

Policy on the Revocation of an Award

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Purpose	This document details the policy and procedure involved in the Revocation of an Award at IADT
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Who needs to know about this document	President, Registrar, Secretary/Financial Controller, Heads of Faculty, Heads of Department, Programme Chairs/Co-ordinators, Faculty Administrators, Academic & Student Affairs Manager, all students
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Policy Author	Office of the Registrar
Policy Owner	Office of the Registrar

1 Policy

IADT awards degrees and academic credit as evidence of student achievement and does so through delegated authority from Quality and Qualifications Ireland (QQI), up to and including Level 9.

The Institute is committed to the provision of higher education of the highest quality, which is relevant to the needs of students and stakeholders, and which recognises the professional role of staff members. Providing accessible and flexible programmes, within a student-centred and supportive learning environment, is an important institutional objective. The Institute has established an inclusive infrastructure by operating two intersecting organisational elements which focus on quality. Whilst the Institute adopts the philosophy that everyone is responsible for quality assurance, formal Executive responsibility for Quality Assurance (QA) resides with the Registrar.

IADT is bound by the policies and procedures of Quality and Qualifications Ireland (QQI) relating to education provision, and by policy and procedure of the HEA and the Department of Education and Skills as it applies to other areas of its operation.

1.1 Principle

The principle of revocation of an IADT award is covered under Section 3.6 of the [Policy and Criteria for Making Awards](#) document, QQI, December 2014, provision is made for the withdrawal of an award, which states:

“If, after the award has been made to a learner, it can be demonstrated that the learner did not deserve the award then the award may be withdrawn by QQI or the provider to whom, under section 53, authority to make an award has been delegated. All providers to whom this policy applies shall ensure that they implement procedures for the withdrawal of an award from a learner (or for the recommendation of withdrawal of an award by QQI) including learner appeals procedures. The procedures for the recommendation of withdrawal of an award shall be the responsibility of the provider concerned when the award was made by QQI unless the provider concerned has ceased being relevant provider under the 2012 Act.”

1.2 Conditions for Revocation of an Award

The IADT Academic Council, the foremost body in IADT with authority for quality assurance, may revoke any award made by the Institute and all privileges connected therewith if it is discovered, at any time, and proved to the satisfaction of the Institute that either:

- After investigation, the award is found to have been obtained by fraud or deception, including unfair practice and plagiarism
- An award has been obtained due to an administrative error or irregularities in the conduct of an Examination Board
- Subsequent to award, an Examination Board, having taken into account information which was unavailable at the time its decision was made, determines that a classification should be altered
- If the student obtained entry to the Institute through misrepresentation
- If the student obtains an award, even though they failed to complete the requirements for that award

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- Where subsequent to a student being conferred with an award it is discovered that the student was in breach of IADT's Assessment (Administration Procedures and Regulations) Policy or that the basis for the award was invalid

In any of these cases, or a combination thereof, the Institute reserves the right to revoke degrees, de-certify credit and seek return of any diploma or certification that represents that the student successfully completed course work or requirements for a degrees.

2 Procedure for Revocation of an Award

Where the Revocation of Award Policy is invoked the following processes will apply:

- The Academic Administration and Student Affairs Manager will investigate any claim arising, leading to the policy being invoked
- Where it is determined by the Academic Administration and Student Affairs Manager that there may be a case to answer for breach of IADT's Assessment (Administration Procedures and Regulations) Policy, the student will be offered the opportunity to present at a Board of Assessment Enquiry to answer the case
- The Board of Assessment Enquiry will make a decision whether or not the award should be revoked
- The student will have a right of appeal directly to the President
- Where the Board of Assessment Enquiry decision to revoke the award is made or upheld by the President, the Academic Council may propose to Governing Body that an award be revoked from the student by the Institute
- Governing Body approval is required before the Registrar can officially revoke the award
- Where an award has been revoked, the award holder will be informed, by the Registrar's Office, to return the award certificate to the Institute within 10 days of notification of the result of the Board of Assessment Enquiry's report
- The Institute's student database, Banner, will be amended to reflect the revocation of award

3 The Board of Assessment Enquiry Composition

The Board is made up of the following:

- The Registrar
- The Academic Administration and Student Affairs Manager
- A Head of Faculty

4 Appeals

Any appeal of the decision made by the Board should be dealt with under the Institute's [Complaints Policy](#) within 10 days of notification of the result of the Board of Assessment Enquiry's report.