



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Academic Integrity Policy

1st September 2025

Version: 2.0

www.mtu.ie/policies

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1. Purpose

Munster Technological University (MTU) is committed to fostering and protecting a culture of academic integrity to ensure the validity of all academic endeavours in the University. Academic integrity must be preserved to protect the reliability of the qualifications awarded by the University, and to ensure that our graduates have respect for knowledge and ideas, as well as an understanding of their ethical responsibility towards the work and ideas of others.

The security and, therefore, integrity, of academic standards is central to trust and confidence in higher education; a fundamental key to securing standards is the integrity of assessment. The challenges presented to upholding academic integrity have been compounded in the context of increasingly sophisticated, accessible and low-cost cheating services. Developing strategies, underpinned by institutional policies and procedures, to protect and reinforce academic integrity is even more important as providers and learners adapt to the new realities represented by the move to blended and online learning.

The [Academic Integrity Guidelines](#) of the [National Academic Integrity Network](#) (NAIN) underpin and inform MTU's approach to academic integrity. The guidelines promote the principle that upholding academic integrity is the collective responsibility of all stakeholders in a higher education institution. This includes teaching academic staff, programme developers, professional support staff, librarians, international officers, quality officers, senior managers, learners and their representatives amongst others. Collective knowledge, commitment and consistent, informed practice are required to ensure this principle is realised in practice.

This policy is intended to:

- set out the expectations of students and staff of MTU in upholding academic integrity and preventing academic misconduct;
- define types of academic misconduct;
- provide guidance on the detection of academic misconduct;
- outline the means of addressing possible instances of academic misconduct when they have been detected.

2. Scope

This policy applies to all registered students of MTU and to all staff in MTU. This policy applies to all taught programmes of study leading to an award of MTU, including:

1. Joint programmes,
2. Taught modules on postgraduate research programmes, and
3. MTU programmes delivered collaboratively with other providers as may be authorised by the University.

The policy applies to all module credits achieved including those attained through RPL and micro credentials.

Where there is more than one university policy (and/or procedure) applicable to any one matter, the Vice President Academic Affairs & Registrar, in consultation with relevant offices and post holders, shall decide which of the university's policies (and/or procedures) should have priority or be the most appropriate in the circumstances, and may direct the continuation of some procedure(s) (and/or policies) and the suspension of others pending the outcome of the former. It is possible that more than one policy/procedure could be invoked in relation to the same issue, either concurrently or consecutively, as the Vice President Academic Affairs & Registrar may deem appropriate.

3. Definitions

Academic Council (AC)	The statutory body that, subject to Section 17 of the Technological Universities Act 2018, controls the academic affairs of the University. Within this general remit, the particular functions of Academic Council include designing and developing the academic programmes of the University; promoting stakeholder involvement in these programmes; making recommendations to the University on matters relating to research, admission and retention of students, academic regulations including marks & standards and assessment appeals, and the awarding of scholarships and prizes; and discharging any other functions delegated to it by the University. The membership of the Academic Council is appointed in accordance with legislative requirements and the regulations of the University approved by the Governing Body.
Academic Unit	The Academic Unit is a school or department which has responsibility for a suite of programmes in a specific discipline or related disciplines defined by the University.
Academic Integrity Advisor	The Academic Integrity Advisor (AIA) is a member of academic staff that provides

	advice and support to staff on matters related to academic integrity.
Academic Misconduct Register (AMR)	The Academic Misconduct Register is a database of records on Academic Misconduct.
Approval	The process whereby documents must be approved by the relevant committee or board.
Approval Authority	The appropriate level of governance to approve a document e.g., Governing Body, Academic Council.
Consultation	The discussion with relevant stakeholders to get their advice or opinion on policies.
Effective Date	The date that a document comes into effect following approval by the relevant approval authority.
Governing Body (GB)	The authority established by law to govern the University which manages and controls the affairs of the University.
Module Coordinator	The coordination of a module will remain with a single Academic Unit. The Academic Unit responsible will be best suited, in the opinion of the Academic Council, on the recommendation of the Registrar to co-ordinate all instances of delivery of the module. The Head of the Academic Unit will act as Module Coordinator.
Munster Technological University (MTU)	A Technological University established on the 1 st of January 2021 through the merger of Cork Institute of Technology and the Institute of Technology, Tralee. It is a multi-campus technological university, contributing to the region through the provision of academic programmes that support student development and opportunities, education and research.

National Academic Integrity Network (NAIN)	Network established by Quality and Qualifications Ireland (QQI) to support Higher Education Institutions (HEIs) in matters of academic integrity.
Policy	A written statement that clearly indicates the position and values of the University on a given subject.
Policy Author	The person(s) responsible for drafting, consulting, and submitting a draft of the final policy version to the Policy Owner.
Policy Owner	The appropriate individual(s), department(s) or support unit(s) of the University who is responsible for oversight of the policy development steps across the full policy lifecycle. This includes responsibility for finalising the policy prior to consideration, recommendation and/or initial approval/final approval.
Policy Working Group	A group of stakeholders collaborating on policy development, consultation and review of policies which are deemed to be multi-disciplinary and have a wider impact on multiple functional areas.
Procedure	A series of interrelated steps or step by step instructions to implement the policy.
Records	The information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.
Regulations	The rules governing specific operations within the University.
Respondent	A person(s) who replies to something or defends a position in relation to something.
Review	An in-depth look at existing policies or other documents such as procedures, standards, guidelines to determine if a

	policy is still needed, whether the purpose and goal of the policy is still being met, determine if changes are required to improve the effectiveness or clarity of the policy and procedures, ensure that appropriate education, monitoring and ongoing review of the policy is occurring.
Review Date	The date that a document (e.g. policy, procedure, standard, guideline, protocol) will be reviewed.
Status	The various stages that documents (e.g. policy, procedure, standard, guideline, protocol) go through i.e., draft, review, approval.
University Academic Misconduct Board (UAMB)	The University Academic Misconduct Board is a standing board of the University which is appointed by the Academic Council and is responsible for investigating and adjudicating allegations of Academic Misconduct.

4. Roles and Responsibilities

Responsible Office/Person(s)	Role
Academic Council and Governing Body	Approval of this Policy is the remit of MTU Academic Council and Governing Body.
Vice President Academic Affairs & Registrar (VPAAR)	Executive level responsibility for oversight and implementation of the policy and procedure. Responsibility for maintaining the Academic Misconduct Register (AMR).
Academic Integrity Officer (AIO)	Leading role in collaboration with staff and student body in cultivating embedding and safeguarding academic integrity and dealing with allegations of academic misconduct.

Academic Integrity Advisor (AIA)	Academic role that provides advice and support on matters related to academic integrity.
Module Coordinator/Head of Department	Implementation of the policy.
Examinations Officer	Operation of examinations in accordance with the University's policies and procedures, including, inter alia, processes for detecting, dealing with and reporting breaches of examination regulations and code of conduct.

5. Policy

5.1 Introduction

NAIN has adopted the following definition of academic integrity¹: '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'.

Academic misconduct covers all behaviours which contravene academic integrity.

5.2 Principles

- 5.2.1 Academic integrity is based on the principles of honesty, trust, fairness, respect and responsibility including the courage to act as needed to uphold academic integrity.
- 5.2.2 This policy and its related procedure will be implemented in a consistent and effective manner across the University.
- 5.2.3 There is a whole-of-university commitment to and support of a culture of academic honesty and integrity. The maintenance and sustainability of academic integrity is the responsibility, and to the benefit of all staff and students of the University.
- 5.2.4 Staff will act as exemplars in matters of academic integrity.
- 5.2.5 MTU will support and protect staff and students who report academic misconduct.
- 5.2.6 All instances of alleged academic misconduct will be investigated effectively and efficiently. Appropriate action will be taken in relation to all alleged incidents detected.
- 5.2.7 All cases will be dealt with in a timely manner and in accordance with the time periods set out in this policy and associated procedure. Communication is normally via MTU

¹ NAIN 2023: *National Principles and Lexicon of Common Terms*.

email, and it is the responsibility of both staff and students to monitor their emails regularly during term time.

- 5.2.8 The University will provide information, training, guidance and other supports to students and staff to facilitate the effective implementation of this policy.
- 5.2.9 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.
- 5.2.10 Penalties imposed for academic misconduct will be proportionate, appropriate, objective and relevant.
- 5.2.11 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.
- 5.2.12 MTU will collect data on the details of identified breaches and use that data for ongoing internal quality assurance and enhancement and external reporting as required.
- 5.2.13 Records on academic integrity breaches will be kept in accordance with this policy and associated procedure and the University's Data Retention Policy.

5.3 Upholding Academic Integrity

The University is committed to fostering a culture of developing and maintaining academic integrity and has incorporated measures to support a sustainable approach to academic integrity. These specifically include the following:

5.3.1 *Embedding Academic Integrity in University policies and procedures*

The University recognises the importance of incorporating academic integrity into all aspects of teaching, learning and assessment. Those include:

- programme development;
- assessment design and implementation;
- pedagogical approaches;
- supports for students and staff; and
- robust administrative systems for record-keeping.

5.3.2 *Supports for staff*

- Staff will have professional development opportunities for training and awareness raising in relation to academic integrity and the institutional approach to it.
- Staff will be assisted and advised while reporting alleged cases of academic misconduct.
- Training and advice for staff will be provided on teaching, learning and assessment approaches to prevent academic misconduct.
- Training will be provided on relevant university policies.
- Staff will be able to refer suspected cases of academic misconduct to a specialist function which can analyse files and other digital content, and, as appropriate, internet and software usage to help gather evidence to determine the probability and extent of possible misconduct.

5.3.3 *Supports for students*

There is a planned approach to training and support for students in relation to academic integrity. As a part of this, academic integrity is recognised to be a core component of any induction process. Recognition will be given in these processes to students from different educational cultures, and content and advice will be relevant and specific to the Irish higher education context.

Training and advice for students will be provided on:

- The importance of upholding academic integrity and safeguarding the integrity of MTU awards;
- Good academic practice;
- How to avoid engaging in academic misconduct;
- Academic integrity policies and procedures;
- Consequences of academic misconduct; and
- Systems used by the University to prevent and detect academic misconduct.

5.4 *Preventing Academic Misconduct*

5.4.1 The University 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 this policy. The University may choose to remove any physical advertising for services on campus that it believes expose students to the risk of contract cheating. The University reserves the right to report any such matters to third parties including QQI and An Garda Síochána.

- 5.4.2 The University will provide Examination and Assessment Regulations, which promote the prevention of academic misconduct.
- 5.4.3 A declaration of academic integrity will be completed for all assignments and examinations by students.
- 5.4.4 Academic staff will prioritise the development of rigorous and robust assessment design to ensure academic integrity is maintained and upheld.
- 5.4.5 Programme design and delivery will ensure that academic integrity is embedded in the programme throughout the student life cycle.

5.5 Level of proof

The level of proof is “on the balance of probabilities” (i.e., whether it is more likely than not that the action or event occurred).

5.6 Types of Academic Misconduct

Academic misconduct can be either intentional or inadvertent. As outlined in the NAIN Academic Integrity Guidelines, it can be committed in a variety of ways (including, but not limited to , to the following):

- 5.6.1 Submitting work as one’s own for assessment, which has, in fact, been done in whole or in part by someone else or submitting work which has been created artificially, e.g., by a machine or through artificial intelligence. This may be work completed for a learner by a peer, family member or friend or which has been produced, commercially or otherwise, by a third party for a fee (contracted); it may be work in which the learner has included unreferenced material taken from another source(s) (plagiarism); it may be use of a ghost writer to carry out assessed work which is then submitted as the learner’s own work; it may be using a previous assignment as submitted by a peer claiming it to be your work; it may be that references have been falsified to give credibility to the assignment and to show evidence of research; it may be a claim for authorship which is false;
- 5.6.2 Collusion;

- 5.6.3 Contract cheating;
- 5.6.4 Selling or simply providing previously completed assignments to other learners;
- 5.6.5 Misrepresenting research including, but not limited to, fabrication of data, falsification of data and plagiarism²;
- 5.6.6 Bribery, i.e., the offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action;
- 5.6.7 Falsification of documents;
- 5.6.8 Improper use of technology, laboratories, or other equipment;
- 5.6.9 Helping a peer to do their assignment which develops into the helper doing some or all of the assignment;
- 5.6.10 Sharing or selling staff or institutional intellectual property (IP) with third parties without permission;
- 5.6.11 Cheating in exams (e.g., crib notes, copying, using or being in possession of disallowed tools, impersonations, etc.);
- 5.6.12 Self-plagiarism (submitting work which has been submitted previously for a different assignment without acknowledgement); and
- 5.6.13 Unauthorised use of Generative Artificial Intelligence. That may include, but is not limited to:
 - The use of Generative Artificial Intelligence 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.

5.7 Academic Misconduct Register (AMR)

When students have been found to have engaged in academic misconduct, as part of the process outlined in this policy their name is entered on the Academic Misconduct Register. The Academic Misconduct Register will be managed by the Office of Vice President Academic Affairs & Registrar.

5.8 Academic Integrity Officer (AIO)

The Academic Integrity Officer is a central university role responsible for educating staff and students on academic integrity and supporting all relevant parties in dealing with alleged

² MTU (2023). *Research Integrity Policy*.

cases of academic misconduct. The AIO will be an ex-officio member on the University Academic Misconduct Board.

5.9 Academic Integrity Advisor (AIA)

Each faculty will appoint at least one Academic Integrity Advisor, who is a member of academic staff. The main role of Academic Integrity Advisor is to provide advice to those teaching in their faculty on academic integrity matters, assist academic staff in dealing with alleged academic misconduct and support the Academic Integrity Officer.

5.10 University Academic Misconduct Board (UAMB)

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

The University Academic Misconduct Board (UAMB) will be appointed by the Academic Council for a period of three years. When a case of academic misconduct is considered to be of a serious nature, such a case will be referred for formal inquiry to the UAMB by the relevant Head of Department in consultation with the relevant member of academic staff and/or the AIO and the AIA.

5.11 Outline of the Academic Misconduct Procedure

5.4.1 Stage 1a - Initial Consideration by Department

5.4.2 Stage 1b - Departmental Review

5.4.3 Stage 2 - Formal Hearing by University Academic Misconduct Board (UAMB)

At each stage of the procedure, the student will be informed of the allegations and offered an opportunity to respond within a defined time frame.

If the student is on the Academic Misconduct Register or if the alleged misconduct is deemed to be a Level 2 or a Level 3 violation, the case will be referred to the University Academic Misconduct Board (UAMB) and it will be dealt with as per the associated procedure.

The student may bring a student colleague of their choice or a sabbatical officer of the Students' Union to any meeting held under this policy and associated procedure. However, the student may not bring any other person to the meeting, whether connected or unconnected with MTU. Additional considerations may apply to a student under 18 and they may be accompanied by a parent or guardian at any meetings they choose to attend.

Following the decision, the student will be notified and have the right to appeal.

6. Appeal

A student may appeal the Stage 1b decision by referring the matter to Stage 2 – UAMB within a prescribed timeframe.

A student may appeal the Stage 2 decision of the UAMB within the prescribed timeframe.

Appeals may only be made on the following grounds:

1. New evidence: the student has new information directly relevant to the decision, which for good reason was not available to the UAMB; or
2. Procedural error: the student can show that there was a material procedural error, which has impacted the decision of the UAMB.

7. Compliance

Responsibility for overseeing and enforcing compliance with this policy rests with the Vice President Academic Affairs & Registrar. The Registrar will ensure that the necessary regulations, procedures, and processes are in place and that they are implemented in accordance with this policy. In addition, the necessary compliance checks and reviews will be carried out periodically and at a minimum once per academic year.

A breach of some of the provisions of this policy by a student may render them subject to disciplinary action under the Student Disciplinary Procedure. All such breaches will be dealt with in accordance with the Student Disciplinary Policy and Procedure.

Document Control

A. Document Details

Title:	Academic Integrity Policy
Owner(s):	MTU Vice President Academic Affairs & Registrar
Author(s):	Regulations, Quality Assurance and Enhancement Committee
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Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
1.0	31/05/2023	Approved by Academic Council	Yes	31/05/2026
1.1	07/03/2025	Approved by Regs QAE Committee	Yes	
2.0	21/03/2025	Approved by Academic Council	Yes	01/09/2030

C. Relevant/Related Existing Internal/External Documents

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Note: Any existing approved documents that require referencing must be listed above.

D. Consultation History

This document has been prepared in consultation with the following bodies:

Internal consultations with relevant stakeholders.
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E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Academic Council	31/05/2023	Yes
Academic Council	21/03/2025	Yes

F. Responsible for Communication and Implementation

Manager/Functional Area responsible for communication and implementation:

Title	Functional Area	Date Implemented
Vice President Academic Affairs & Registrar	Academic Affairs	01/09/2025