



Procedure in cases of suspected academic misconduct

1. Purpose

Trinity College Dublin, the University of Dublin, hereafter referred to as Trinity, is committed to upholding academic integrity, and considers academic misconduct to be serious and academically fraudulent and an offence against academic integrity that is subject to the approved Trinity procedures in cases of suspected academic misconduct.

This document sets out the approved procedure to be followed in cases where academic misconduct is suspected to have taken place, in accordance with the the University Calendar, Part II and Part III on Academic Integrity. This procedure should be read in conjunction with the [Academic Integrity Policy](#) and the [Calendar Part II](#) (undergraduate) or [Calendar Part III](#) (postgraduate) on Academic Integrity. This procedure was developed in consultation with the National Academic Integrity Network's [Framework for Academic Misconduct Investigation and Case Management](#).

2. Scope

This procedure applies to all undergraduate and postgraduate taught students at Trinity cases of suspected misconduct.

Cases of suspected academic misconduct for postgraduate research students are out of scope of this procedure. They should be referred directly to the Dean of Graduate Studies, as outlined in the regulations in Calendar Part III.

3. Benefits

The procedure facilitates a consistent application of the Calendar Part II and II regulations on academic integrity across the University.



4. Procedure

All documentation and resources relating to this procedure can be found on the [Academic Affairs website](#).

If academic misconduct as referred to in Calendar Part II §96 or Part III §50 is suspected, it is recommended that where appropriate, the module co-ordinator arranges an informal meeting with the student to discuss the instance of concern. Following this informal meeting, if the module coordinator still suspects that there has been a breach of academic integrity, or if a meeting is not deemed necessary, the module co-ordinator must complete the Academic Integrity Form which will provide an indicative score and level. The relevant procedure should be followed depending on the indicative level, as below:

- i. Level 1: Level 1 is considered to reflect poor academic practice and level 1 consequences should apply. The module coordinator must inform their School's Director of Teaching and Learning (Undergraduate or Postgraduate), or their designate, who will either approve the outcome, or if they form the view that the misconduct is more serious, agree an alternative level with the module coordinator.
- ii. Levels 2 - 3: The module coordinator must inform their School's Director of Teaching and Learning (Undergraduate or Postgraduate), or their designate, of the suspected infringement, the indicative consequence, and a proposed lesser consequence should the student admit that misconduct has taken place. If the Director or designate approves the proposed lesser consequence, the module coordinator will write to the student advising them of the suspected infringement of academic integrity and offering them the option of the lesser consequence should they admit that misconduct has taken place. If the Director or designate forms the view that the alleged misconduct requires further investigation, or if the student denies the academic misconduct, the case will proceed to the Academic Integrity Meeting.



- iii. Level 4 cases will be referred directly to the Junior Dean, who is responsible for disciplinary procedures relating to students.

5. Academic Integrity Meeting

- 5.1. The Director of Teaching and Learning (Undergraduate or Postgraduate), or their designate, writes to the student and the student's tutor indicating the nature of the suspected academic misconduct and the evidence for it, and inviting the student to:
 - i. Respond to the suspicions by completing and submitting the Academic Integrity Response Form within an appropriate timeline determined by the School;
 - ii. Indicate whether or not they (and a representative) plan to attend an academic integrity meeting on a specified date.
- 5.2. The student should be given a minimum of three days' notice to attend an Academic Integrity Meeting.
- 5.3. If the student and or/representative is unable to attend, or chooses not to attend, the meeting will take place as planned. The Academic Integrity Response Form will be the student's submission to the meeting.
- 5.4. The Academic Integrity Meeting is attended by:
 - i. a Director of Teaching and Learning (Undergraduate or Postgraduate) or their designate (Chair);
 - ii. two academic colleagues from the School (at least one from the discipline to which the module belongs);
 - iii. the student and their tutor, or a member of the Postgraduate Advisory Service (or a representative of the Students' Union), if they wish;
 - iv. the co-ordinator of the module, if they wish, but only to present additional evidence.



- 5.5. The Academic Integrity Meeting considers the assessment or examination(s) in question; the Academic Integrity Form (and any verbal submissions by the module co-ordinator, if present); the student's Academic Integrity Response Form (and any verbal submissions by the student and/or tutor, if present).
- 5.6. The Academic Integrity Meeting assesses the abovementioned evidence in order to determine at what level (if at all) academic misconduct has occurred and selects a consequence appropriate to that level, giving due consideration to any mitigating circumstances.
- 5.7. If it is not determined that academic misconduct has occurred, students should be advised of available supports.
- 5.8. The Chair completes the Academic Integrity Meeting Decision Form, which is submitted for approval to the Senior Lecturer/Dean of Undergraduate Studies or Dean of Graduate Studies.
- 5.9. The Senior Lecturer/Dean of Undergraduate Studies or Dean of Graduate Studies may approve, reject, or vary the recommended consequence, or seek further information before making a decision.
- 5.10. If the Senior Lecturer/Dean of Undergraduate Studies or Dean of Graduate Studies considers that the consequences provided for under the above procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under Conduct and College Regulations in Calendar Part II or Part III.
- 5.11. If the Senior Lecturer/Dean of Undergraduate Studies or Dean of Graduate Studies approves the recommended consequence, the Chair communicates the decision to the student, and their tutor if applicable.
- 5.12. The appropriate consequence is applied, and the outcome is recorded on SITS.



6. Consequences

6.1. If the instance of concern can be dealt with under the above procedure, one of the following consequences will be recommended:

i. Level 1: Poor academic practice/conduct

- Mandatory academic integrity training is required;
- An appropriate outcome letter outlining the details of the case and the consequence is sent to the student by the Director of Teaching and Learning (Undergraduate or Postgraduate);
- The outcome is recorded on SITS by the module coordinator to inform any future instances of concern. This record will not appear on the student's transcript;
- The student is given the option to accept a referencing penalty or correct the work. If they choose to correct the work, all elements identified as poor academic practice must be amended. Other content may or may not be altered as appropriate to the assessment and as determined by the School. The corrected work will be assessed. In the case of examinations, the work must be reassessed. The mark for the component/assessment/examination may or may not be reduced as decided by the Director of Teaching and Learning (Undergraduate or Postgraduate).

ii. Level 2: Academic misconduct (minor)

- Mandatory academic integrity training is required;
- An appropriate outcome letter outlining the details of the case and the consequence is sent to the student by the Director of Teaching and Learning (Undergraduate or Postgraduate);
- The outcome is recorded on SITS by the module coordinator to inform any future instances of concern. This record will not appear on the student's transcript;
- The work must be resubmitted. The student is required to amend all elements identified as breaching academic integrity. Other content may or may not be



altered as appropriate to the assessment and as determined by the School. The resubmitted work will be assessed. In the case of examinations, the work must be reassessed. The component/assessment/ examination mark will be reduced or capped at the pass mark as decided by the Director of Teaching and Learning (Undergraduate or Postgraduate). and might not be confirmed until the reassessment Court of Examiners.

iii. Level 3: Academic misconduct (major)

- Mandatory academic integrity training is required;
- An appropriate outcome letter outlining the details of the case and the consequence is sent to the student by the Director of Teaching and Learning (Undergraduate or Postgraduate);
- The outcome is recorded on SITS by the module coordinator to inform any future instances of concern;
- The work must be resubmitted at the reassessment session. The student is required to amend all elements identified as breaching academic integrity. Other content may or may not be altered as appropriate to the assessment and as determined by the School. In the case of examinations, the work must be reassessed. The mark for the module will be capped at the pass mark and will not be confirmed until the reassessment Court of Examiners.

iv. Level 4: Severe academic misconduct

- Information on the sanctions in cases which are brought before the Junior Dean's Office can be found at [Student Discipline - Junior Dean : Trinity College Dublin \(tcd.ie\)](https://www.tcd.ie/StudentDiscipline/JuniorDean/).



7. Referral to the Junior Dean

Cases of suspected academic misconduct may be referred to the Junior Dean if;

- The facts of the case are in dispute;
- The regulations of the College were not properly applied in the student's case;
- The Director of Teaching and Learning (Undergraduate or Postgraduate), or designate, forms the view that the consequences provided for under the academic misconduct procedure are inappropriate given the circumstances of the case.

8. Related Documents

- 8.1. [Academic Integrity Policy](#)
- 8.2. [The University Calendar, Parts II and III](#)
- 8.3. [Curriculum Glossary](#)
- 8.4. [Academic Affairs resources on Academic Integrity](#)
- 8.5. [Library Guide on Academic Integrity](#)
- 8.6. [Data Protection](#)
- 8.7. [NAIN Framework for Academic Misconduct and Case Management](#)

9. Document Control

- 9.1. Date approved: 5 June 2024
 - 9.2. Date of next review: 2027/28
-