

Procedure on Promotion of Academic Integrity Among Learners

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

This procedure outlines the framework for the promotion of academic integrity and the process involved in managing suspected cases of plagiarism, collusion or other forms of academic misconduct. The core values of academic integrity, honesty, trust, fairness, respect and responsibility, are central to all assessment of all the Centres activities. This includes maintaining ethical, honest and trustworthy behaviours in the submission of academic work.

2.0 Procedure for Detecting Academic Misconduct

- 2.1 Learners have access to resources and supports to enable them to engage effectively with their learning and assessment.
- 2.2 Staff are enabled to recognise and report academic misconduct.
- 2.3 Staff are supported in detecting breaches of academic integrity and provided with appropriate guidance and training on the use of software detection systems and interpretation of results.
- 2.4 Learners are made aware of the requirement to complete and submit a declaration form with all submitted work, indicating that the work is their own, and that they have read and understood the requirement to uphold academic integrity.
- 2.5 The CCNME reserves the right to verify the originality of any submitted work.
- 2.6 Processes are in place to verify the originality/ authenticity of the submitted work to detect academic misconduct and apply the sanctions associated with it.
- 2.7 Evidence of academic misconduct may include, for example, textual and electronic evidence or learners previous assessment work.

3.0 Managing and Sanctioning Academic Misconduct

- 3.1 The Programme Coordinator/Director of Centre considers supporting evidence of suspected academic misconduct. Evidence of academic misconduct may include, but are not limited to, one or more of the following:
 - 3.1.1 The learner admits academic misconduct;
 - 3.1.2 Incorrectly reference the materials by inclusion of data, reference or literature without adherence to correct referencing guidelines, or is represented as the learner's own work;
 - 3.1.3 An unusual or suspicious degree of similarity in work submitted by past or current learners;
 - 3.1.4 There is evidence of collusion between learners.
- 3.2 The Programme Coordinator/Director of Centre meets with the learner to discuss the suspected academic misconduct concern, whilst being cognisant of respecting the rights of the learner.

- 3.3 In the event of the infringement being deemed by the Programme Co-ordinator to be of little academic significance, he/she may propose that the matter is resolved informally by referring the learner for training on academic writing and referencing.
- 3.4 In order to make such a decision the Programme Co-ordinator must consult with, and obtain agreement from, the Director of the Centre and the Chairperson of Programme Committee and record the incident.
- 3.5 In cases where the academic misconduct requires referral to the Disciplinary Committee, the learner will be notified, in writing by the Programme Co-ordinator, of the suspected infringement. The Academic Integrity Committee are also notified.
- 3.6 The learner is invited to attend the disciplinary hearing and are entitled to be accompanied to the meeting by a companion. The learner against whom the allegation is made must be given at least 5 working days' notice of the time and place of the hearing. The companion, if required, attends the meeting as a support person for the learner and will not be considered as a legal representative;
 - 3.6.1 In the event that a learner fails to attend the disciplinary hearing, a second hearing will be convened. Should the learner fail to attend the second convened hearing, the hearing will proceed in the absence of the learner and a decision will be taken on the evidence available.
- 3.7 The Programme Co-ordinator compiles the following documentation in preparation for submission to the Disciplinary Committee
 - 3.7.1 Suspected or Alleged Breach of Academic Misconduct Report Form completed by the Programme Co-ordinator;
 - 3.7.2 Copy of the allegedly plagiarised work;
 - 3.7.3 Copy of the original source of the allegedly plagiarised work, where available;
 - 3.7.4 Supporting evidence e.g. report generated by Plagiarism Detection Tool.
- 3.8 The learner is provided with an opportunity to discuss the work submitted and respond to any questions raised.
- 3.9 The Disciplinary Committee evaluate the alleged breach of academic integrity and establish whether or not it constitutes academic misconduct.
- 3.10 The Disciplinary Committee will record the outcome of the hearing using the relevant sections of the Academic Integrity Report Form.

4.0 Panel Decisions

- 4.1 The learner will be notified of the panel decision, penalty and appeals procedure if relevant, in writing by the Chairperson, within three working days of the Disciplinary Hearing.

- 4.2 If it is agreed that academic misconduct has not taken place the learners awarded assessment grade stands and the case is suspended;
- 4.3 If it is agreed that academic misconduct has taken place, decisions may include (see table below)
- 4.3.1 Assignment awarded 0% - resubmission required but with no capped mark;
- 4.3.2 Assignment awarded 0% - resubmission required but with capped mark (pass mark for the assignment).

Example	Possible Penalty
A first occasion of unattributed copying by a learner	Assignment awarded 0% - resubmission required but with no capped mark;
Minor plagiarism (for example, one or two short unattributed phrases or sentences within a larger body of work) or associated unacceptable practices	Assignment awarded 0% - resubmission required but with no capped mark;
Significant plagiarism (for example, exceeds more than two unattributed phrases or sentences) or associated unacceptable practices, especially within an assignment with significant weighted contribution to the overall module mark	Assignment awarded 0% - resubmission required but with capped mark (pass mark for the assignment).

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4.0 Document Control

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Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
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	3.0	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;filed=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] • Policy on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Policy on Submission of Assessment [PDF, 4 Pages] • Procedure on Submission of Assessment [PDF, 5 Pages] • Procedure on Regulations for the Conduct of Written Examinations [PDF, 8 Pages] • Procedure on Grading and Certification of Learner Assessment [PDF, 8 Pages] • Procedure for Internal Verification as part of the Authentication Process (FET) [PDF, 4 Pages] • Policy on External Authentication (FET) [PDF, 6 Pages] • Policy on Promoting and Maintaining Academic Integrity [PDF, 7 Pages] • Policy on External Examination (HET) [PDF, 9 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] • Policy on Data Protection, Usage & Management [PDF, 7 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