



Institiúid Teicneolaíochta Bhaile Átha Luain Athlone Institute of Technology

Rialacha na hInstitiúide Institute Rules and Regulations

GENERAL

1. Registration is necessary before students are admitted to lectures and is valid up to a maximum of one year at a time. To be registered, a student must complete the appropriate forms and must be in good financial standing with the institute. Non-EU students must have a valid visa to enter Ireland at the time of registration.
2. The right of a student to continue on a course of study, to sit examinations, to be issued with results and/or to graduate depends upon the payment of all fees and/or charges.
Postgraduate research students are required to have paid all fees and/or charges, including write-up fees, prior to completion of their Notice of Intention to Present Form, and they must provide written proof to the Registrar that all lawfully due fees/charges have been discharged in full.
3. A student, in any session, may undertake only the course/subject for which they are registered and in the appropriate year.
4. Any institute fees and/or charges prescribed for each academic year must be paid in advance, or the institute must be satisfied that such a payment will be made on behalf of the student within such a period as the institute may allow. If a course at the institute is cancelled, a letter is sent to participants and a full refund is automatically given.
5. An institute identity card is provided to students on registration, and must be produced on demand to any member of institute staff or other person authorised by the institute. It must be surrendered on demand to a member of staff. It must be returned to the Registration Office if a student leaves the institute during the course of the year. If it is lost, the student must obtain a replacement card from the Registration Office, for which a fee will be charged.
6. On registration, each student must notify the Registration Office of their home and term address(es). Immediate notification of any change of address must be given to the Office. Please note that the institute will employ the address(es) provided as the primary point(s) of contact.
7. **In order to pursue a course of study, to sit examinations and/or be issued with their examination results, students must maintain satisfactory levels of attendance and academic performance, and must be in good financial standing with the institute.**
In particular, students must maintain a minimum attendance level of 75% for each subject per month.
Students should note that there are minimum attendance requirements (minimum of 75% average attendance, per subject, per month) for students to be eligible to receive maintenance grant payments.
Students must also complete the schedule of practicals, project work and placement and any other requirements as detailed for each course.
8. Students are responsible for ascertaining and fulfilling all requirements for entry to all relevant examinations, for ascertaining the dates, times and locations of examinations, and are subject to the relevant 'Examination Regulations and Procedures'.
9. The formation and continuation of all classes is subject to adequate enrolment and attendance. The institute reserves the right to discontinue, divide or combine classes, and to vary class times as circumstances require.

The institute accepts no liability for consequential losses resulting from such changes.

10. Postgraduate research students are required to comply with these current institute rules and regulations and any subsequent regulations as approved e.g. the postgraduate research charter.

DISCIPLINARY PROCEDURES

The Code of Discipline

Introduction to the Code of Discipline of Athlone Institute of Technology

The aim of the Code of Discipline (the Code) is to ensure that a suitable academic environment is maintained in the institute.

All matters of student discipline shall be overseen by a Disciplinary Committee of the Academic Council. The membership of this Committee is as follows:

- Chairperson (appointed by Academic Council)
- One academic staff member from each of the Schools, selected by the Academic Council (4)
- The President of the Students' Union or their nominee.

The Registrar shall act as Secretary.

Four members shall constitute a quorum.

In the event of equality, the Chairperson shall have a casting vote.

1. The Code of Discipline - Scope

- 1.1 All students are required to observe the Code of Discipline.
- 1.2 All students shall at all times maintain acceptable standards of behaviour and shall act in a law abiding, mature and honest fashion.
- 1.3 Students shall refrain from conduct liable to infringe the rights of others.
- 1.4 Institute property must be respected at all times.
- 1.5 The property of all members of the campus community shall be respected.
- 1.6 Unauthorised use of, or entry to, the institute or its facilities shall be prohibited.
- 1.7 As student placements, fieldwork etc. are an integral part of the institute's academic programme, this Code of Discipline shall also apply to students while on placement or fieldwork etc. Students are also obliged to follow the Code of Discipline of the organisation in which they are carrying out their placement, field work etc. and to observe any other requirements of the management of such organisations.
- 1.8 Detailed regulations, elaborating on the general principles, are also made for the library, computer facilities, etc. and are considered part of this Code of Discipline.

2. Rights of Students

- 2.1 The provisions of the Code are without prejudice to the legal rights of students.
- 2.2 In the context of the Code, no person may be charged twice with the same offence in relation to the same incident.

- 2.3 No member of the Disciplinary Committee, Academic Council or Governing Body shall prosecute or be a witness in any case which he or she is assigned to adjudicate.
- 2.4 In the case of major offences, the student shall be given notice in writing containing details of the precise charge being made and the basic facts alleged to constitute the offence.
- 2.5 In the case of major offences, an accused person has the right to speak in his or her own defence, to call witnesses and to cross-examine prosecution witnesses. He or she may also have representation of his/her choice at any hearing. The student must submit the name(s) and profession of the person(s) who will be representing them to the Registrar 48 hours in advance of the meeting. Failure to do so may mean that the meeting will be postponed for a period. The Disciplinary Committee reserves the right to have a legal advisor present if it is deemed appropriate or to seek legal advice on any matter arising before or during the course of the hearing.

3. Enforcement

- 3.1 All staff of the institute are expected to ensure that those on campus who infringe the Code of Discipline are identified and dealt with according to the regulations of the institute.
- 3.2 All staff have the right and duty to demand identification where they feel, with good cause, that a breach of the Code has taken place.

4. Offences

- 4.1 Criminal Offences shall be referred to the Civil Authorities.
- 4.2 Minor Offences
The following offences are given as examples of minor offences.
- Littering
 - Minor incidents of disorderly conduct or conduct which obstructs the activities of the institute or any person carrying out their normal duties
 - Eating and drinking in unauthorised areas
 - Causing minor damage to property (up to €65 replacement cost)
 - Being in unauthorised areas without permission
 - Failing to identify oneself on request.
- The foregoing list is not definitive or exhaustive.
- 4.3 Major Offences
The following offences are given as examples of major offences.
- Attempting to cheat in Examinations.
 - Furnishing false information to the institute with intent to deceive
 - Forging, alteration, or misuse of institute documents, records, or identification cards
 - Physical abuse or assault of another person on the institute campus
 - Malicious destruction, damage or misuse of institute property, including library materials, or of private property on the campus (over €65 replacement value)
 - Off-campus conduct likely to bring the institute into disrepute
 - Industrial espionage
 - Possession of offensive weapons
 - Smoking in unauthorised areas

- Non-adherence to the institute’s policy on alcohol consumption and promotion
- Possession of illegal drugs
- Use of offensive weapons
- Occupation of institute buildings or grounds
- Interference with safety equipment, fire fighting equipment or alarm systems
- Availing of institute facilities, under pretence, without paying fees
- Pilfering
- Serious and unresolved incidences of sexual or other harassment.

The foregoing list is not definitive or exhaustive.

Cases of ‘Unfair Practice’ during Examinations are dealt with through the institute’s Examination Regulations and Procedures, and referred to the Committee of Inquiry, if appropriate.

5. Procedures

5.1 If an officer of the institute, or any other authorised person, is of the opinion that a student is in breach of the Code of Discipline or other institute regulations, he/she shall identify the student, if necessary, by means of the student’s Identity Card (which must be produced by the student on demand) and inform him/her of the alleged offence.

If the incident is deemed to be a minor offence by the reporting officer it should be reported directly to the relevant officer of the institute - Registrar, Head of School, Librarian, Information Technology Manager, etc.

If the incident is deemed to be a major offence by the reporting officer they should give the student’s name, student number and course to the Registrar (or member of the institute’s management staff) together with full details of the alleged offence in writing, including all relevant supporting documentation, with instructions to initiate the appropriate procedure in accordance with the Code of Discipline. If having considered the report, the Registrar considers the matter to be in the category of a minor offence he/she shall refer it back to the reporting officer with instructions to report the matter to the relevant Head of School, Librarian or other appropriate officer of the institute.

5.2 If a student, having been told of his/her alleged offence, refuses to identify him/herself, this shall be added to the charge laid against the student who shall be notified at the earliest possible opportunity.

5.3 Any person charged with a major offence which is referred to the Disciplinary Committee shall either be given in person, or receive by registered post to their home address, details in writing of the charge being made and the basic facts alleged to constitute the offence, and the name of the person who made the complaint, at least three days before the initial hearing. He/she shall also be informed in writing of the time and venue of the hearing.

5.4 A person who fails to comply with a penalty or sanction within one month of receiving notice of the imposition of penalty or sanction shall be guilty of a further offence, which may be punished by further sanction or penalty.

5.5 In a case where a student has been found guilty in the courts of a criminal offence, the institute reserves the right to deal with the student in accordance

with this Code. Once a student has been found guilty of such an offence, the Academic Council may act as if the case has been referred to it on the day the verdict was delivered or official confirmation has been obtained and the provisions of the code in regard to identification and warning will be considered to have been complied with.

5.6 Disciplinary Committee Procedure

The Disciplinary Committee shall conduct its activities with respect to the principles of natural justice and fair procedures. The following procedure shall be followed by the Disciplinary Committee:

- i) The appropriate Head of School or his/her nominee shall present the case to the Committee.
- ii) The student shall be asked to admit or deny the alleged offence.
- iii) If the student admits the substance of the charge of complaint to be true, it shall not be necessary for the Head of School or nominee to offer evidence, although both parties may make such submissions or addresses as they wish in relation to the penalty.
- iv) If the student denies the alleged charge, the subsequent procedure shall be fair and reasonable having regard to the nature of the offence and the penalties laid down in these regulations.
 - a) All of the evidence shall be heard in the presence of the student and of his/her representative and they shall be given the opportunity to cross-examine all witnesses called by the Head of School or his/her nominee who likewise may cross-examine witnesses called by the student.
 - b) The student shall be given the opportunity of offering evidence himself/herself and presenting witnesses and documentation relevant to the issues.
 - c) The Head of School or his/her nominee and the student or student's representative(s) shall be given the opportunity to make submissions after evidence has been taken including representations in regard to the penalty where the Disciplinary Committee has found that the charge has been proved against the student.
 - d) The Committee shall deliberate in the absence of complainant, respondent student and/or representatives but shall be entitled to seek legal advice on any legal matter arising in the course of the proceedings.

5.7 Major Offences

5.7.1 All cases involving an alleged major offence shall be referred to the Disciplinary Committee. Penalties shall be determined by the Committee.

5.7.2 In the case of a major offence, and in exceptional circumstances, where the Disciplinary Committee is not, for whatever reason, able to convene, the Director may, after giving the parties involved the opportunity to state their case, take such action as he/she deems appropriate, and any sanction imposed by him/her in such circumstances shall be subject to the same appeals procedure as if it were a decision of the Committee.

5.7.3 In cases of violent conduct; drug-related offences; or similar criminal offences; or in circumstances where the continued attendance of the student(s) at the institute might be prejudicial to the satisfactory investigation of the allegations or might be undesirable for some other good reason, the Director may suspend a student, or students, immediately, without the matter

having been considered by the Disciplinary Committee and without having to comply with the procedures outlined in *Sections 2.4/2.5*. Where such temporary suspension is imposed, the matter shall be investigated, and if appropriate, a hearing of the Disciplinary Committee arranged without delay.

5.7.4 Decisions of the Disciplinary Committee on major offences may be appealed by the accused person to the Academic Council. The Council may, if it deems fit, appoint an Appeals Committee to hear the appeal on its behalf. A member of the Disciplinary Committee may not be a member of any Appeals Committee.

5.7.5 Decisions of the Academic Council shall normally be final. There is a right of appeal to the Governing Body in cases involving expulsion, or suspension of more than one month. Pending a decision on an appeal by the Governing Body, the decision of the Academic Council shall be implemented. Pending the hearing of an appeal by the Governing Body in a case of expulsion, a student expelled by the Academic Council shall be suspended.

5.7.6 The Governing Body shall establish a committee to consider an appeal above. Such a committee shall not include amongst its membership persons who have participated in the decision being appealed or acted as prosecutor, witness, etc.

5.8 **Minor Offences**

5.8.1 Responsibility for student discipline related to a course rests with the Head of School and the academic staff in the relevant School. In relation to minor academic offences they may take such disciplinary action as they think fit.

5.8.2 The Librarian, the Information Technology Manager, the Sports Officer, and other authorised persons are responsible for discipline in their respective areas and may take minor disciplinary action. Students working in laboratories are required to obey the instructions of the staff in regard to safety precautions and to provide themselves with any appliances or clothing which may be required.

5.8.3 Minor offences regarding damage or related matters shall be dealt with by the Registrar/Director.

5.8.4 Any penalty or sanction imposed in accordance with the above shall be carried out unless an appeal is lodged within three days of its imposition. Notice of lodgement of an appeal must be made in writing to the Registrar. Minor disciplinary action which is appealed shall be suspended pending the hearing of the appeal by the Disciplinary Committee. Decisions of the Disciplinary Committee shall be final in relation to minor offences.

6. **Attendance Requirements**

6.1 Students who fail to meet the attendance requirements for a course (minimum of 75% average attendance, per subject, per month) shall initially be advised of this fact, by the relevant Head of School/Department, verbally, if possible, but if not in writing.

6.2 If the student's attendance record continues to remain below the requirement, without good reason, the Head of School/Department shall write to the student issuing a final warning.

6.3 If the attendance record continues to remain below the requirement, without good reason, the Head of School shall inform the Registrar in writing of the case.

- 6.4 The Registrar shall write to the student by registered post informing him/her that they have failed to meet the institute rule on attendance and that they have 10 working days from receipt of the letter to make an appointment to meet the Registrar and discuss the matter or they shall be de-registered (i.e. will no longer be a student of the institute).
- 6.5 If the student fails to contact the Registrar for an appointment within the allotted time, the Registrar then writes to the student by registered post informing them that they have been removed from the institutes register of students and are no longer a student of the institute from a particular date.
- 6.6 The Registrar shall also inform the Registration Department so that the appropriate amendment is made to the student record.
- 6.7 Students who wish to appeal a decision requiring them to leave the institute may do so in writing to the Registrar, within 10 working days of receipt of the letter of de-registration, stating the reason(s) for the appeal. The appeal shall be heard by the institute's Disciplinary Committee.

7. Course Requirements

Students who fail to comply with specific course requirements e.g. completion of schedule of practicals, placements, project work, essays, assignments etc. for a course or for a subject shall have their examination results withheld from the Examination Board until such time as the required work is completed. Students are advised that it may not be possible to repeat such requirements until the next academic year, that they will be required to pay fees to re-attend a course of practicals etc. and that where examination results are withheld from a Board Meeting in these circumstances it shall be counted as an attempt and in the consideration of results for Merit/Distinction/Honours.

8. Penalties

The Code of Discipline is supported by a range of penalties which shall be determined by the Disciplinary Committee from time to time. In general, criminal offences shall be referred to the Civil Authorities.

Major offences may lead to suspension from the institute up to and including expulsion and/or fines.

Minor offences may lead to informal warnings, formal warnings and a note on a student's record, short periods of suspension, withdrawal of services and/or facilities and/or fines.

Academic offences are dealt with under the Examination Regulations and Procedures and may lead to academic penalties including debarring from examinations.

EXAMINATION REGULATIONS

Published Policy

The institute's examination policies and procedures are detailed in the *Examination Regulations* document. This document, which is available from the Registrar's Office, in the institute Library and on-line at www.ait.ie, covers *inter alia*

- Examination Rules and Regulations
- Candidates with Special Needs

- Emergency Evacuation
- Definition of Unfair Practice
- Breaches of Examination Regulations/Unfair Practice
- Communication from Candidate to Meeting of Board of Examiners
- Review/Appeal Mechanism

Students are advised to read and familiarise themselves with the content of these regulations which is contained below. The institute reserves the right to modify these regulations and procedures during the academic year.

Definition

The institute defines the term examination as follows:

‘The term “examination”... should be construed to include reference, as appropriate, to written and oral examinations, assessment of coursework, project-work, etc., examination of theses, dissertations and similar work, and such other forms of assessment of candidates’ performance as may have been approved or prescribed by the Council in relation to any course of study or instruction, and cognate expressions should be construed accordingly.’

Examinations Marks and Standards

Students completing HETAC accredited examinations should be aware of the current edition of the Examinations Marks and Standards document as adopted by the institute’s Academic Council on 18 June 2001. (Copies are available in the institute Library or at www.hetac.ie). These general guidelines apply to all examinations leading to accredited awards offered at the institute.

Note: Where a regulation or procedure is in conflict with the requirements of an external validating or professional body, then the regulations and procedures of that body take precedence over the institute's regulations and procedures.

REGULATIONS

(Section C.1: Examination Regulations)

1. All candidates are entered automatically by the institute (to examinations accredited by AIT) subject to having complied with all institute registration requirements and regulations. **It is the responsibility of all other entrants, and candidates repeating examinations, to enter for the examination by submitting the appropriate examination entry form, fully completed, together with the required fee (where appropriate) to the Examinations Officer not later than the date specified.**
2. It is the responsibility of the candidate to apply for all repeat examinations. Application forms for repeat examinations must be submitted by
1 December (latest: 15 January) for May/June summer sitting.
8 July (latest: 18 July) for August/September Autumn sitting.
Students applying after the initial closing date will incur a ‘Late Fee’ penalty.
3. If a candidate is absent from the examination, an explanation must be sent to the relevant Head of School/Head of Department immediately, together with a medical certificate if the absence was due to illness, or other certification if appropriate.

4. It is the responsibility of each student to make himself/herself aware of the dates, location and times of examinations. Copies of the formal examinations timetable outlining this information will be displayed on noticeboards throughout the institute (and will be available on the institute website: www.ait.ie).
5. Candidates shall assemble at the examination centre 15 minutes before the scheduled time of the examination (30 minutes before their first examination), but should not enter the centre until requested to do so.
6. **Books, bags, or any other unauthorised material should be left away from the candidate's desk, in the designated area at the examination centre. Candidates should only have the writing (and drawing) implements required for the examination, together with the examination stationery specified in the question paper. Containers, such as pencil cases, should be removed from the desk.**
7. Upon entering the examination centre, candidates become subject to the authority of the Supervisors/Invigilators and must comply with their instructions.
8. Candidates should seat themselves at the desk indicated by the Invigilator or indicated by candidates' name/number.
9. All registered candidates must place their student identity card at the top right-hand corner of the desk for the duration of each examination.
10. Candidates may complete the details requested on the cover sheet of the examination answer booklet, but should not open the booklet until instructed to do so.
11. Each candidate is required to read the instructions at the head of the examination paper before commencement of the examination. **It is the responsibility of the candidate to ensure that they have been given the correct examination paper.**
12. A candidate will normally not be admitted to the examination centre more than one hour after the commencement of the examination. Candidates will not normally be admitted if a candidate has already left the examination centre. Extra time to complete the examination is not allowed under these circumstances.
13. The use of drawing instruments by candidates during examinations is permitted. Mathematical and Statistical Tables, if required, will be supplied by the institute. Calculators (silent and non-programmable) may be used, subject to any regulations which a particular course board within the institute may impose. **Candidates will not be permitted to borrow materials from other candidates. No candidate may use any electronic communication devices (e.g. mobile phones) in the hall.**

14. **Students are not permitted to bring dictionaries into examination centres.** English dictionaries will be available to those students whose first language is not English or Irish unless examination instructions specify otherwise. Bi-lingual dictionaries will be available to students registered on the Foundation programme, Certificate in English for Academic Studies.
15. **If, after reading the question paper, a candidate should wish to withdraw from the examination, he/she may not be allowed to do so until one hour after the start of the examination. Candidates wishing to leave the examination centre temporarily may not do so unless accompanied by an Invigilator. No candidate may leave the examination centre within the last fifteen minutes of the examination period.**
16. At the end of the examination, a candidate must remain in his/her desk until an Invigilator has collected his/her answer booklet(s). It is the candidate's responsibility to ensure that his/her answer booklet(s) is(are) handed to an Invigilator and that he/she has signed the appropriate attendance sheet confirming that the number of answer booklets received have been collected. It is the responsibility of candidates to ensure that any loose or separate sheets are securely fixed within the answer book after the examination using the tags provided. Drawings may be folded as neatly as possible to fit within the answer book.
17. No candidate shall take any answer booklets (whether used or unused) out of the examination centre.
18. A candidate must not, on any pretext whatsoever, speak to or have any communication with any other candidate; such communication will be regarded as a breach of the examination regulations. If a candidate needs to ask a question, the candidate should raise his/her hand and one of the Invigilators shall attend to the matter.
19. A candidate in the examination centre who is found to have unauthorised materials in his/her possession, shall be deemed to be in breach of the examination regulations. All breaches of examination regulations shall be considered to constitute unfair practice. The unauthorised materials shall be removed and retained by the Invigilator who shall submit a written report to the Examinations Officer. The Examinations Officer shall then refer the matter to the institute's Registrar. The candidate shall be allowed to complete the examination. The same procedure will be applied where a candidate is considered by the Invigilator to have copied or attempted to copy.
20. Personation (to assume the identity of another with intent to deceive) and Plagiarism (the use and submission of other people's work for assessment as though it were one's own) is forbidden.
21. All reported instances of unfair practice shall be considered under ***Examination Regulations - Section G: Breaches of Examination Regulations/Unfair Practice.***

CANDIDATES WITH SPECIAL NEEDS

(Section C.2: Examination Regulations)

1. It is the responsibility of candidates with disabilities to apply, early in the first term, to the institute Disability Liaison Officer for provision of facilities which best enable them to demonstrate their knowledge of the subject being examined.
2. Candidates must have adequate working practice in any facility which they request to use in the examination. This is to safeguard against delays and errors during the examination.
3. The following examination facilities may be generally available for candidates with disabilities:
 - * ***Extra time to complete each examination paper:*** the amount of extra time candidates may be allowed will depend on her or his individual disability needs.
 - * ***Dictation to an Amanuensis (Scribe):*** the Amanuensis will transcribe to text the indicated verbal examination answers, and will read and re-read the entire or any part of the examination paper, as well as any part of the candidate's text as required. (An amanuensis should have familiarity with the subject matter being examined, where appropriate).
 - * ***Dictation to an audio tape:*** the examination answers are recorded for transcription to text.
 - * ***Enlarged print to A3 size:*** this is a common procedure for partially sighted candidates. Examination papers and other relevant documents are enlarged to a readable size.
 - * ***Word processing:*** candidates may request the use of a computer. This must be cleared by the Disability Liaison Officer or the Examination Officer.
 - * ***Separate examination centres and Invigilators:*** this facility may be useful to candidates using assistive technology, or to candidates requiring extra time, special furniture etc.
 - * ***Rest Periods:*** some candidates may require a rest period/break during the examination.
 - * ***Availability of a nurse/medical aid:*** generally available to all candidates for the duration of the examinations.

NOTE: Only students registered with the Disability Service (reference page 26/28) can avail of these facilities.

EMERGENCY EVACUATION

(Section C.3: Examination Regulations)

1. In the event of any emergency evacuation of the examination centre (e.g., when a fire alarm sounds continuously) candidates must obey the instructions of the Invigilators.

2. **Candidates should note, and should be advised by the Invigilator, that they remain subject to examination rules during the evacuation.**
3. Candidates must evacuate the centre quietly, leaving all examination material in the examination centre.
4. Candidates must follow the Invigilator(s) to the designated assembly area and remain with the Invigilator(s) until instructed by the appropriate authorities that it is safe to return to the examination centre building, or until the Invigilator, after appropriate consultation, makes a decision to abandon the examination.
5. If it is possible to resume the examination, candidates will be instructed to endorse their scripts with the words 'examination interrupted' indicating the time of interruption and the time of resumption. Candidates will be allowed compensatory time equivalent to the period from the time the alarm sounded to the resumption of the examination.
6. The Invigilator will inform candidates of the revised finishing time for the examination. The Invigilator will also submit, in the Invigilator's Report to the Examination Officer, details of the nature, course and duration of the interruption, together with details of the compensatory time allowed.
7. On receipt of the Invigilator's Report, it will be the responsibility of the Examination Officer to ensure that a full report of the circumstances of the interruption, including its nature, cause, duration and the length of compensatory time, is made clear to the Registrar, who will inform the Chair of the appropriate Examination Board Meeting.

LATE SUBMISSION OF WORK FOR ASSESSMENT

(Section E: Examination Regulations)

1. Penalties shall be applied for the late submission of work for assessment. Assessed work covers all forms of work submitted for formal assessment and contributing to an award other than formal end of year examinations.

These are as follows:

a) *Assignments, minor projects, essays, practicals (weekly, bi-weekly, monthly)*

| | |
|----------------------------------|-----------------|
| Up to 1 calendar week late: | mark out of 80% |
| From 1 to 2 calendar weeks late: | mark out of 40% |
| More than 2 calendar weeks late: | automatic 0% |

b) *Major projects (complete subject, significant element of a subject)*

| | |
|----------------------------------|-----------------|
| Up to 1 calendar week late: | mark out of 80% |
| From 1 to 2 calendar weeks late: | mark out of 60% |
| From 2 to 3 calendar weeks late: | mark out of 40% |
| More than 3 calendar weeks late: | automatic 0% |

2. Candidates will be informed in advance, in writing or by public notice of the designated submission dates for assessment material and the penalties which

shall be imposed for late submission of assessed work, by their relevant Head of Department (or their nominees).

3. Where a candidate fails to meet a deadline for assessment work the candidate will be informed at that time of the penalties which shall be imposed for late submission of assessed work, by their relevant Head of Department, or nominees.
4. **Candidates have the responsibility to make themselves aware of these dates and penalties.**

DEFINITION OF UNFAIR PRACTICE

(Section G.1: Examination Regulations)

It is an Unfair Practice to commit any act whereby a person may obtain, for himself/herself or for another, an advantage which may or may not lead to a higher mark or grade than his/her abilities would otherwise secure. In particular, but without prejudice to the generality of the foregoing, it is Unfair Practice to ...

- (a) introduce into the examination centre any unauthorised form of materials such as a book (including mathematical tables), manuscripts or loose papers of any kind, electronic communication devices (including mobile phones) or any source of unauthorised information. These items should be placed in the designated areas.
- (b) communicate with any other person within, or outside, the examination centre, except as authorised by an Invigilator.
- (c) copy or use in any other way unauthorised materials or the work of any other candidate.
- (d) impersonate an examination candidate or allow oneself to be impersonated.
- (e) engage in plagiarism, by using other people's work and submitting it for assessment as though it were one's own work.
- (f) claim either to have carried out experiments, observations, interviews or any form of research which one has not in fact carried out or to claim to have obtained results which have not in fact been obtained.

BREACHES OF EXAMINATION REGULATIONS/UNFAIR PRACTICE

The Procedures governing Unfair Practice are implemented by the institute as outlined in *Sections D and G* of the *Examination Regulations* document.

COMMUNICATION FROM CANDIDATE TO MEETING OF BOARD OF EXAMINERS

(Section C.5: Examination Regulations)

1. Any candidate who wishes to draw to the attention of the Examination Board any matter or circumstances which he/she believes has materially affected his/her performance in a formal examination (or other form of assessment) must do so, in writing, to the relevant Head of School within seven days of the examination taking place (or within seven days of the designated date for the submission of other forms of assessment).

2. Any candidate failing to comply with point 1 (above) will normally forfeit the opportunity to appeal against the decision of the Examination Board on these grounds. Communications from candidates, accompanied by supporting documentation (e.g. medical certificate) where appropriate, must state clearly the manner in which the performance was affected and the dates or periods involved. The Head of School will acknowledge receipt of all such communications by candidates, and will inform the Chair of the Examination Board Meeting of all such communications received.

VARIATIONS TO THE ABOVE REGULATIONS

(Section C.6: Examination Regulations)

Where the nature of the formal examination makes necessary any variation to the above regulations, candidates will be informed by the Invigilator, on the advice of the Registrar/Examinations Officer, of any such variation prior to the start of the examination.

REVIEW AND APPEAL MECHANISM

(Section H: Examination Regulations)

1. General

- 1.1 These Regulations cover all awards at all stages, except where such awards are covered by specific regulations of an external awarding body. In such cases the regulations and procedures of the external awarding body shall apply.
- 1.2 The institute operates a procedure for the discussion, review and appeal of examination results.

2 Definition

A Review/Appeal means the consideration of factors which may have influenced a candidates' performance, and may be made only on the following grounds.

- (a) The assessment was not conducted in accordance with the current regulations for the course, or there has been a material administrative error or some other material irregularity relevant to the assessments has occurred.
- (b) For those programmes where mitigating circumstances are considered, there were circumstances of which the Examination Board had been unable to take proper account. This refers to a situation where the mitigating circumstances were not drawn to the attention of the Examination Board because:
 - **either** they were unknown to the student at the appropriate time
 - **or** the student was unable to present them because of circumstances outside his/her control.
- (c) For a student with disability or special educational needs, the agreed revised assessment procedures were not implemented.

3 Procedures for Discussion of Examination Results

- 3.1 Each Head of School/Department shall afford students the opportunity of discussing their results after the publication of the results on the notice boards and website (www.ait.ie).
- 3.2 Each School shall arrange specific times when each examiner will be available for these decisions.
- 3.3 The aim of the discussion is to provide guidance to students regarding repeats, future options, etc, and help avoid formal appeals, acrimonious disputes, or legal proceedings. This discussion is an opportunity to avail of counselling, not an opportunity to challenge marks. The internal examiner may show the script to the student but is not obliged to do so.

4 Review/Appeal of Examination Results

- 4.1 A request for a review/appeal must be received by the institute's Registrar, or nominee, not later than 5 working days after the posting of the examination results on the institute notice boards and website (www.ait.ie). Students are required to undertake the consultation as defined in 3.1 above before being eligible to make a request for a review/appeal.
- 4.2 Only a written request for a review/appeal, signed by the person concerned, shall be considered.
- 4.3 There shall be a fee for the review/appeal of examination results.
- 4.4 The Registrar/nominee shall review the content of the review/appeal request to ensure that a *prima facie* case exists, and may dismiss an appeal in the following circumstances:
 - (a) when the appeal is lodged late, without a satisfactory explanation
 - (b) when it can be demonstrated that the appeal does not comply with these regulations
 - (c) when it can be shown that the appeal, although complying with these regulations, could not lead to any change in the assessment which is the subject of the appeal. (Such a conclusion may follow from the assessment structure of the course concerned, but may not be based on qualitative judgements concerning the assessment of the appellant's case.)
- 4.5 If the notification of review/appeal is considered valid and complies with institute regulations, the Registrar/nominee shall inform the relevant Head of School and the Examinations Officer in writing, that a review/appeal has been requested, and that it may proceed to an Appeals Committee hearing.
- 4.6 The Head of School shall contact the relevant internal examiner(s) to inform them of the appeal in process and to request a review of the examination material be carried out as soon as possible.

- 4.7 The review (reconsideration in detail of all or part of the existing examination material) shall be carried out by the internal examiner(s), and a third-party internal examiner or the relevant external examiner(s), where feasible. Where there is disagreement regarding the outcome of the review/appeal this is dealt with according to Marks and Standards, as adopted by the institute's Academic Council on 18 June 2001.
- 4.8 The Head of School shall inform the Registrar in writing of the outcome of any review/appeal. In the case where there appears to be grounds for an appeal, the report from the School should be accompanied by all relevant supporting documentation e.g. examination board meeting minutes, broadsheets, etc.
- 4.9 If a change in a result is recommended by the Report from the School, the Registrar shall make the necessary arrangements to have the official result amended i.e. shall inform the institute's Examinations Office, the student and HETAC of the outcome.
- 4.10 Where an appeal is warranted an Appeals Committee is established. The Appeals Committee(s) shall
- have delegated powers to act on behalf of the institute's Academic Council.
 - be separately constituted by the Director for each appeal or group of appeals with the following membership:
 - Chairperson: Head of School/Department, not involved with the appeal, from the panel nominated by the Academic Council. (*To the extent practicable, the same Chairperson should preside in hearings of appeals from a particular Examination Board in any one year.*)
 - Three members of academic staff, not involved with the appeal, from the panel nominated by the Academic Council.
 - A person from outside the institute who may be a practicing solicitor or barrister.
- The Committee shall nominate a secretary from among its members. A Minutes Secretary, not a member of the Committee, shall be appointed by the institute.
- The Chairperson of the Examination Board (or his/her nominee) shall have the right to be present at the hearing of the appeal.
- The institute branch of any relevant Trade's Union and the institute's Students' Union may be admitted as observers only with the permission of the Appeals Committee and of the appellant, but shall not be entitled to speak.
- meet on one pre-arranged/published date to review all cases.
 - have access to the results of the review of the examination material to date.
 - shall base its decision on the evidence of the appellant's submission and shall as appropriate consult with the testimony of the Chair of the Examination Board concerned, together with any further evidence which it considers relevant.

- 4.11 The Chairperson shall, at an Appeal Committee meeting, have discretion to declare inadmissible any matter introduced by the appellant, if he/she deems it not directly related to the contents of the appeal previously lodged in writing within the stipulated deadline.
Where there is disagreement regarding the outcome of the appeal this is dealt with according to Marks and Standards, as adopted by the institute's Academic Council on 18 June 2001.
- 4.12 If the appellant does not appear on the date and at the time scheduled for the hearing the Appeals Committee shall consider whether any reasons advanced for non-attendance are valid, and
- (a) if members so judge, adjourn proceedings to a later meeting
 - (b) if no reasons are advanced, or if they are judged invalid, proceed in the appellant's absence.
- 4.13 The Appeals Committee shall be empowered to take either of the following decisions:
- Reject
 - Uphold
- 4.14 If the appeal is rejected, no further action will be taken. The Committee Secretary shall inform the Registrar, who shall inform the appellant, the appropriate Head of School, the internal examiner(s) and the external examiner(s). The decision of the Appeals Committee is final and the matter is, therefore, regarded as closed.
- 4.15 If the appeal is upheld, the Committee, in consultation with the internal examiner(s) and/or external examiner(s), shall determine any change to the level of award and/or marks as appropriate.
- 4.16 The Appeals Committee Secretary shall inform the Registrar of the outcome of the Committee's deliberations, in writing.
- 4.17 The Registrar shall, if a change in a result is recommended, make the necessary arrangements to have the official result amended and shall inform the candidate, the Examinations Office, the internal examiner(s) and the external examiner(s) of the final outcome, in writing.
- 4.18 There shall be no appeal against the finding of an Appeals Committee. Allegations of *procedural* irregularities in the conduct of an appeal may be heard by the Director who may, at his/her discretion, require the Academic Council to reconsider the case.
- Note:** Candidates shall also be advised that an appeal may not necessarily be successful. Candidates should therefore avail themselves of any opportunity to re-sit an examination, on the understanding that the re-sitting of an examination will not prejudice their appeal in any way.

PUBLICATION OF RESULTS

All summer examination results (provisional) are posted in the appropriate academic department/school within the institute, and are accessible through the institute website in June. Autumn examination results are available in September.

It is the responsibility of each student to ascertain their own results from the appropriate list. Students are subsequently notified of their results (subject marks or grades obtained) in the form of a transcript, by post.

Under no circumstances shall officers of the institute provide results or information regarding results over the telephone.

The right of a student to be issued with results and/or to graduate depends upon the payment of all fees and/or charges.

CLASSIFICATION OF RESULTS

Higher Certificate/Ordinary Degree

| | |
|-------------------------|----------------------------|
| Pass with Distinction: | 70%, or higher, on average |
| Pass at Merit Grade I: | 60-69% on average |
| Pass at Merit Grade II: | 50-59% on average |
| Pass: | 40-49% on average |

Honours Degree/Higher Diploma

| | |
|--------------------------------|----------------------------|
| First Class honours: | 70%, or higher, on average |
| Second Class honours Grade I: | 60-69% on average |
| Second Class honours Grade II: | 50-59% on average |
| Pass: | 40-49% on average |

STUDENT PROGRESSION

Students will not be admitted to a second or subsequent examination stage of their course without having passed all examination subjects at the current examination stage.

TERMINATION OF/CHANGES TO COURSES

If a course is terminated or changed, it will be examined in its original form for not more than two years.

LEAVING (WITHDRAWAL FROM) THE INSTITUTE

Students who, for various reasons, do not wish to continue their studies for the current academic year may withdraw from the institute. Students contemplating leaving a course should discuss the matter fully with the relevant Head of Department. The Careers Officer, the Counsellors and a range of other personnel at the institute will be only too pleased to give you advice and assistance. (Each consultation is dealt with in the strictest confidence).

Students withdrawing from the institute are requested to:

- Inform the Registration Office of their decision,

- Complete a Withdrawal Form, copies of which are available from the individual schools or the Registration Office. The completed form should be returned to the Registration Office.
- Return their Student Identity Card to the Registration Office.

Failure to complete a withdrawal form may have consequences for any future state funding i.e. payment of fees, receipt of grants, etc.