

## 1. Document Details

<b>Title:</b>	Procedure for Formal Inquiry by Assessment Infringements Board (Procedure)
<b>Author(s):</b>	Regulations Committee of Academic Council
<b>This Version Number:</b>	1.1
<b>Status:</b>	Approved
<b>Effective Date:</b>	July 3 <sup>rd</sup> 2014
<b>Review Date:</b>	September 1 <sup>st</sup> 2017
<b>Governing Policy:</b>	Policy Governing Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessments

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

## 2. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?
1.0	October 2012	Initial version using new Academic Procedure template	No
1.1	June 2014	Increase maximum number of Board members from seven to nine	No

## 3. Relevant/Related Existing Internal Documents


## 4. Relevant/Related Existing External Documents


## 5. Consultation History

***This document has been prepared in consultation with the following bodies:***

Academic Management, Academic Staff and Students (via Academic Council)

## 6. Approvals

***This document requires following approvals (in order where applicable):***

Name	Date	Details of Approval Required
<b>Academic Council</b>	<b>08-06-2012</b>	
<b>Governing Body</b>	<b>06-12-2012</b>	<b>Re-approval of policy on new template (initial approval 5-7-2012)</b>
<b>Academic Council</b>	<b>13-06-2014</b>	
<b>Governing Body</b>	<b>03-07-2014</b>	

## 7. Purpose

This procedure describes the process for conducting an inquiry into accusations of plagiarism or infringements relating to examinations and assessments.

## 8. Scope

This procedure applies to all programmes of study leading to a Cork Institute of Technology award. This includes both taught and research programmes and also applies to joint award programmes and programmes delivered by other institutions as may be authorised by Cork Institute of Technology.

## 9. Definitions

Not Applicable

## 10. Responsible Officer(s)

The Vice President for Academic Affairs and Registrar

## 11. Supporting Documents

None

## 12. Procedure

Serious breaches of academic honesty are referred for formal inquiry to the CIT Assessment Infringements Board.

### 12.1 Assessment Infringements Board

At the beginning of each year the Academic Council shall meet and appoint the Assessment Infringements Board as follows:

- a) The Assessment Infringements Board shall be a sitting board appointed for a 3 year period by the Academic Council.
- b) When appointing members of the Board, the Academic Council should, where possible, aim for overlap between the membership of the incoming and outgoing Boards.
- c) A permanent Chair will be appointed (by the Academic Council) for the full term of the Board.
- d) The Chair of the Assessment Infringements Board should be a senior academic with experience of the examination processes of the Institute.
- e) The Academic Council shall replace the Chair, either on a temporary or permanent basis, if circumstances demand (e.g. due to illness etc).
- f) The Assessment Infringements Board will consist of a maximum of nine members.
- g) The Academic Council should give due regard to balance across discipline areas when appointing the members of the board.
- h) The membership of the Board shall include at least 1 sabbatical officer of the Students' Union.
- i) All Board members will be entitled to sit on every hearing and will be given due notice of each meeting.
- j) The Chair and any 2 members shall be a necessary and sufficient quorum for a hearing.
- k) The Board's members have an obligation to reveal any conflict of interest in relation to a specific hearing.

- l) Where there is a conflict of interest on the part of any member of the Board in relation to a specific case, she/he will exclude themselves from the Board for the hearing of the appeal in question.
- m) If the Chair is absent from a hearing for any reason, including conflict of interest, a temporary chair will be elected from the membership of the Board for the purpose of hearing the case in question.

### 12.2 Notification to Student

The candidate shall be notified in writing through the office of the Registrar in relation to the following:

- the precise allegation(s),
- the entitlement to present a response within 5 working days.

### 12.3 Student Response to Notification of Allegations

In response to an allegation the student may take the following actions:

- decline to respond to the allegation
- admit to the alleged infringement in writing
- admit to the alleged infringement and make a submission in writing claiming mitigating circumstances to the Assessment Infringements Board
- deny the alleged infringement in writing
- deny the alleged infringement and make a detailed submission in writing to the Assessment Infringements Board

Written responses must be submitted within 5 working days of the receipt of the notification of the allegation from the Registrar.

If the student declines to respond to the allegations within the allowed timeframe the Assessment Infringements Board will proceed to assess the allegations and to reach a decision on the basis of the information available to them.

### 12.4 Uncontested Allegations

In certain instances allegations may be deemed to be uncontested because the student admits the allegation without any claim of mitigation. In such cases the Chair of the Assessment Infringements Board may in consultation with the Registrar apply a penalty commensurate with the infringement committed. To facilitate the processing of uncontested allegations in this manner the Assessment Infringements Board will agree, at the commencement of each academic year, the appropriate penalty to be applied to certain categories of infringements.

### 12.5 Assessment Infringements Board Hearing

The Assessment Infringements Board shall assemble to consider the allegation(s) as soon as possible following the reporting of the incident.

The Registrar will write to the student informing him/her of the date, time and venue for the Assessment Infringements Board hearing and also informing the student of his/her right be accompanied by up to two people at the Board hearing.

The student shall notify the Examinations Secretary not less than one working day in advance of the hearing if he/she will attend the hearing and if applicable will indicate the identity of the person or persons to accompany them to the Assessment Infringements Board, and their status.

If deemed necessary by the Board the relevant Head of Department, or nominee, should be available to attend the meeting.

The Assessment Infringements Board will consider all submissions and reports and will reach a decision as to the veracity of the allegations. The Board will also determine the appropriate penalty to be applied.

Following the meeting the Registrar shall notify in writing the student and the relevant Head of Department and the Chair of the relevant Examinations Board. The Head of Department shall where appropriate notify the Internal Examiner of the decision of the Board.

### **12.6 Decision of the Examinations Infringements Board**

Following its deliberations the Assessment Infringements Board shall reach one of the following decisions:

1. The Board may judge that the allegation is not sustained.
2. The board may judge that the allegation is sustained, either by the admission of the student or following investigation. In such cases the Board will assess the degree of unfair advantage gained (on the basis of the information available) and following on from this assessment will:
  - a. decide not to impose a penalty
  - b. decide to impose a penalty in accordance with Section 3 of this policy

The student will be informed in writing of the decision of the Assessment Infringements Board and in the case where the student is deemed to have been guilty of a breach of the Institute's rules and regulations in relation to academic honesty this will be recorded by the Registrar's Office as part of the student's academic record.