

Academic Integrity Procedure for Faculty (ED-SOP-068)

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Department	Professional Affairs
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Related Documents	ED-Pol-062 – Teaching and Learning Policy ED-Pol-070 – Disciplinary Policy and Procedure for Faculty QA-Pol-097 – Programme, Monitoring and Review Policy ED-Pol-067 – Academic Integrity Policy for Faculty

Investigation of Academic Misconduct - Procedural Steps

1. In the instance that there may be academic misconduct in a faculty (hereafter referred to as an individual) academic work this will be referred to the Head of Professional Affairs.
2. The Head of Professional Affairs will consult with the Chair of the Academic Board to determine if the matter is a serious instance of academic misconduct and if so, will initiate Stage 2 of the [Disciplinary Policy and Procedure for Faculty \(ED-Pol-070\)](#).
3. If the matter is deemed a minor academic misconduct, it will be dealt with under this procedure.
4. The Chair of the Academic Board will meet with the Head of Professional Affairs to manage the investigation.
5. The individual will be notified of suspicion of academic misconduct including relevant evidence within 10 working days of the suspected misconduct being raised with the Head of Professional Affairs. The individual will be given the opportunity to provide any relevant evidence to the Head of Professional Affairs by a predetermined deadline.
6. In the instance that an individual does not respond within the specified deadline, the procedure continues without the individual's response and they are advised in writing that this will occur.
7. In the instance that the individual's response is an admission of academic misconduct, RCPI proceeds immediately to the determination of a consequence for the offence.
8. Following consideration of the evidence and individual's response (if any), the Chair of the Academic Board and Head of Professional Affairs will determine either:
9. No academic misconduct has occurred — the individual has satisfactorily responded to the suspicion of an offence.
10. Academic misconduct has occurred — the individual has either admitted an offence or the evidence supports the fact that an offence has occurred.
11. In the instance that no academic misconduct has occurred, the matter is closed, and the individual is notified by the Head of Professional Affairs or Chair of the Academic Board
12. In the instance that academic misconduct is proven, the Head of Professional Affairs and Chair of the Academic Board will:
13. Establish an appropriate consequence as provided for within the [Academic Integrity Policy for Faculty \(ED-Pol-067\)](#)

14. Communicate the finding, the consequence, and the implication for work on the programme to the individual in writing
15. The individual may appeal the outcome of an investigation into suspected academic misconduct through the [Appeals Policy \(ED-Pol-071\)](#).
16. In the instance that an outcome cannot be reached, the matter is referred to the [Disciplinary Policy and Procedure for Faculty \(ED-Pol-070\)](#).

