDF, 4 Pages] • Procedure on Security of Assessment [PDF, 8 Pages] • Procedure on Regulations for the Conduct of Written Examinations [PDF, 8 Pages] • Policy on Grading and Certification of Learner Assessment [PDF, 6 Pages] • Procedure on Grading and Certification of Learner Assessment [PDF, 8 Pages] • Policy on Internal Verification as part of the Authentication Process (FET) [PDF, 6 Pages] • Procedure for Internal Verification as part of the Authentication Process (FET) [PDF, 4 Pages] • Policy on External Authentication (FET) [PDF, 6 Pages] • Procedure on External Authentication (FET) [PDF, 4 Pages] • Policy and Procedure on Board of Examiners: Results Approval Panel [PDF, 6 Pages] • Policy on External Examination (HET) [PDF, 9 Pages]

	<ul style="list-style-type: none"> • Procedure on the Process of Board of Examiners Meetings for QQI HET Validated Programmes [PDF, 8 Pages] • Policy on Assessment Appeals [PDF, 7 Pages] • Procedure on Review, Recheck and Appeal of Learner Assessment Decisions [PDF, 6 Pages] • Policy on Supports for Learners [PDF, 4 Pages] • Procedure on Information and Data Protection, Usage and Management [PDF, 7 Pages] • Policy on Data Protection, Usage & Management [PDF, 7 Pages] • Procedure on Promotion of Academic Integrity among Learners [PDF, 5 Pages] • Learner Code of Conduct and Disciplinary Policy [PDF, 5 Pages]
Related resources	<ul style="list-style-type: none"> • Suspected or Alleged Breach of Academic Misconduct Report Form Template • Academic Integrity Report Form of the Disciplinary Committee • Learner Code of Conduct • Learner Programme Handbook