



## **ACADEMIC IMPROPRIETY – Dublin Business School (DBS)**

### **Definitions**

Academic impropriety includes cheating, plagiarism, forgery, collusion or any attempt, successful or not, to gain unfair advantage in the examination or assessment process.

### **Cheating:**

- Any form of communication with or copying from any other source during an examination/assessment
- Introducing any form of written or other material into an examination (including that stored electronically) other than that specified on an examination paper
- Use of mobile phone during an assessment or examination
- Forgery, alteration or misuse of College documents, records or identity cards
- Submission of false claims of prior qualification, research or experience in order to gain credit for prior learning

### **Plagiarism:**

The presentation of work, written or otherwise, of any other person, including another student, or institution, as the candidates own. Plagiarism includes:

- Verbatim copying of another's work without clear identification and acknowledgement
- Close paraphrasing of another's work by simply changing a few words or altering the order of presentation without clear identification and acknowledgement
- Unidentified /unacknowledged presentation of another's concept as one's own

### **Collusion:**

The conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work, which is presented as the student's own.

### **Suspected Academic Impropriety**

Any member of staff who suspects academic impropriety must report such suspicions immediately to the Chief Invigilator/Examinations Officer. The Chief Invigilator/Examinations Officer will mark the script clearly at that point, will allow the student to finish the examination and submit a full, written report on the incident to the Registrar's Office. At the end of the examination, the student concerned must present himself/herself immediately to the Registrar's Office. The relevant script will be corrected as normal.

Any Internal Examiner who suspects academic impropriety must report such suspicions immediately to the Registrar's Office attaching any relevant evidence/documentation, supporting this suspicion. The relevant work will be corrected as normal by the Internal Examiner.

### **Procedures in Cases of Suspected Academic Impropriety**

The Registrar, or a Registrar's nominee, will review the report and evidence provided and will decide if there is a case to answer by the student. If it is decided that there is insufficient basis for a charge of academic impropriety, no further action will be taken in the matter. If it is decided that there is a case to answer, the Registrar will refer the matter to an Academic Impropriety Review Committee.

## **The Academic Impropriety Review Committee**

The Academic Impropriety Review Committee will convene once per academic term and prior to the meeting of the Examination Board or as required. The Committee will review all cases of suspected academic impropriety referred to it by the Registrar. All proceedings of the Committee will be minuted formally and its findings presented to the Examination Board at the next available opportunity.

The Academic Impropriety Review Committee shall consist of the following:

- Chair (nominee of the Registrar of DBS)
- Two full-time members of Academic Staff
- A student representative

The Registrar's Office will inform the student concerned of the review hearing in writing, with at least seven days clear notice prior to the meeting of the Committee. The student concerned will be invited to attend, with his/her nominee, if desired, and/or to make a written submission to the Committee. The student concerned may decline such an invitation.

## **Decisions of the Academic Impropriety Review Committee**

The Committee will consider the evidence presented to it and will reach one of the following two decisions:

1. That academic impropriety has occurred; or
2. That academic impropriety has not occurred.

Should decision (1), above, be made, the decision must be unanimous. Should decision (2), above, be made, the matter will be considered closed.

Should the Committee decide that academic impropriety has occurred, it will decide on an appropriate penalty to be imposed on the student(s) concerned. The penalty will be appropriate to the seriousness of the case, and may include:

- Expulsion from the College
- Suspension from the College for a stated period, or until such time as any requirements laid down by the Committee, such as, for example, payment of a fine, are fulfilled
- Exclusion from specific College facilities
- Disbarment from examinations for a specified period
- A fine not exceeding 50% of the annual fee for the course being followed
- Exclusion from the examination in question in part or *in total* and/or from the academic course being followed by the student, or any part of it
- Withholding of award of degree, diploma, certificate, prize or other academic award

The Committee, through the Registrar's Office, will advise the student concerned promptly of the decision in writing, within seven days.

The Committee, through the Registrar's Office, will inform the relevant Examination Board of all cases in which conclusion (1) has been reached, stating the penalty imposed.

### **Appeal of Penalties Imposed in the case of Academic Impropriety**

The Examination Board is the ultimate authority for decisions relating to academic impropriety. Students wishing to appeal a decision of the Academic Impropriety Committee to the Examination Board must inform the Registrar's Office in writing not later than seven days after notification of the original decision of the Committee. A written submission must be received by recorded post together with supporting documentation (if appropriate). Students should note that the only permissible grounds for appeal are as follows:

- a) if there is evidence of substantive irregularity in the College's procedures and/or in the manner in which those procedures were executed; and/or,
- b) if there are circumstances that the Academic Impropriety Committee was not aware of when its decision was taken.

The submission must specify the grounds on which the appeal is requested, and it must contain all information that the candidate wishes to have taken into account.

Appeals will be considered at the next available sitting of the Examination Board. An appeal will be considered only if the Registrar is satisfied that there are *prima facie* grounds for appeal, as outlined above.

The Examination Board, having considered the student's submission, has the authority to revise earlier decisions, including the matter of penalties. The decision of the Examination Board will be communicated to the student via the Registrar's Office.