

## Our Lady of Mercy College Beaumont



### Academic Misconduct Procedure Policy

#### **Introduction**

Our Lady of Mercy College is a Catholic, all girls, voluntary secondary school which caters for students of all religions and backgrounds in accordance with current equal status legislation.

#### **Mission Statement**

The core values of Our Lady of Mercy College are respect for all and the nurturing of individual potential, academically, spiritually, and culturally, as a member of the school community and in the spirit of Mercy Ethos.

#### **The Mercy Ethos**

Mercy Education is committed to ongoing whole-school development in collaboration and partnership with the Board of Management, Staff, Pupils, Parents and the wider community. Our school was founded by the Sisters of Mercy in 1957 and became part of CEIST in 2007. Our current student population is approx 380



CEIST (Catholic Education, an Irish Schools Trust) was established by five Catholic Religious Congregations – Daughters of Charity, Presentation Sisters, Sisters of the Christian Retreat, Sisters of Mercy, and Missionaries of the Sacred Heart – to provide a sustainable moral and legal trustee framework for post-primary Catholic education in Ireland. Rooted in the founding vision of its Congregations, CEIST emphasises the dignity and rights of individuals, empowers the vulnerable, and prepares young people to be agents of social transformation. The Trust is dedicated to fostering inclusive, hospitable, excellent, and compassionate learning environments inspired by Gospel values and the wisdom of its Founders. CEIST promotes collaborative school faith communities, supports staff in their essential roles, and addresses the evolving needs of youth. Engaging in ecumenical dialogue, CEIST values its Catholic identity while working with other Christian traditions and all people of goodwill to advocate for the poor, justice, and environmental stewardship, respecting diversity.

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Our Lady of Mercy College is under CEIST Trusteeship. The core values of CEIST are intended to support and nourish the lives of the people at the heart of our school: students, staff and parent. Its key principles focus on:

- Promoting spiritual and human development.
- Achieving quality in teaching and learning.
- Showing respect for every person.
- Creating community.
- Being just and responsible

Inspired by the vision of Catherine McAuley, Our Lady of Mercy College provides the conditions and experiences which will promote the development of the full potential of each person including the spiritual, moral, physical, social, aesthetic, intellectual and vocational development.

We strive to ensure that every member of the school community is held in very high regard and their dignity, worth and individuality is respected. We aim to build a sense of community based on Christian values.

### Policy Statement

This policy outlines the procedure for addressing academic misconduct in Our Lady of Mercy College. We are committed to maintaining the integrity of our academic programs and ensuring that all students adhere to the highest standards of ethical behavior in their academic work. Academic misconduct undermines the educational process and is taken seriously by the school.

### Definition of Academic Misconduct

Any behaviour or action which contravenes academic integrity and breaches its fundamental values of honesty, trust, fairness, respect, responsibility, courage is considered to constitute Academic Misconduct.

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Academic Misconduct is any attempt to seek unfair advantage in relation to any academic activity including through unauthorised content generation.

Examples of academic misconduct include, but are not limited to"

- Plagiarism: Using someone else's work, ideas, or intellectual property without proper attribution.
- Collusion: Collaborating with others on assessments or assignments without permission, or submitting work that is not one's own.
- Cheating: Using unauthorised materials, resources, or assistance during an examination or assessment.
- Fabrication: Falsifying data, information, or citations in any academic work.
- Impersonation: Allowing someone else to take an examination or submit work on one's behalf.
- Misrepresentation: Providing false information regarding academic achievements or circumstances.
- Misuse of mobile phones during exams.

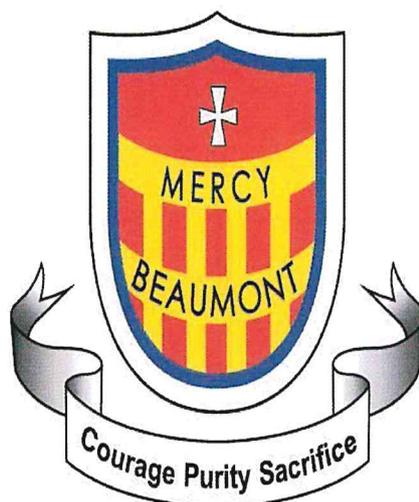
### Responsibilities

- Students: Students are responsible for understanding and adhering to the school's academic integrity standards and for seeking clarification on expectations from teachers when in doubt.
- Teachers: Teachers are responsible for educating students about academic integrity, monitoring assessments, and reporting suspected misconduct.
- School Administration: The administration is responsible for ensuring that the policy is enforced fairly and consistently.

### Procedure for Reporting Academic Misconduct

#### 1. Identification:

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- Any member of the school community (teachers, staff, students) who suspects academic misconduct should document their concerns, including specific instances and evidence.

### 2. Reporting:

- The suspected misconduct should be reported to the relevant teacher or subject department within five school days of the incident.

### 3. Initial Investigation:

- The teacher will conduct an initial investigation to gather facts and determine whether there is sufficient evidence to proceed.

## Investigation Process

### 1. Notification:

- If the evidence suggests that academic misconduct may have occurred, the student will be notified in writing of the allegations and will be invited to a meeting with the parent, teacher /or a member of the school management. This meeting will be scheduled within 5 school days of the incident being discovered.

### 2. Meeting:

- During the meeting, the student will have the opportunity to respond to the allegations and present any evidence or explanations.

### 3. Decision:

- Following the meeting, the teacher (in consultation with management) will determine whether academic misconduct has occurred. A written decision will be provided to the student within 5 school days of the meeting.

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### Consequences of Academic Misconduct

If it is determined that academic misconduct has occurred, the following consequences may apply:

- Warning: A formal warning may be issued for minor infractions.
- Resubmission: The student may be required to resubmit the assessment or assignment.
- Zero Credit: The student may receive zero credit for the assessment or assignment in question.
- Disciplinary Action: Further disciplinary measures may be taken, including detention, suspension, or expulsion, depending on the severity and frequency of the misconduct.

### Right to Appeal

Students have the right to appeal decisions relating to academic misconduct. Appeals must be submitted in writing to the school principal within 5 school days of receiving the decision. The principal will review the appeal and provide a written response within 10 school days.

### Education and Prevention

To promote academic integrity, Our Lady of Mercy College will:

- Provide orientation sessions for students on the importance of academic integrity.
- Offer workshops on proper research and citation practices.
- Encourage an environment of honesty and respect for intellectual property.

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-This policy is subject to change as further circulars on AI develop.

#### Review of Policy

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of the school community.

#### Conclusion

By adhering to this policy, Our Lady of Mercy College aims to foster a culture of integrity, respect, and accountability among students and staff, thereby enhancing the overall educational experience.

When renewing this policy, due consideration has been given to all aspects of the wellbeing of students at Our Lady of Mercy college and particularly to the Wellbeing School Plans. General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in accordance with best practice as detailed in this legislation. This policy has been reviewed in accordance with Our Lady of Mercy College Safeguarding Statement and in line with the Children First Act 2015 (and Addendum 2019), and the Child Protection Procedures for Primary and Post-Primary Schools – Revised 2023.

Review of Policy The school authorities will review this policy on a regular basis in order to stay up to date with current best practice and with relevant legislation in this area. This policy has been approved by Our Lady of Mercy College.

Signed: Gerard Rourke

Date: 19/3/25 Chairperson, Board of Management

This Statement was ratified on September