ROYAL COLLEGE OF PHYSICIANS OF IRELAND

Academic Integrity Procedure for Learners (ED-SOP-064)

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Department	Education Development
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Related Documents	ED-Pol-063 – Academic Integrity Policy for Learners ED-Pol-066 – Disciplinary Policy and Procedure for Learners ED-Pol-100 – Learner Code of Conduct

ROYAL COLLEGE OF PHYSICIANS OF IRELAND

Investigation of Academic Misconduct - Procedural Steps

1. In the instance that there may be academic misconduct in a learner's academic work this will be referred to the Programme Lead.
2. The Programme Lead will 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 Learners (ED-Pol-066)
3. If the matter is deemed a minor academic misconduct, it will be dealt with under this procedure.
4. The Programme Lead will meet with the Student Support Officer to manage the investigation.
5. The learner will be notified of suspicion of academic misconduct including relevant evidence within 10 working days of the suspected misconduct being raised with the Programme lead. If a conflict is known or perceived with the Programme Lead, the Programme Board decide on a nominee. The learner will be given the opportunity to provide any relevant evidence to the Student Support Officer by a predetermined deadline.
6. In the instance that a learner does not respond within the specified deadline, the procedure continues without the learner's response and they are advised in writing that this will occur.
7. In the instance that the learner'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 learner's response (if any), the Programme Lead will determine either:
9. No academic misconduct has occurred — the learner has satisfactorily responded to the suspicion of an offence.
10. Academic misconduct has occurred — the learner 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 learner is notified by the Programme Lead.
12. In the instance that academic misconduct is proven, the Programme Lead will:
13. Establish an appropriate consequence as provided for within the Academic Integrity Policy for Learners (ED-Pol-063)
14. Communicate the finding, the consequence, and the implication for progression through the programme to the learner in writing
15. Notify the Programme Board
16. Notify the Programme Exam Board
17. Learners may appeal the outcome of an investigation into suspected academic misconduct through the Appeals Policy (ED-Pol-071).