



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Academic Integrity

Student Guidelines

29/01/2026

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Foreword by Vice President Academic Affairs and Registrar

I am pleased to introduce you to MTU's Student Guidelines on Academic Integrity and hope that you will find them a useful resource in your study.

What is academic integrity? In the words of Ireland's National Academic Integrity Network, Academic Integrity is defined as follows:

Compliance with ethical and professional principles, standards and practices and consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship

Or, to put it very simply, **Academic Integrity means being honest in your academic work.**

Why is Academic Integrity important? There are many reasons:

- It is crucial in protecting the reliability and integrity of MTU qualifications. That includes your future qualification.
- Moving on from that, Academic Integrity is vital in protecting the reputation of MTU's graduates. That includes you in the future.
- We want to ensure that our graduates have respect for knowledge and ideas and understand their ethical responsibility towards the work and ideas of others.
- When you graduate, we want you to be confident in the knowledge that you have earned your qualification through your own work and that you are well placed to take on new challenges in your professional life as a graduate of MTU.

This is why MTU is committed to fostering and protecting a culture of academic integrity.

MTU Academic Council has approved a new Academic Integrity [policy](#) and [procedure](#). These guidelines have been developed to support MTU students in acting in accordance with this policy and procedure at all times. In these guidelines, you will be given guidance on how to uphold academic integrity and thus avoid bad decisions which may have a significant impact on your student journey. The guidelines also contain some information on what to expect if you are involved in an academic misconduct investigation.

These guidelines should be considered as a live document. Feedback is always welcome and can be conveyed to AcademicIntegrity@mtu.ie

I want to acknowledge the MTU Students' Union for its work in promoting a culture of academic integrity amongst our learners and in supporting students. I am also thankful to my MTU colleagues for their work and support in promoting and safeguarding academic integrity in the university.

Upholding academic integrity is the collective responsibility of all stakeholders in a university. This includes all staff and students. Let us all work together to ensure that the highest standards are maintained, and the integrity and reputation of our degrees and graduates protected.

Ní neart go cur le chéile.

Professor Christine Cross
Vice President Academic Affairs and Registrar, MTU

Chapter 1 Upholding Academic Integrity and Preventing Academic Misconduct

Introduction to Academic Integrity

What is meant by Academic Integrity?

Ireland's National Academic Integrity Network has adopted the following definition of academic integrity:

Compliance with ethical and professional principles, standards and practices and consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship

In summary, **Academic Integrity means being honest in your academic work.**

Academic integrity is based on the following principles:

- Honesty
- Trust
- Fairness
- Respect; and
- Responsibility, including the courage to act as needed to uphold academic integrity.

What does the term 'Academic Misconduct' mean?

Academic Misconduct covers all behaviours which contravene academic integrity.

Why is Academic Integrity important?

Academic integrity is critical in:

- protecting the reliability of MTU qualifications
- protecting the reputation of MTU's graduates
- ensuring our graduates have respect for knowledge and ideas, and confidence in their abilities to take on challenges in their professional life
- ensuring our graduates understand their ethical responsibility towards the work and ideas of others

MTU is committed to fostering and protecting a culture of academic integrity. It therefore provides information and supports for students to help them to uphold academic integrity in all their work.

Information and Supports for Students

Academic Integrity Webpage

MTU's academic integrity webpage <http://academic.integrity.mtu.ie> is a 'one stop shop' for information on all matters related to academic integrity in MTU, including [policy](#) and [procedure](#), resources and supports for students and staff, and relevant contact details.

Library

The [MTU Libraries webpage](#) is accessible [here](#). Specific supports offered that relate to Academic Integrity include:

- [referencing guides](#)
- MTU's Library [Assignment Toolkit](#) is an Open Educational Resource (OER) which was co-created by MTU staff and students. It includes a suite of modules that will guide you through the assignment completion process and provide a grounding in academic integrity by using best practice guidance at every stage. Further information on this resource is available [here](#)

Supports available on the Canvas Learning Management System

Canvas hosts a number of learning resources to assist you in upholding academic integrity. These include:

- Epigeum training for students: this training will be made available to all undergraduate and postgraduate students in Canvas later this semester. Students who successfully complete this course receive an MTU digital badge for academic integrity.
- MTU's Artificial Intelligence guidelines – available [here](#)
- The MTU Libraries [assessment toolkit](#) as described above
- MTU uses plagiarism detection software (Turnitin) which is fully integrated with Canvas. Use of this software has been approved by the Academic Council. Turnitin can be used in the following ways:
 - Prior to submitting an assignment, students can use Turnitin to check a draft and thus potentially avoid committing plagiarism.
 - Your lecturer may require you to submit an assignment through Turnitin.
 - Even if this does not happen, lecturers can use Turnitin to check the submitted work for possible breaches of academic integrity and/or confirm plagiarism.
- MTU TEL Department has a [suite of resources for students](#), including help on using Turnitin during the assessment process.

Useful Canvas links

Kerry campus staff link to Canvas for further information and guidance:

<https://mtukerry.instructure.com/courses/160/pages/what-is-turnitin>

Kerry campus student link to Canvas for further information and guidance:

<https://mtukerry.instructure.com/courses/163/pages/assessments-menu-2>

Cork campus staff link to Canvas for further information and guidance:

<https://cit.instructure.com/courses/15631/pages/5-dot-1-welcome-to-unit-5-3>

Cork campus student link to Canvas for further information and guidance:

<https://cit.instructure.com/courses/52759/pages/5-dot-3-turnitin-in-canvas>

AnSEO – The Student Engagement Office

The [Academic Learning Centre](#), [Student Engagement Office](#), [AnSEO](#), Cork campus provides information and support to Cork campus students on academic writing and assessment strategies. It offers individual or group-based advisory sessions and tutorials support in academic writing and a range of STEM areas in which learners traditionally experience a level of difficulty, particularly Mathematics. Sometimes, bad decisions can be made when a student feels challenged by the academic environment or the competing demands of study, work and/or their personal life. Students experiencing such pressures should consider [academic success coaching](#). Academic success coaching offers one-to-one or group coaching sessions intended to improve the ability of learners at all stages to identify academic goals and to develop strategies and skills to meet them.

[The Academic Success Centre](#) provides information and support to Kerry campus students through one-to-one study guidance, academic skills workshops and self-accessible resources.

International Office

[MTU International Office](#) provides end-to-end support to incoming and outgoing learners embarking on an international experience. Incoming international students are issued with a digital International Student Handbook. Regular information webinars addressing academic and practical information for international students also take place. The “International Module” which is accessible to all MTU international students on Canvas is used as an additional channel for the University to communicate with and distribute information to international learners specifically, improving the reach of targeted information provision outside of emails. The International Office orientation sessions for incoming international students include information on academic honesty and integrity, and particularly on the requirements in Ireland.

Orientation sessions for incoming international students include information on academic honesty and integrity, and particularly on the requirements in Ireland.

MTU Students’ Union

[MTU Students’ Union](#) offers support and advice to students. Queries on academic integrity issues should be addressed to the SU VP Education in the first instance. The SU VP Welfare may also be able to assist you.

Student Counselling Service

If you experience personal and emotional issues that impact on your academic work and on your overall student experience, then you may wish to contact the [Student Counselling Service](#) which is available to all registered full time MTU students free of charge.

Chaplaincy

[MTU Chaplaincy](#) offers a welcoming space and a supportive presence to students and staff of the university community, especially in times of distress, illness and bereavement. The Chaplaincy team works in close co-operation with other MTU student support services and provides support, guidance and advice in complete confidence for those of all faiths and none. Available to all students throughout the year, the Chaplaincy Team aims to support students to get the very best out of their

Let's talk about Assessment

While MTU has a range of supports in place to support you in upholding academic integrity, it is natural to expect that it's when you have assessments to complete that many of your specific questions will surface.

If you have any questions in relation to a specific assessment or assignment, check with your module lecturer in the first instance. In certain cases, your query may relate more to your programme, in which case you should contact your class coordinator.

You may have queries on the **assessment requirements or rules**, for example:

- If an assessment is open book or closed book
- If mobile phones are permitted or not
- What tools are/are not permitted for an assessment, for example
 - Calculators
 - Class notes
 - Crib sheets
 - Internet browsers
 - AI tools
- What the tools that are permitted for an assessment can be used for in that assessment
- If collaboration is authorised or not in an assignment (unauthorised collaboration is collusion, which is a type of academic misconduct)

You might have some questions about **referencing**. Note that academic writing and referencing are covered in Stage 1 of undergraduate programmes and guidance is also provided throughout the programme as part of the assessment process. Read the assessment guidance and requirements carefully and always contact your module lecturer if you need clarification on anything.

Sometimes, students ask if the **timing** of a class assessment or coursework **deadline** can be changed. On this point, you should note that:

- Generally, the assessment schedule is communicated to students early during the semester.
- Any changes made to that should be made in consultation with the whole class.
 - Therefore, it's a good idea to approach your class rep if you have a concern about an assessment timing or deadline.
 - Your department may also decide to consult with all lecturers for that semester to ensure that any change made to an assessment deadline or date does not have a negative impact on the overall assessment schedule.

Assessment and Exam Regulations

It is your responsibility to ensure that you understand and are fully up to speed with the regulations and rules for your assessments and exams.

Monitor your Canvas and email accounts regularly for updates and information from your department and the Examinations Office. Read all assessment information, rules and regulations carefully. This includes the university's Examinations Code of Conduct, approved by Academic Council, which is available on the Examinations Office webpage and is emailed to all examination candidates prior to the examination sessions in Semester 1, Semester 2 and Autumn.

Important

In end-of-semester examinations, you are not permitted to be in possession of a mobile phone.

This means that if you are found to have a phone in an exam centre, you are already in breach of MTU's assessment regulations, even if the phone is powered off.

You are not permitted to be in possession of a smartwatch or fitbit in an end-of-semester examination.

Leave such devices at home or in your bag at the drop-off point. It does not matter if you are using them just for timekeeping purposes – by having them in your possession in an exam centre, you are in breach of MTU regulations. If you need to bring a watch then bring one with no storage capacity. You will be required to display it on your desk.

In end-of-semester examinations, you are not permitted to communicate with any other candidate in the exam centre.

By doing so, even if you are not communicating about the exam itself, you are in breach of examination regulations.

Students are asked to sign a standard declaration of academic integrity when submitting assignments and completing online assessments.

This means that you are required to confirm that you understand that detected breaches of academic honesty will be reviewed under the university's academic integrity [policy](#) and [procedure](#) and may incur penalties. Ensure that you allow adequate time to read, understand and complete this declaration.

The risk of making a bad decision

Sometimes, bad decisions can be made when acting under pressure. For example, cheating may seem like a quick solution when you are under pressure for time with multiple assignments, tests and exams. However, cheating could have very serious consequences for your academic record. The maximum penalty for a late submission is a mark of zero for the given component. While this can be significant for an assessment of high weighting, the sanctions for cheating are often more severe, for example: failure of module, failure of stage, suspension of study, termination of study.

Thus, if you are feeling caught for time, seek the advice of your academic department first, rather than taking the risk of a serious penalty which could delay your progress through your programme.

MTU's Individual Extenuating Circumstances (IEC) policy

MTU acknowledges that from time to time, there can be temporary circumstances which impact directly and negatively on a student's assessment performance. The University has a [policy](#) and [procedure](#) in place to allow you to inform your lecturer/s and Head of Department of any individual extenuating circumstances (IECs) which you feel are impacting on your study.

If you believe that your particular circumstances constitute IECs, then you should complete and submit an IEC form – this form is available online. You will be required to submit supporting evidence with this form. Once submitted, the completed IEC form will be forwarded to your department for consideration by all relevant lecturer/s and/or Examination Board/s. It is your responsibility to ensure that you complete and submit the online IEC form at the earliest possible

opportunity in order to ensure that there is adequate time for it to be considered by relevant lecturer/s and Examination Board/s.

If you are experiencing unexpected difficult circumstances, then you are strongly advised to consider the IEC route rather than breaching the assessment rules.

All suspected breaches of academic misconduct will be investigated, and if a breach is found to have occurred, then it is possible that the penalty applied will be more severe than the impact of a late submission penalty. On the other hand, if your IEC claim is deemed to be valid, it may be possible for you to be given an extension or, if this is not possible, to present for assessment at the next available sitting as a first sitting, so that your mark is not capped at 40.

Websites, essay mills and other services of concern

Under its academic integrity [policy](#), MTU may choose to actively block online resources from campus wired and Wi-Fi networks. Such blocks may be of a temporary or permanent nature and may include (but not be limited to); websites, file sharing sites, torrent sites, cloud-based storage sites and live chat sites, where such online resources may pose a risk to the integrity of the assessment.

The advertising of any services that promote academic misconduct is in violation of MTU's Academic Integrity policy.

Any students who are suspected of advertising such services will be subject to sanctions under the Academic Integrity [Policy](#) and [Procedure](#) and may also be subject to disciplinary action under the University's Student Disciplinary Policy and Procedure.

How do I report a concern?

- If you find any online resource that looks suspicious, e.g. a potential essay mill, then contact Academic.Integrity@mtu.ie
- If you have a concern about potential advertising for services on campus that you believe expose students to the risk of contract cheating, contact your own department or the Office of the Vice President Academic Affairs & Registrar.

The University reserves the right to report to third parties including QQI and An Garda Síochána. This will be done via the Office of the Vice President Academic Affairs and Registrar.

What do I do if I an essay mill contacts me?

If you are approached by any company or individual offering to write essays or complete assignments for a fee, do not engage with them. Instead, please let MTU know immediately, whether through your own department or by contacting Registrar's Office.

Chapter 2 Types of Academic Misconduct

Academic misconduct can be intentional or inadvertent.

- **For example, suppose that you are completing a project report and you forget to include references for some of the material you have used.**

You are then committing plagiarism. This constitutes academic misconduct, even if you didn't mean to omit the references.

- **Or suppose that you accidentally bring your mobile phone into an exam centre for an end-of-semester examination.**

It doesn't matter if you just forgot to leave it off at the drop-off point. By simply having your phone in the exam centre, you are in breach of the examination regulations and therefore are committing academic misconduct.

Types of Academic Misconduct

Academic misconduct can be committed in a variety of ways.

You are engaging in academic misconduct if you submit as your own for assessment work which has, in fact, been fully or partly done by someone else.

That could be a classmate. It could be a friend. It could be a family member or partner. And it doesn't matter if they are a student of MTU or not. If you submit as your own an assignment which was even partly done by someone else, even if they are just trying to help you out, then you are committing academic misconduct.

You are engaging in academic misconduct if you submit as your own for assessment work which has been created artificially, for example by a machine, or done through artificial intelligence.

It doesn't matter if you just asked Chat GPT to generate content for your essay and then rewrote that in your own words.

- If use of AI tools is not permitted for the assessment, then you are in breach of the regulations.
- If use of AI tools is permitted in the assessment, but for editorial purposes only, then you are also in breach of the regulations.
- If use of AI tools is permitted in the assessment, but you don't acknowledge their use, then you are submitting such work as your own when it is not and therefore are in breach of regulations.

Academic misconduct can occur through the unauthorised use of Generative Artificial Intelligence (Gen AI).

That may include, but is not limited to:

- The use of Generative Artificial Intelligence in a manner that does not comply with assignment instructions;
- The use of Generative Artificial Intelligence to generate text, materials or other outputs presented by the student as the student's own work.

You are engaging in academic misconduct if you submitting as your own for assessment work which was done by a third party for a fee.

This third party could be an essay mill, but it could also be an individual person, e.g. ghostwriter.

Self-plagiarism is another form of academic misconduct.

What is self-plagiarism?

Let's start with recalling what plagiarism is.

Plagiarism entails submitting as your work which has been done or partly done by another person or artificially.

Self-plagiarism means submitting for assessment, without acknowledgement, work which has been submitted previously for a different assignment.

You are engaging in academic misconduct if you submit work which includes unreferenced material taken from another source(s) (plagiarism).

It doesn't matter whether you quote the material, paraphrase it or just use the content; if you do not reference it, then you are committing plagiarism.

You are committing academic misconduct if you submit work which includes falsified references.

Do not make up references. If you can't remember the material you used, seek advice from the library or your lecturer.

You are engaging in academic misconduct if you make a false claim for authorship.

Collaboration versus collusion

Teamwork is a skill that is highly valued by employers. You can also learn a huge amount from your classmates and other peers through working with them in study groups. In many modules, there will be some group-based assignments and projects to support and test teamwork skills. For many assessments and exams, however, the work you submit must be solely your own, i.e., collaboration on the assignment is not permitted.

Unauthorised collaboration is called collusion and is an academic offence.

Always ask your lecturer if you are not sure if collaboration is permitted and, if so, to what extent.

If you facilitate cheating, then you are engaging in academic misconduct.

- For example, if you sell or simply provide a previously completed assignment to another learner, then you are committing academic misconduct. It does not matter if you charge a fee or not. By providing a previously completed essay to another student, you are facilitating them to cheat by submitting that essay as their own.
- Similarly, if you help a peer/classmate/friend to do their assignment to such an extent that it develops into you actually doing some or all of the assignment, then you are committing academic misconduct.

It is important to be careful when working with data.

For example, you are committing academic misconduct if you

- fabricate or make up data
- falsify your data
- get someone else to analyse your data and then submit that analysis as your own
- use an artificial intelligence tool to analyse your data and then submit that analysis as your own rather than including an AI reference

Other types of academic misconduct include:

- Bribery, i.e., the offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action
- Falsification of documents
- Improper use of technology, laboratories, or other equipment. For example, opening an internet browser during an IT assessment notwithstanding that this is forbidden for the given assessment

This list is not exhaustive.

Academic Misconduct in Examinations, Tests, etc.

End-of-semester exams

Many modules include an end-of-semester examination, typically a 2-hour invigilated closed book examination taken in an examination centre on campus. You will be provided with an answer book. The exam paper will state what materials are permitted. For example, many exams permit the use of calculators. Many Maths exams permit the use of log tables. Do note, however, that mobile phones or other smart devices are not permitted in exam centres, even if powered off.

The Examinations Office will send you a copy of MTU's Examination Code of Conduct before each examination session. You should read this code of conduct carefully. Failure to adhere to the examination code of conduct is called an examination breach, another type of academic misconduct. Generally speaking, examination breaches lead to significant penalties.

Examples of examination breaches include:

- Being in possession of crib notes in a closed book exam, even if you are not using them
- Using or being in possession of disallowed tools, e.g. using or possessing programmable calculators where these are not permitted for the given exam

This list is not exhaustive.

In-class tests/assessments

Many modules include in-class tests during the semester. The format of these can vary.

- For example, some in-class tests are closed book. Others are open book. Sometimes, the lecture may permit students to bring just one 'crib sheet'.

- Some in-class tests are run in a computer lab. For example, it could be a practical exam, or a written exam requiring use of software.
- These tests are often shorter and are usually run by the academic department. It is not feasible to set up drop-off points for bags and phones as happens for the end-of-semester examinations. Additionally, you may be required to use multi-factor authentication to log onto the PC, as a cybersecurity measure, and this will usually require you to use your mobile phone. However, once you have done that, use of mobile phones is generally not permitted after that.

Always ensure that you understand the rules for your in-class test. **If you are not clear, ask your lecturer to clarify.**

Finally, in-class tests/assessments are usually less formal than end-of-semester exams. Regardless of the set-up however, copying another student's work is not permitted.

Impersonation

It is a serious academic offence to present as another individual in an assessment or examination.

Per the examination code of conduct, you will be required to show your MTU ID card to the invigilator at each end-of-semester examination. If you don't have your MTU ID card with you, then other valid ID may be considered, e.g. driver's licence or passport or passport card. However, failure to produce valid photographic ID will result in an invigilator's report and possibly in you being told to leave the exam centre.

Chapter 3 Detecting Academic Misconduct

How MTU recognises and detects cases of possible academic misconduct

If staff recognise signs of academic misconduct while marking an assignment, they might consider evidence such as:

- Textual evidence from the suspected assessment, for example
 - Quality of the writing/work
 - Language, spelling, grammar, formatting
 - Content
 - Bibliography
 - Metadata from the assessment (and possibly metadata from previous assessment(s) for comparison purposes)
- Reports from functions such as Examinations Office (including Invigilators' reports), Canvas logs, IT logs.
- Electronic evidence, for example:
 - Document properties, e.g. author / creation date / editing time / version number
 - Report from Turnitin, MTU's approved plagiarism detection software tool
- Knowledge of the student's academic and linguistic abilities
- Previous assessment work of the student
- Drafts of the work sent to the lecturer/supervisor prior to the submission
- Any relevant correspondence between the student and the lecturer/supervisor relating to academic guidance on the work
- Evidence of engagement with essay mill or other third party

How MTU uses Turnitin to prevent and detect academic misconduct

MTU uses plagiarism detection software (currently 'Turnitin') which is fully integrated with Canvas. The Academic Council has approved the use of Turnitin to detect plagiarism.

Turnitin is used by MTU to support the detection and confirmation of plagiarism in submitted work. In many cases, you will be required to submit assignments through Turnitin and the similarity report will be available immediately to the lecturer and to you.

Additionally, many lecturers use Turnitin not just to support the detection and confirmation of plagiarism in submitted work, but also to prevent plagiarism in written coursework. Thus, for example, your lecturer may advise or encourage you to check drafts for similarity matches.

Check out Chapter 1 of these guidelines for further information on Turnitin, and details on resources available for students.

Chapter 4 Dealing with Academic Misconduct

We now move on to how MTU deals with allegations of academic misconduct, whether informally or informally. The guidance is aligned to and informed by the University's Academic Integrity [Policy](#) and [Procedure](#). All allegations are dealt with in accordance with this policy and procedure. **It is your responsibility to familiarise yourself with these important documents.**

Principles

Section 5.2 of the University's Academic Integrity [Policy](#) sets out the principles which underpin and inform the policy and associated [procedure](#). Per the policy:

- **All allegations of alleged academic misconduct will be investigated effectively and efficiently** per the [procedure](#).
- **Consistency and fairness, the principles of natural justice, confidentiality and respect for privacy and dignity** will be observed throughout the process for maintaining academic integrity and dealing with academic misconduct.
- **Penalties imposed for academic misconduct will be proportionate, appropriate, objective and relevant.** The determination of the penalties will take into account the gravity of the academic misconduct, the scale of the unfair advantage potentially gained, and the degree to which the act of misconduct was premeditated and deliberate.
Appendix 1 of the University's Academic Integrity [Procedure](#) sets out a list of sanctions and a score card for determining the level of the breach and the appropriate sanction. Where learners provide a full and frank admission of having engaged in academic misconduct (especially if this is forthcoming at an early stage), both the process used and sanctions imposed are less onerous than those which would otherwise apply.
- Note that the level of proof required is **on the balance of probabilities**. This means that what is required is establish whether it is more likely than not that the allegation is true. You should note that this level of proof is less demanding than the higher level of *beyond reasonable doubt* which is used in criminal cases.

Stage 1

Stage 1a Initial Consideration by Department

If a lecturer suspects that an instance of academic misconduct has occurred, they first contact the relevant Head of Department. An initial review is undertaken. If that determines that academic misconduct may have occurred, the next step taken depends on whether or not the student is on the Academic Misconduct Register (AMR).

If the student is on the AMR, then the case will be immediately escalated to Stage 2 of MTU's Academic Integrity [Procedure](#) – *Formal Inquiry by the University Academic Misconduct Board (UAMB)*.

If the student is not on the AMR, then the case will proceed to Stage 1b – *Departmental Review*.

Stage 1b – Departmental Review

We now look at what happens if the department decides in Stage 1a that there is a case to answer.

In this scenario, you will receive an email from the department, notifying you of the allegation(s) of academic misconduct, and inviting you to meet the Departmental Review Panel (DRP).

Who is on the DRP?

The membership of the DRP is as follows: the module lecturer, Academic Integrity Officer (AIA) and/or Academic Integrity Advisor (AIA), and the relevant Module Coordinator (Head of Department).

Can I bring someone with me to the meeting with the DRP?

Yes, but there are restrictions. You can bring a student colleague of your choice, or a sabbatical officer of the Students' Union, but you may not bring any other person to the meeting, whether connected or unconnected with MTU.

Can my support person speak on my behalf?

No. The purpose of the support person is to support you at the meeting with the DRP. The University understands that this type of meeting may not be easy for you, and this is why it offers you the opportunity to bring a support person with you. However, your support person may not speak at the meeting.

What happens at the Departmental Review Meeting?

The DRP will have a conversation with you about the allegation(s). It will invite you to respond to the allegation(s), and it will also ask you some questions about the assignment or assessment in question and how you completed it. This meeting is not a re-run of the assessment as such; the purpose of the meeting is to consider and decide on the allegations of academic misconduct.

On reflection, I now realise that I made a bad decision and that I may have breached the University's regulations. Should I let the Department Review Panel know about this?

Ultimately, this is your call. That said, if, having reflected on the case, you think that you have made a bad decision, it is better to admit this as soon as possible. A penalty is still likely to be applied to you, but it is likely to be reduced considering your admission.

What are the possible outcomes of the Departmental Review Meeting?

The possible outcomes of a DRP meeting are as follows:

- DRP decides that a Level 1 offence has occurred. Level 1 penalty applied. Student's name is added to AMR.
- DRP decides that a Level 2 offence has occurred. The case is referred to Stage 2 – *UAMB Hearing*. As the process is still ongoing at this point, the student's name is not added to the AMR at this point.
- DRP does not reach consensus. In this scenario, the case is then referred to Stage 2 – *UAMB Hearing*.

What is meant by 'Level 1' and 'Level 2'?

Under MTU's Academic Integrity [Policy](#) and [Procedure](#), there are three levels of academic misconduct. These are

Level 1 – Poor Academic Practice

Level 2 – Academic Misconduct (Minor)

Level 3 – Academic Misconduct (Minor)

The level of academic misconduct is determined on a case-by-case basis using a points system which is based on all of the following factors:

- **Whether or not there is a record of previous misconduct on the part of the student.**
All things else being equal, a previous record of academic misconduct will mean extra points, so that the level of the current allegation will increase.
- **The student's stage of programme**
All things else being equal, an allegation of academic misconduct against a Masters student will lead to a higher level than one against a final year undergraduate student, and so on.
- **Module value, i.e. number of credits**
The higher the credit value, the higher the points. Thus, for example, the number of points for a 10-credit module is higher than that for a 5- credit module. Thus the implications of an allegation in a very large module, e.g. a 30-credit project module, are very serious.
- **Assessment value, i.e. the weighting of the assessment(s) forming the basis of the allegation(s)**
An allegation of academic misconduct in an SAQ worth 10% will attract fewer points than an allegation in an essay worth 50% of the same module.
- **The nature of the academic misconduct that occurred**

I've just been invited to a departmental review meeting. However, I've a lot going on at the moment and am considering not participating in the process. Does this make any difference?

If you don't participate in the departmental review, then the case will be escalated to Stage 2 (UAMB hearing) and you will be invited to a hearing with the University Academic Misconduct Board. This is a formal stage and any sanction applied at that point may be more severe than what would be open to the DRP.

When will I be informed of the outcome of the Departmental Review Meeting?

Normally, you will receive notification of the outcome from the relevant Head of Department within seven working days of the meeting.

What if I disagree with the outcome of the Departmental Review?

If you disagree with the outcome of the Departmental Review, then you can refer the matter to the University Academic Misconduct Board (UAMB) within five working days of receiving the notification from the Head of Department. This is done by contacting Registrar's Office. Note that the timelines are strictly applied. If you do not refer the matter within the stipulated timeframe, then any penalty applied by the DRP will remain in place, and, if appropriate, your name will remain on the AMR.

What is the University Academic Misconduct Board?

The University Academic Misconduct Board (UAMB) is a sitting board of the University appointed by the Academic Council to investigate and adjudicate on allegations of academic misconduct.

Its membership includes a student member.

All members of the Board are entitled to sit for every hearing, unless there is a clear conflict of interest issue.

Notification

There are various ways in which an allegation that an academic breach has occurred may be notified to the UAMB.

For example:

- An academic department could report the allegation following a departmental review under Stage 1b of the Academic Integrity [Procedure](#).
- The Examinations Office could report a breach of examination regulations during an end-of-semester examination.
- A student who is unhappy with the outcome of a Stage 1 departmental review can refer their case to the UAMB.

Once the matter is first notified to the UAMB, the student will receive a communication from the Chair of the UAMB within seven working days. In that communication, the UAMB Chair will set out the allegation(s) to the student and inform them of the entitlement to present a response to the allegation(s).

Student's entitlement to respond to allegation

Per MTU [policy](#) and [procedure](#), a student is entitled to respond to allegations of academic misconduct. If the student wishes to avail of this entitlement, they must do so within five working days of the receipt of the initial notification from the UAMB Chair.

I have just been notified by the UAMB Chair of an allegation of academic misconduct and have decided to make a response to the allegations. How do I do that?

You will submit a written response via email to the Registrar's Office. The Registrar's Office supports the UAMB in its work and will ensure that all members of the UAMB are provided with a copy of your response.

Who sees my response?

The Chair and members of the UAMB will be provided with a copy of your response. Furthermore, and at the discretion of the UAMB Chair, staff from the academic department who are attending the UAMB hearing may be provided with a copy of your response.

What happens if I don't respond to the allegations?

If you decline to respond to the allegations within the allocated timeframe, then the UAMB will go ahead anyway, proceed with the hearing, and make a decision on the allegations.

Is the hearing face-to-face or online?

Normally, UAMB hearings are held remotely, via MS Teams. You will be notified of the date and for the UAMB hearing and be provided with a MS Teams meeting link. You will be required to confirm attendance no less than one day before the hearing. You are expected to attend at the designated time. If you have any difficulties with this, you should notify the Registrar's Office as soon as possible.

I want to bring someone to the meeting, as I don't want to be on my own. Is this possible?

Yes, but there are restrictions.

- You may bring a student colleague of your choice; or
- You may bring a sabbatical officer of the Students' Union who is not a member of the UAMB.
- You may not bring any other person to the hearing, whether connected or unconnected with MTU.
- The role of your support person is solely that – support. Your support person may not speak at the hearing.

Conduct of Hearing

The UAMB Hearing takes place in four parts, as follows:

1. The UAMB first meets in private session.
2. It then meets with relevant staff of the department which has reported the allegation.
3. Next, the UAMB meets with the student.
4. Finally, the UAMB returns to private session to decide on the matter and determine the outcome.

UAMB meeting with the student

- If you are invited to attend a UAMB hearing, then make sure to join the meeting on time.
- When you click on the meeting link, you will first be admitted to the meeting lobby. Once the UAMB is ready to meet you, you will be admitted to the meeting.
- The Chair of the UAMB will welcome you to the hearing and introduce you to the other members of the UAMB.
- The UAMB Chair will request you to present your MTU ID card.
- If the meeting is taking place online, then the UAMB Chair will ask you to a) introduce your support person or else b) confirm that you are attending alone.
- The UAMB Chair will outline the case and invite you to respond to the allegation(s).
- Other members of the Board may also ask you questions about the allegation(s).
- The UAMB may also ask you some questions about the assignment or assessment in question. As with the departmental review, this is not a re-run of the assessment as such; rather, the purpose of the UAMB hearing is to reach a decision on whether or not you have breached assessment regulations.

- At the end of the discussion, you will be given the opportunity to add any final comments or provide any further information or clarification.

On reflection, I now realise that I made a bad decision and that I have breached the regulations. Should I disclose this to the UAMB?

Ultimately, this is for you to decide. If, on reflection, you think that you have made a bad decision and that you may have breached regulations, it is better to admit this. While a penalty is still likely to be applied, it is likely to be reduced in light of your admission.

UAMB Decision

Following the conclusion of the hearing, the UAMB returns to private session. It will consider all submissions, and based on the balance of probabilities, reach a majority decision on the allegation(s).

I read in MTU's Academic Integrity Policy that the UAMB makes its decision based on the 'balance of probabilities'. What does this mean?

This relates to the level of proof required when the UAMB is making its decision on a given case. The level of proof required for a university academic integrity case is 'on the balance of probabilities.'

This is the level of proof used for civil cases. What is required is to show, based on all the evidence available, that it is more likely than not that academic misconduct occurred.

It is a lower level of proof than 'beyond reasonable doubt' which is used in criminal cases.

What are the possible outcomes of a UAMB hearing?

In the event of allegation(s) being upheld, the UAMB will also determine an appropriate penalty to be applied, per Appendices 2 and 3 to the [Academic Integrity Procedure](#).

The penalty will depend on the level of academic misconduct that occurred. There are three levels set out in the [procedure](#), as follows:

Level 1 – Poor Academic Practice

Level 2 – Academic Misconduct (Minor)

Level 3 – Academic Misconduct (Minor)

The level of academic misconduct is determined on a case-by-case basis, based on all of the following factors:

- Whether or not there is a **record of previous misconduct** on the part of the student
- The **student's stage of programme**
- **Module value**, i.e. number of credits
- **Assessment value**, i.e. the weighting of the assessment(s) forming the basis of the allegation(s)
- The **nature of the academic misconduct** that occurred

Each of the three levels – Level 1, Level 2, Level 3 – is then mapped to a set of sanctions. **The higher the level, the more severe the sanctions will be.**

If an allegation of academic misconduct is upheld by the UAMB, then the Academic Misconduct Register will be updated as necessary.

When will I find out the outcome of the UAMB hearing?

The Chair shall notify you (the student), the relevant Module Coordinator, Programme Coordinator and the internal examiner in writing of the outcome after the UAMB hearing has made its decision.

Appeal

Can I appeal the decision of the UAMB?

Yes, you are entitled to appeal the decision of the UAMB within ten working days of the notification of the outcome. This is done by means of an Appeal to the President. Note that an appeal to the President is a serious undertaking with a separate fee and can only be made on specific ground.

Other questions

I am currently involved in a UAMB hearing and am worried about it. What supports are available?

As a student of MTU, you continue to have access to MTU student supports and services such as the Student Counselling Service, Chaplaincy, and Academic Success Coaching. See Chapter 1 of these guidelines for further information on these supports. The Registrar's Office will also make you aware of these supports being available.

MTU Students' Union offers support and advice to students. Queries on academic integrity issues should be addressed to the SU VP Education. The SU VP Welfare may also be in a position to assist you.

Finally, do not forget:

If, on reflection, you realise that you have made a bad decision in relation to academic integrity, it's better to admit that as soon as possible.

Your honesty and courage in doing so will be taken into account in the process and so:

While a penalty is still likely to be applied, it is likely to be reduced in light of your admission.

I recently attended a UAMB hearing and have now been informed that I will be given a mark of zero in the given module and will have to wait until next year to repeat it. What should I do next?

As part of the process, you will be advised to contact your Head of Department regarding any reassessment requirements. You should do this as soon as possible. While it may not be possible to confirm all details immediately, it will be possible to clarify a plan to register to repeat the module at the appropriate time so that you can decide on your repeat status and have access to all learning materials on Canvas.

References

[National Academic Integrity Network's Academic Integrity Guidelines](#)

[Academic Integrity: National Principles and Lexicon of Common Terms](#)

[Framework for Academic Misconduct Investigation and Case Management](#)