


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED :
	7.9 TOR: DISCIPLINARY COMMITTEE	7) SUPPORT FOR LEARNERS	3.0	JULY 2020
<p>Terms of Reference for The Disciplinary Committee:</p> <ul style="list-style-type: none"> - Outlines the procedure to be followed; - Consider the evidence presented; - If appropriate, calls witnesses; - Establish if on the balance of probabilities, the alleged breach of regulation has or has not occurred; - Where it is considered that no breach of conduct or academic integrity has occurred, to close the matter; - Where a breach of conduct or academic integrity has occurred to reach a consensus; - Where relevant, assign a penalty; 				
<p>Decisions and Reporting Structure: The Disciplinary Committee is a decision-making Committee and reports directly to the Academic Board.</p>				
<p>Composition of the Disciplinary Committee: Three persons chosen by the Academic Board independent of the matter being investigated. A note-taker</p>				
<p>Frequency of Disciplinary Committee Meetings As required</p>				
<p>Outcomes: Where the issue before the Committee is one of a breach of Academic Integrity e.g. Plagiarism, resolutions as listed in QA 7.8: Academic Integrity may be agreed by the Programme Director.</p> <p>(a) Dismissal of the allegation</p> <p>(b) Resolution of the incident internally by</p> <ol style="list-style-type: none"> 1. Advice on acceptable academic referencing and writing and a resubmission of the assignment without any penalty. 2. Advice on acceptable academic referencing and writing and a resubmission of the assignment for a reduced maximum mark. 3. Advice on acceptable academic referencing and writing and a submission of a new written assignment in the same area for a reduced maximum mark. 4. Agreed Action plan to work towards specific targets 				

(c) Referral of the matter for review by The Disciplinary Committee

Once an issue has gone to the Disciplinary Committee the above options plus the following penalties, are at the disposal of the Disciplinary Committee for breaches of general conduct and/or academic integrity.

- Suspension from a programme;
- Expulsion from a programme;
- Withholding of a professional reference;
- Annotation of an academic transcript;
- Annotation of a European Diploma Supplement;
- Any other appropriate sanction made by a disciplinary hearing;

Principles for Expulsion:

SNMCI considers expelling a student in very grave situations involving

- Health and safety;
- Repeated breaches of gross misconduct or of academic rules;
- Bringing the College or into disrepute.

Policy Control Sheet

Policy	QA 7.9: TOR: Disciplinary Committee
Version	3.0
Adopted/Effective	July 2020
Supersedes	2.0
Monitoring/ Next Review Date	Every Two Years /July 2022
Responsible Officer(s) Designated Reviewer(s)	DQAA; PD's
Scope	College Wide

References

SNMCI Policy area	7) Support For Learners QA: Vol 2
Developed with reference to	<i>QQI Assessment and Standards, 2013 (Revised)</i> <i>QQI (2016) Core Statutory Quality Assurance Guidelines</i> <i>QQI (2016) Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i> <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015</i> <i>Green Paper on Assessment 2018</i>
Related SNMCI Policies / Forms	

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/07/2020	General review for blended learning	Office of DQAA	AB