

Document Title	Assessment Regulations & Procedures
Purpose	To ensure the integrity of assessment processes by providing clear regulations to students, and by establishing fair procedures to handle any alleged breaches of these regulations.
Scope	<ul style="list-style-type: none"> • Exam hall regulations • Breaches of assessment regulations • Plagiarism in assessed work • Disciplinary procedures in the event of alleged breach of assessment regulations
Contents	<ol style="list-style-type: none"> 1. General Assessment Regulations & Procedures 2. Examination Hall Regulations 3. Breaches of Assessment Regulations and Procedures 4. Plagiarism 5. Handling Alleged Breaches of Assessment Regulations and Procedures 6. Academic Disciplinary Committee and Academic Appeals Committee
Definitions	<p>Supervisor of Examinations – IPA staff member with designated responsibility for examinations; in this case, the registrar.</p> <p>Board of Examiners – Board of internal and extern examiners at which recommendations in relation to a student’s assessment results, examination stage or award are approved.</p> <p>Awarding Body – NUI, the body responsible for making awards in respect of students completing programmes at the IPA.</p> <p>Academic Disciplinary Committee - The Academic Disciplinary Committee is the forum for the initial hearing of breaches of assessment regulations & procedures referred to it by the Head of the Education Division.</p> <p>Academic Appeals Committee - The purpose of the Academic Appeals Committee is to hear appeals from students on foot of decisions made by the Academic Disciplinary Committee.</p> <p>Education Committee – A forum where representatives of higher education, the public service, graduates, students and faculty meet to advise the Institute on how it can best respond to public sector education requirements; to monitor the effectiveness of existing educational programmes; and to monitor quality improvement procedures. The Education Committee provides members for some of the IPA’s internal committees such as the Academic Appeals Committee, Examinations Appeal Committee, Complaints Review Panel and Discipline Review Panel (for non-academic breaches).</p>

<p>Related IPA Policy</p>	<p><i>Procedures for Appeal of Examination Results</i> <i>Marks & Standards</i> <i>Exam Administration: Policy & Procedures</i></p>
<p>Audience & Communication</p>	<p>All Students, Staff, Education Committee</p> <p>Exam Regulations and procedures are communicated through programme guides, learning platforms (Moodle), direct communication to students via email, on exam material, and on the Institute’s website.</p>
<p>Policy Owner & Implementation</p>	<p>The policy owner is the Head of the Education Division. The Policy is approved by IPA Faculty.</p> <p>The implementation of this policy is the responsibility of all members of the community: students, administrative staff, lecturers, programme co-ordinators, assistant registrar, Head of the Education Division.</p>
<p>Key Implementation Actions</p>	<p>Clear policy and regulations governing assessment, breaches of examination regulations, plagiarism, and associated disciplinary procedures provided to students.</p> <p>Students required to sign a declaration agreeing to familiarise themselves with IPA regulations, policies and procedures and stating that work they submit for assessment is their own.</p> <p>Clear guidelines provided to students on plagiarism and proper referencing. Use of plagiarism detection software and penalty procedures to address plagiarism in assessed work.</p> <p>Clear instructions issued to invigilators to regulate exam environment and protect the integrity of exams.</p>
<p>Monitoring, Evaluation & Continuous Improvement</p>	<p>Report from invigilators and Exam officers confirming that agreed procedures were followed at exam hall. Report from invigilators documenting incidents.</p> <p>Reports from internal and external examiners to confirm the standard, quality and appropriateness of both exam questioning and assessment marking.</p> <p>Debriefings after examinations highlight any issues that may have arisen that can be addressed in advance of the next examination session.</p> <p>Evaluation of this policy will be performed annually and will be based on feedback from students, staff and invigilators. The institute will through its continuous review processes make adjustments where necessary to ensure the effectiveness of examination processes. A cyclical review will be carried out every 3 years.</p>

Revision History & Commencement Date & Date of Next Review	2006: Version 1 2014: Version 2 2017: Version 3.1 2019: Version 3.2 (Revision) 2022: Version 4 2023: Version 4.1 (Update) Commencement Date (2022 Version 4): September 2022 Date of Next Review: 2025
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Assessment Regulations & Procedures

1 General Assessment Regulations & Procedures

- 1.1 It is the responsibility of the individual student to inform him/herself about assessment regulations and procedures in force for the current academic year. The Institute of Public Administration (IPA) does not accept responsibility for the failure of students to so familiarise themselves. Failure to familiarise themselves will not be considered a sufficient excuse in the event of a dispute.
- 1.2 Qualifications for accredited IPA programmes are awarded by National University of Ireland (NUI) on the basis of a candidate's performance in examinations and/or other tests of knowledge or ability which have been set or prescribed by the IPA and which have been approved and monitored by Extern Examiner(s) appointed by NUI. In most cases, students are assessed by both continuous assessment (assignments, project work etc) and written examination and, in the case of Masters and DGov qualifications, by dissertation. When NUI endorses the recommendations of a duly constituted meeting of a Board of Examiners, the results duly approved are final, and appropriate awards are granted on foot thereof.
- 1.3 The main annual examinations are normally held in March/April. Supplementary examinations are normally held in August.
- 1.4 All enrolled students will be automatically registered for the main examinations. A student who has not registered is not entitled to sit an exam. Only unsuccessful students who have taken the main examinations, or students who in special circumstances secure the permission of the Board of Examiners, will be allowed to take the supplementary examinations. Students who are allowed to take the supplementary examinations in any year must complete the relevant examination entry form issued by the IPA and submit it to the IPA by the date specified.
- 1.5 Where illness, or some other significant event, is pleaded as an extenuating circumstance in relation to a candidate's absence from an examination, or in relation to a candidate's performance at an examination, only properly certified illness of the candidate or relevant independent and official documentation may be taken into consideration. In any such case medical certification or official documentation must be provided to the Institute within seven days following the date of the relevant examination as per *IPA Marks & Standards*.

- 1.6 A recommendation will be made to the Board of Examiners to defer the result of any candidate who has submitted a medical certificate or death notice, or in the case of unavoidable professional commitments, a letter from their employer to account for their absence. Other absences will be treated as a failed attempt.
- 1.7 The IPA is committed, where possible and within its resources, to provide Exam Supports to students with a learning difficulty, disability, illness or injury that prevents them from sitting an exam under regular conditions. Such applications must be made in writing to the IPA in sufficient time before examinations and be accompanied by the relevant supporting documentation.
- 1.8 Additional examination entry fees may apply to candidates taking supplementary examinations. These will not be refunded and cannot be transferred to a later examination.
- 1.9 The Supervisor of Examinations will arrange for examinations to be held at examination halls and for invigilation at each hall. The Supervisor will take appropriate steps to notify each student of the times and places of examinations but will not accept responsibility for a student's non-attendance at the appropriate time and place of exam when it has been communicated to them. Final responsibility for attendance at examinations rests with the student. Students are advised to carefully read examination timetables and venue notifications.

2 Examination Hall Regulations

- 2.1 Each student shall arrive at the examination hall at least twenty minutes before the start of their first paper on the first day of their examinations and at least fifteen minutes before the start of each subsequent paper.
- 2.2 When students enter the examination hall they shall be subject to the authority of the invigilators and shall obey all instructions issued by the invigilators. A student in breach of the Assessment Regulations & Procedures may be asked to leave the examination hall and may be deemed to be absent from the exam, which will be treated as a failed attempt.
- 2.3 Students shall occupy places as assigned or as directed by the invigilators.
- 2.4 Students will remove all unauthorised material from their desks, person and the vicinity of their desks. Unauthorised material includes coats, bags, books, notes, pencil cases, mobile phones and electronic equipment of any kind (except for approved calculators) and any other items that the invigilator deems inappropriate.

- 2.5 After the examination has commenced, students may not leave their places at any time without the express permission of an invigilator.
- 2.6 Any student who receives a paper will be deemed to have attempted the examination, irrespective of whether he or she manages to attempt a question.
- 2.7 A student who arrives up to thirty minutes after the start of any examination paper may be admitted only at the absolute discretion of the invigilators. A student shall not normally be permitted to leave the examination hall within thirty minutes of the start of any examination paper.
- 2.8 Students shall place on their desks some means of identification acceptable to the invigilators; if not they should contact the Supervisor of Examinations immediately. Students are advised to check well in advance of the examinations that they have some acceptable form of identification.
- 2.9 Examination papers shall not be distributed until an invigilator and a student have certified that the seal on the official packet containing them was unbroken.
- 2.10 Students shall write their answers to the examination questions only in the answer books, or on the graph paper, officially supplied, and shall not use any other paper. Students shall, if directed, use separate answer books for separate questions or sections. On finishing each examination, all answer books used by a candidate must be inserted into the envelope supplied by the invigilator. The envelope must then be closed and the information required on the cover thereof completed. A student shall not remove any answer books, whether used or blank, or other examination materials, from the examination hall.
- 2.11 It is the student's responsibility to ensure that they complete the cover of the answer book and envelope accurately. The numbers of the questions should be written in the margins of all pages of the answer books and on the cover of the answer book and envelope.
- 2.12 Students may use calculators at discretion, but these should be stand-alone calculators and not be a feature of another electronic device. Students may use a language translation dictionary at the discretion of the IPA, but permission must be sought in advance from the IPA and arrangements made to have the dictionary checked by an invigilator before each exam. Under no circumstances will the IPA permit the use of dictionaries that define terms. If statistical tables

and graph-paper are required for an exam, these will be supplied by the IPA; only IPA approved material, supplied by the invigilators, may be used.

- 2.13 Students are responsible for ensuring that their handwriting is legible. Examiners will make all reasonable efforts to decipher each script submitted, though if they conclude that all or a portion of a script is illegible and cannot award marks as a result, the responsibility for the non-award of marks resides exclusively with the student.
- 2.14 Once the invigilator has announced the end of the examination sitting, all students must stop writing. They may complete the task of tidying their answer books for a few minutes, however, so long as they do not continue to complete answers. Any student who continues to answer a question at this point will be in breach of assessment regulations and procedures.
- 2.15 Students *must* remain in their seats until the invigilator has collected their script. Students take the responsibility for ensuring that their script has been collected.
- 2.16 A student who completes his or her paper early must seek the permission of the invigilator before retiring from the examination hall. Students may be asked by the invigilator to give reasons for their early departure. The reply will be noted on the envelope, along with the time. Any student who leaves early will not be re-admitted. No student may leave the hall during the final 30 minutes of the examination, except at the absolute discretion of the invigilator.
- 2.17 A student who leaves the hall with a script will not be readmitted and their examination scripts will be invalidated. This will be considered a failed sitting. Such actions may also be deemed to be a breach of the Assessment Regulations and Procedures 3.5.

3 Breaches of Assessment Regulations and Procedures

- 3.1 Candidates are not permitted to have or make use of unauthorised material during the examination period. Unauthorised material encompasses any written, printed or electronic text, or electronic equipment, other than the material handed out by the IPA or approved by the IPA as part of the examination process. If a candidate is found to be in possession of unauthorised material, or is found to be using unauthorised material, they will be deemed to be in breach of the Assessment Regulations and Procedures.
- 3.2 Unauthorised communication between candidates during an examination is prohibited. If one candidate is found to be copying or to have copied from another candidate during an

examination, or is found to be exchanging information with another candidate orally, on paper, by electronic device, or by any other means, both candidates will be deemed to be in breach of the Assessment Regulations and Procedures.

- 3.3 It is a very serious offence for an individual or candidate to impersonate another candidate in an examination. Where such action occurs, it shall be deemed a breach of the Assessment Regulations and Procedures and both parties may be liable to a penalty up to and including expulsion from the Institute.
- 3.4 Candidates in the examination hall are subject to the authority of the invigilators and shall obey all instructions issued by the invigilators. A candidate who disturbs other candidates during an examination; who fails to comply with an invigilator's instructions; or who upsets the conduct of the examination may be asked to leave the examination hall and may be deemed to be in breach of the Assessment Regulations and Procedures.
- 3.5 A student who removes from the examination hall any blank or completed answer books or any other material provided by the IPA, or who brings any blank or "worked" answer books into the hall, will be deemed to be in breach of the Assessment Regulations and Procedures.
- 3.6 If, following the examination, an examiner discovers that scripts from different candidates are suspected of plagiarism, this may result in an investigation to ascertain whether there may be a breach of the Assessment Regulations and Procedures.
- 3.7 If a candidate's examination scripts are found to have reproduced, without attribution, what an examiner reports as a significant amount of material directly transferred from another person's published or unpublished work – textbooks, reports or any other paper-based or online documentation – this may result in an investigation to ascertain whether there may be a breach of the Assessment Regulations and Procedures.
- 3.8 If a candidate's examination scripts are found to have reproduced, without attribution, material from artificial intelligence text generators, essay mills or another candidate's assessed work, this may result in an investigation to ascertain whether there may be a breach of the Assessment Regulations and Procedures.
- 3.9 Where a candidate reproduces in an examination a significant amount of their own previously assessed work, the Head of the Education Division may deem this to be a breach of the Assessment Regulations and Procedures.

- 3.10 Each candidate alleged to be in breach of the Assessment Regulations & Procedures 3.1 to 3.9 may, on the recommendation of the Head of the Education Division who has satisfied themselves that an alleged breach of regulations warrants further investigation, be referred to the Academic Disciplinary Committee.
- 3.11 Any other suspected breaches of academic integrity or of the assessment regulations not identified in 3.1 to 3.9 may also be referred to the Academic Disciplinary Committee if the Head of the Education Division such action is warranted.
- 3.12 Where the Academic Disciplinary Committee finds that a breach of the Assessment Regulations and Procedures occurred, it may impose sanctions as per 6.3 below.

4 Plagiarism

- 4.1 Plagiarism is a serious academic offence and will merit sanction and/or disciplinary action.
- 4.2 Students are required to familiarise themselves with the definitions of plagiarism. Students, by signing enrolment/registration forms, undertake to familiarise themselves with procedures and sanctions governing academic integrity and breaches in any form of assessed work, and with IPA coursework requirements and guidance on academic writing and referencing.
- 4.3 When submitting work for assessment, students confirm their familiarity with IPA regulations on plagiarism and sanctions for plagiarism, and they declare that coursework has not been plagiarised.
- 4.4 The IPA defines Plagiarism as:
- (i) the direct transfer of material from other texts or the reproduction of material with minor alterations from other texts – published or unpublished, written, broadcast or electronic – in an exam, continuous assessment, project, dissertation or other course work without acknowledgement of the sources;
 - (ii) using material from web pages without attribution;
 - (iii) presenting as one's own any material obtained, commissioned or bought from another individual or agency;
 - (iv) presenting as one's own any material obtained from artificial intelligence text generators;
 - (v) presenting as one's own all or part of another student's work;

- (vi) paraphrasing concepts, ideas or statements from other texts without acknowledgement of the sources;
- (vii) misappropriating someone else's work, even with acknowledgement of the sources, by taking large amounts of material directly from other sources;
- (viii) the re-presentation by a student of their own work previously submitted or assessed in the IPA or any other body (self-plagiarism);
- (ix) the presentation by individuals in a study group of very similar or identical work when the requirement was for individual research, argument and presentation.

4.5 The IPA's definition of plagiarism covers any course work submitted for assessment, including dissertations, project work, continuous assessment assignments or examination answers.

4.6 Students should be aware that the IPA reserves the right to check the academic integrity of their work by using plagiarism detection software or any other necessary screening technique.

4.7 When submitting work for assessment, students declare their familiarity with both the IPA regulations on plagiarism and sanctions for plagiarism, and they assert that their coursework has not been plagiarised.

4.8 Where plagiarism is established in an assessed work, one or more of the indicative sanctions outlined in the following table may be imposed in the first instance by the examiner or module co-ordinator. The IPA reserves the right to vary, increase or decrease any of the sanctions where it deems that this is warranted.

Degree of Plagiarism	Indicative Sanctions
Several sentences or excerpts (up to 10% of core assignment) is made up of unattributed and directly replicated material (e.g. not presented in explicitly labelled inverted commas, quotation block or otherwise noted), even if original source is listed in the bibliography of an assignment.	A caution to the student
Between 10% and 20% of core text in the student work is made up of unattributed and directly replicated material (e.g. not presented in explicitly labelled inverted commas, quotation block or otherwise noted), even if original source is listed in the bibliography of an assignment.	Deduct 5-10 marks from the total mark awarded. In the case of continuous assessment assignments where such action results in the student failing, the examiner may afford the student with an opportunity to resubmit within 2 weeks, and be marked on a pass/fail basis (i.e. scale with a maximum 40 marks)

<p>Between 20% and 30% of core text in the student work is made up of directly replicated material that is unattributed (e.g. not presented in explicitly labelled inverted commas, quotation block or otherwise noted), even if original source is listed in the bibliography of an assignment.</p>	<p>Deduct 15-20 marks from the total mark awarded. In the case of continuous assessment assignments where such action results in the student failing, the examiner may afford the student with an opportunity to resubmit within 2 weeks, and be marked on a pass/fail basis (i.e. scale with a maximum 40 marks)</p>
<p>Over 30% of core text in the student work is made up of directly replicated material that is unattributed (e.g. not presented in explicitly labelled inverted commas, quotation block or otherwise noted), even if original source is listed in the bibliography of an assignment.</p>	<p><i>One of the following sanctions will apply, depending on the degree of plagiarism:</i></p> <p>(i) Student will be required to resubmit within two weeks and work will be marked on a pass/fail basis (i.e. scale with a maximum 40 marks)</p> <p>(ii) Student will receive zero marks</p>
<p>Note: The above sanctions are indicative. The IPA reserves the right to vary, increase or decrease any of the sanctions in each category where the IPA deems that this is warranted.</p> <p>Sanctions for repeat offences will be more severe than one applicable for a first offence.</p> <p>Where the context of the plagiarism is serious as per 4.9, cases may be referred to the Head of the Education Division and the Academic Disciplinary Committee where possible sanctions include zero marks for an entire module or suspension/dismissal from the programme.</p>	

4.9 It is open to any examiner or coordinator to refer a case to the Head of the Education Division who will handle the case as a suspected breach of Assessment Regulations & Procedures as per section 5. Such cases may include, but are not limited to, (i) plagiarism in postgraduate dissertations, (ii) where the majority of a student's work is appropriated entirely from another student or single source, (iii) where a student has submitted as their own work answers that have been generated by an artificial intelligence text generator, (iv) where a student has submitted as their own work material commissioned from a third party, (v) where a student has breached plagiarism guidelines multiple times etc.

4.10 Any student who facilitates plagiarism in the assessed work of another student may be deemed to be in breach of the Assessment Regulations and Procedures. Students are advised not to share completed work with another student in advance of being assessed.

4.11 If there arises, under closed-book examination conditions, a case of plagiarism as per any of the definitions outlined in 4.2, sanctions may be applied by the examiner or module co-

ordinator if the breaches align with the table of sanctions outlined in 4.8. Where the breach, or alleged breach, warrants further action (as per 4.9), the Head of the Education Division will handle the breach of Assessment Regulations & Procedures outlined in section 5.

5 Handling Alleged Breaches of Assessment Regulations and Procedures

5.1 Once a suspected breach of the Assessment Regulations and Procedures (under Section 3) or Plagiarism (under Section 4.9) is reported to the Head of the Education Division for further action, he or she will decide whether there are sufficient grounds for further investigation.

5.2 If further investigation is warranted, the student will be notified in writing that he or she is suspected of a breach of academic integrity or of an irregularity that may constitute a breach. The communication should refer to the nature of the suspected breach or irregularity. If the case pertains to an incident during an examination – whether discovered at the examination or after – the communication should refer to the day, examined subject and, if relevant, the time of the incident.

5.3 The student should be invited to a preliminary meeting. The function of this meeting will be to:

(a) Permit the Head of the Education Division, or an appropriate person delegated by the Head of the Education Division, to outline the nature of the suspected breach or irregularity;

(b) Permit the Head of the Education Division, or an appropriate person delegated by the Head of the Education Division, to interact with the student and form an opinion on the case;

(c) Permit the student to respond with initial observations.

5.4 The student may bring a representative to the meeting and will be required to notify the Head of the Education Division, stating both the name of the representative and the nature of their relationship, no less than 72 hours before the scheduled hearing. The Head of the Education Division may have a representative and/or witness at the meeting, and the Head of the Education Division will provide to the student both the name of the witness, the representative and the nature of their relationship, no less than 72 hours before the scheduled hearing.

- 5.5 During the meeting the Head of the Education Division, or an appropriate person delegated by the Head of the Education Division, will outline the allegation being made against the student. If an exploratory interview is more appropriate, the Head of the Education Division or nominee will present the material to the student for comment. The Head of the Education Division will offer to consider whatever response the student wishes to make in the face of the allegation or material presented. The student may comment at the meeting and/or in writing within 1 week thereafter.
- 5.6 The student may request that the preliminary meeting be conducted by online meeting or phone, or they may request to make a written submission in lieu of a face-to-face interview. The student may waive the right to a preliminary meeting and request that the case be referred directly to the Academic Disciplinary Committee, in which case section 6 below applies.
- 5.7 In the event that the student refuses to arrange a mutually agreeable date for the meeting, or engages in behaviour that can be reasonably considered as obstruction by delaying to arrange a mutually agreeable date, or fails to attend a preliminary meeting that has already been rescheduled twice by the student, the Head of the Education Division, or an appropriate person delegated by the Head of the Education Division, can consider the case (as per 5.8 below) without the preliminary meeting in the interests of expediting matters.
- 5.8 After considering the case, the Head of the Education Division, or an appropriate person delegated by the Head of the Education Division, will either:
- (a) Dismiss the complaint without further action if there appears to be no serious breach. The Head of the Education Division will inform the module/programme co-ordinator and lecturer that there is no case to be pursued.
 - (b) Impose a sanction for transgressions that may not warrant further consideration by the Academic Disciplinary Committee. This could include a written warning or penalties. In such cases, a note will also be made on the student's file and can be considered in the event of any future breach. A student can contest the outcome, in which case the Head of the Education Division will refer the matter to the Academic Disciplinary Committee (though in such an event the Head of the Education Division will, if required, nominate an appropriate person to sit on the Academic Disciplinary Committee on their behalf as per 6.1 (ii) if they were involved in imposing the original sanction).

- (c) Refer the case to the Academic Disciplinary Committee, along with all supporting documentation.
- 5.9 If the case is being referred to the Academic Disciplinary Committee, the Head of the Education Division will:
- (a) Inform the student that the matter is being referred to the Academic Disciplinary Committee. The student should be invited again to respond in writing if they so wish, and they should be informed that their response will be placed before the Academic Disciplinary Committee;
 - (b) In the event that it is impossible to arrange a meeting of the Academic Disciplinary Committee, or that the Committee has not concluded its deliberations, in advance of the meeting of the Board of Examiners, the student's marks will be withheld;
 - (c) In the event that the irregularity comes to light after a meeting of the Board of Examiners and/or after the results have issued, the Head of the Education Division will notify the Awarding body that the student's results should be withdrawn pending an investigation. The student should be notified of same. As per 6.3.2, where an irregularity or breach is subsequently upheld, the Head of the Education Division will request the Board of Examiners to amend or withdraw any marks or credits already given in line with the sanction applied in 6.3.1 and, where appropriate, request the Awarding body to revoke any awards presented or conferred on foot thereof.

6 Academic Disciplinary Committee

6.1 Composition & Procedure

(i) The Academic Disciplinary Committee will have delegated authority from the IPA Faculty to deliberate upon serious breaches of academic regulations and integrity referred to it by the Head of the Education Division or an appropriate person delegated by the Head of the Education Division.

(ii) The Academic Disciplinary Committee will comprise: Head of the Education Division, assistant registrar, module/programme co-ordinator, one other faculty member, and another non-faculty member drawn from inside or outside the IPA. The Head of the Education Division shall act as Chairperson. Where a conflict of interest clearly arises – for example, personal or professional relationship with the student or where a person's prior involvement in the case may preclude them from membership or where the student is appealing a sanction applied by the Head of the Education Division or their nominee as per 5.8 – or where a member becomes

incapacitated, or a position is vacant, the Committee may agree to the nomination of a replacement member or Chairperson.

(iii) The quorum for any meeting is three members.

(iv) The Committee will appoint a Secretary who may be a member or non-member of the Committee. If a non-member, the Secretary will keep records as requested, draft minutes, prepare documentation and provide meeting notifications to members as requested by the Chairperson, but they will have no voting rights and they will not otherwise participate in meetings unless invited to do so by the Chairperson.

(v) On matters of procedure, the decision of the Chairperson should be adopted unless an objection is raised by a member and supported by a majority of members.

(vi) In reaching a decision on a case, the Committee should strive for consensus. In situations where this proves impossible, the decision may be reached by vote. Each member will have one vote. In the case of a tie, the Chairperson shall have the casting vote.

(vii) The Committee shall conduct its affairs in a fair and impartial way. Its proceedings shall remain confidential until the final report is presented to the faculty and Board of Examiners.

6.2 Reviewing a Case

(i) The Academic Disciplinary Committee will be constituted by the Chairperson as soon as possible after receiving notification of a disciplinary case.

(ii) The Committee should formally convene a meeting as soon as is practicable on receiving all relevant documentation from the Head of the Education Division, giving due consideration both to delays arising from requests for documentation from any of the parties involved and the need to bring a decision on disciplinary action to the next meeting of the Board of Examiners.

(iii) In the event that it is impossible to arrange a meeting of the Academic Disciplinary Committee in advance of the next meeting of the Board of Examiners, or in the event that the Committee has not concluded its deliberations, the candidate's result(s) shall be withheld.

(iv) The Chairperson shall provide the student with a copy of the documentation made available to the Academic Disciplinary Committee. The communication to the student will also

outline the nature of the investigation, the composition and authority of the Academic Disciplinary Committee, and the range of sanctions open to it.

(v) The Committee shall invite the student to a meeting, allowing the student sufficient notice to attend. The student shall be permitted to bring a representative, but will be required to notify the Committee, stating the name of the representative and the nature of their relationship, no less than 72 hours before the scheduled hearing.

(vi) Where the case involves multiple students, they may be heard together at the same meeting of the Academic Disciplinary Committee.

(vii) The Committee, in order to help it with its deliberations, has the right to request extra documentation from the candidate(s), invigilators, examiners; attendance of third-party witnesses; or any reasonable additional assistance.

(viii) At a hearing, the Chairperson will conduct business in a fair manner. Both parties have the right to state their case without interruption, and both parties should behave in a courteous and respectful manner.

6.3 Sanctions

6.3.1 The options open to the Committee are as follows:

- (i) to dismiss the case, if it finds insufficient evidence of any irregularity;
- (ii) to impose one or more of the following penalties:
 - (a) a written warning to the student;
 - (b) a mark of zero for all or some of the module(s) under review and permission to re-sit the module(s) with no further penalty; the re-sit shall not be held until one year has lapsed;
 - (c) a mark of zero for all other forms of assessment undertaken in that academic year and permission to re-sit the modules with no further penalty; the re-sit shall not be held until one year has lapsed;
 - (d) suspension from the programme for a defined period of time greater than one year and, thereafter, permission to re-sit all modules with no further penalty;
 - (e) any of the sanctions (b) to (d) above, along with a further penalty; i.e. that the re-sit is counted as a repeat attempt and the student will not subsequently be eligible for consideration for honour's awards or classification;

- (f) permanent dismissal from the programme if there has been a breach of regulations which warrants a more serious penalty than those listed above. The Committee may also prohibit the student from enrolling in another academic programme in the IPA.

6.3.2 Where an irregularity or breach is discovered and upheld after the student has completed the assessment for a module, stage or programme, the Head of the Education Division will direct the Board of Examiners to amend or withdraw any marks or credits already given in line with the sanction applied in 6.3.1 and, where appropriate, request the Awarding body to revoke any awards presented or conferred on foot thereof.

6.3.3 In establishing the appropriate penalty, the Committee may consider, among other factors that arise in the case, the following circumstances: 1) whether this is a repeat offence (and the Committee reserves the right to ask the student whether any other charge of examination irregularity, breach of academic regulations or plagiarism has been previously upheld in the IPA or any other institution); 2) whether there are mitigating circumstances that should be taken into account; 3) whether the student has fully acknowledged and accepted the charge and fully cooperated with the Committee; 4) the nature, scale and gravity of the breach.

6.3.4 The IPA reserves the right to respond to queries from other academic institutions and employers in the future about a student's academic integrity, subject to 6.4 (iii).

6.4 Communicating a Decision

(i) The Committee shall forward a report to the Faculty containing its decision on disciplinary action. Faculty will note the decision at its next meeting.

(ii) Where the decision involves amending a mark, the Head of the Education Division will present the result to the Board of Examiners.

(iii) The Committee, in issuing its decision to Faculty and the Board of Examiners, shall also clarify how the decision should be recorded on the student's record – i.e. on examination file, student record, official transcript of results.

(iv) The Academic Disciplinary Committee will communicate the decision to the student by post.

(v) The Head of the Education Division may convene a special Board of Examiners if both scheduled boards – summer & supplementary board – have already met.

6.5 Appeals Against Decisions of Academic Disciplinary Committee

(i) A student can appeal against the decision of the Academic Disciplinary Committee. The appeal must be in writing to the Head of the Education Division and must reach the IPA within 10 working days of the student having been notified of the decision.

(ii) The student should outline the grounds for appeal.

(iii) The appeal will be heard by the Academic Appeals Committee, which has delegated authority from the IPA's Education Committee to hear appeals arising from decisions of the Academic Disciplinary Committee.

6.6 Academic Appeals Committee

(i) Once an appeal has been lodged with the Head of the Education Division, the Head of the Education Division will make the appropriate arrangements with the Chairperson of the IPA's Education Committee to form the Academic Appeals Committee.

(ii) The IPA's Education Committee shall appoint three members to the Academic Appeals Committee. Two of the members shall be members of the Education Committee, appointed by the Education Committee, one of whom shall be appointed Chairperson of the Appeals Committee. The third member shall be a person neither employed by the Institute nor a member of its Board of Directors, nor of the Board's Committees, preferably an academic from another third level institution or qualified lawyer.

(iii) Where a conflict of interest clearly arises or where a member becomes incapacitated, the Education Committee may agree to the nomination of a replacement member or Chairperson.

(iv) No member of the Academic Appeal Committee shall have an involvement in the examination process, Academic Disciplinary Committee or matter being considered under appeal.

(v) The Committee will appoint a Secretary who will be a non-member of the Committee. The Secretary will keep records as requested, draft minutes, prepare documentation and provide meeting notices to members as requested by the Chairperson. They will have no voting rights and they will not otherwise participate in meetings unless invited to do so by the Chairperson.

(vi) On matters of procedure, the decision of the Chairperson should be adopted unless an objection is raised by a member and supported by the other member.

(vii) The Chairperson shall in written communication provide the student with any further documentation not already in his or her domain following the decision of the Academic Disciplinary Committee. The written communication will also outline the composition and authority of the Academic Appeals Committee, and the range of options open to it.

(viii) The Academic Appeals Committee shall consider the appeal on the grounds on which it is based, and shall as appropriate consult with the internal and external examiner(s), members of the Academic Disciplinary Committee and the student.

(ix) The Academic Appeals Committee shall determine the appeal by giving a decision. The Appeals Committee can:

- (a) uphold the appeal;
- (b) reject the appeal;
- (c) decrease or increase the penalty or vary the nature of the penalty.

(x) In reaching a decision on a case, the Committee should strive for consensus. In situations where this proves impossible, the decision may be reached by vote. The Chairperson shall have the casting vote.

(xi) The Committee shall conduct its affairs in a fair and impartial way.

(xii) The Chairperson of the Committee shall inform the appellant of the outcome of their appeal. The Academic Appeals Committee shall inform the Head of the Education Division regarding the outcome of the appeal. Its decision will also be reported and noted in the minutes of the next Education Committee meeting.

(xiii) The decision of the Academic Appeals Committee is final and no further correspondence will be entered into on the matter.