

# Academic Integrity Procedure

---

<b>Date first approved:</b>	28 May 2018
<b>Date of effect:</b>	28 May 2018
<b>Date last amended:</b>	2 September 2024
<b>Date of next review:</b>	2 September 2027
<b>Approved by:</b>	Stanley College Academic Board
<b>Authorised Officer</b>	Dean - Higher Education
<b>Supporting documents, procedures and forms of this Procedure</b>	Academic Integrity Policy Academic Misconduct Register Student Grievance and Complaint Policy and Procedure Staff Grievance Policy
<b>Related Legislation</b>	Higher Education Standards Framework ,2021 Part A: Standard 5.2 (Academic and Research Integrity) <i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i>
<b>Audience</b>	Public

## 1. PROCEDURE

### Academic Integrity

1.1 Stanley College will facilitate and promote academic integrity as follows:

- a. Developing and maintaining an Academic Integrity website with relevant resources and clear information that is available for future and current students and staff;
- b. Providing education and necessary resources to support staff and students to guide to develop knowledge and capabilities on academic integrity;
- c. Communicating with students and staff effectively on what constitutes academic misconduct including strategies to minimise academic misconduct within Stanley College, and how allegations on academic misconduct are managed;
- d. Designing assessment and other academic activities to minimise the possible academic misconduct; and
- e. Providing continuous training and development for academic staff in the context of learning, teaching and scholarly activities.

1.2 In particular, Stanley College staff members have the right to:

- a. Undertake scholarship that informs their teaching;
- b. Conduct research that leads to the creation of new knowledge and original creative endeavour;
- c. Make public comment on issues that lie within their area of expertise;
- d. Incur no penalty for freedom of expression.

1.3 These rights are incorporated into employment contracts with academic staff.

### Staff Responsibilities

1.4 Staff members are responsible for:

- a. Maintaining high ethical standards in conducting scholarly activities.
- b. Promoting academic integrity and honesty amongst students.
- c. Monitoring and detecting student academic misconduct.
- d. Reporting academic misconduct to a senior member of academic staff.

1.5 In the event that a student believes their academic freedom as set out in the *Academic Integrity Policy* has been compromised, they may follow Stanley College's grievance resolution procedures as outlined in the *Student Grievance and Complaint Procedure*.

1.6 If a staff member believes their academic freedom as set out in the *Academic Integrity Policy* has been compromised, they may follow Stanley College's *Staff Grievance Policy*.

1.7 Academic staff will be vigilant in detecting plagiarism, and will use professional judgement and fair and transparent processes to determine where plagiarism has occurred, and if it is intentional or unintentional. Stanley College will use text matching software or employ other means to detect plagiarism, where appropriate.

1.8 Academic integrity is also maintained in arrangements with third parties in partnership with Stanley College for academic purposes including, but not limited to, placements and work-integrated learning and any licensing arrangements.

## **Student Responsibilities**

1.9 Students are responsible for:

- a. Understanding academic honesty and misconduct and avoiding unethical practices; and
- b. Ensuring that their academic work is their own, and for appropriately acknowledging the work and ideas of others.

1.10 Students will be provided with written advice during enrolment that plagiarism mechanisms, including software, may be used to detect plagiarism, and students will be required to acknowledge their awareness of these practices.

1.11 All student assessments are subject to this policy, and when students submit any piece of work they:

- a. Must declare that the work is their own work, or the work of the group.
- b. Acknowledge that student discipline processes may be enacted in cases of academic misconduct, such as plagiarism or cheating.

1.12 All students will complete a cover sheet containing a declaration that the assessment is his/her own work or the work of the group and attach this cover sheet to each assessment (except quizzes).

## ***Academic Misconduct***

### **Detecting Academic Misconduct**

1.13 Where academic misconduct is suspected, the academic staff member who is marking the student's assignment collects the evidence that will indicate possible misconduct.

1.14 The academic staff member should refer the matter to the relevant Academic Program Manager (the manager of the degree course in which the student is enrolled) as soon as the possible breach is discovered and doesn't communicate with the student regarding the issue.

### **Assessment of Alleged Misconduct**

1.15 The relevant Academic Program Manager conducts an initial investigation of the possible breach of academic integrity and communicates with the student.

1.16 The student's record will be checked to determine if there have been any other instances of academic misconduct recorded.

1.17 The student is invited via email and in writing to attend a meeting with the Academic Program Manager to discuss the issue. The notice should advise the student of the:

- a. Details of the allegation.
- b. Meeting details, including proposed time, date and place (held within **10 working days** of the notification date).
- c. Right to be accompanied by a support person.
- d. Right to provide a written submission including any evidence in rebuttal or defence, either provided at the meeting or via correspondence.
- e. Request for the student to respond to the allegation within **10 working days**.

- 1.18 The relevant Academic Program Manager sends a copy of all correspondence regarding the alleged academic misconduct to the Registrar who will record in the *Academic Misconduct Register*.
- 1.19 If the student does not respond within **10 days**, the relevant Academic Program Manager determines in consultation with the Dean - Higher Education:
  - a. Whether a penalty will be imposed
  - b. How the penalty will be defined; and
  - c. If any supports are required for the student.

### **Determination of Misconduct**

- 1.20 Students studying higher education for the first time may make small errors as part of their academic learning process. These errors do not constitute academic misconduct if the relevant unit coordinator believes that this is part of the regular learning process.
- 1.21 Academic staff will consider relevant factors to determine the level of misconduct and the seriousness of the academic misconduct. These include:
  - a. The knowledge and experience of the student;
  - b. The type of misconduct;
  - c. Whether the misconduct was intentional or unintentional; and
  - d. Whether the misconduct has occurred before.
- 1.22 The level of academic misconduct has been divided into three categories to assist with determining the appropriate penalty:

#### *Level 1 – minor*

The conduct is assessed as being unintentional and due to lack of knowledge or experience. Examples include plagiarism of less than 10% due to poor referencing and using paraphrasing that is too close to the original; copying of a few sentences without referencing.

#### *Level 2 – moderate*

The conduct is assessed as being possibly unintentional or intentional; the student should have sufficient knowledge and experience to understand academic misconduct, but only constitutes a moderate breach rather than a major breach. Examples include moderate plagiarism of between 10-25%; colluding with other students and submitting work as individual work, other than group work that has been stated as acceptable.

#### *Level 3 – major*

The conduct is assessed as being intentional and constitutes a serious and substantial breach. Examples include cheating in examinations; major plagiarism of more than 25%; fabricating or falsifying data in an assessment. Bringing items into an examination that are not permitted such as a textbook, notebook, dictionary, calculator, laptop, notes, manuscript, bag, mobile phone or other materials or device or means of special assistance, except those items specifically authorized by the lecturer who set the examination. Note: valuable items such as wallets and purses may be brought into the examination room but must be left on the floor adjacent to the student's desk for the duration of the examination; the examination invigilator may inspect such items.

- 1.23 The decision-makers for academic misconduct are:  
Level 1 – Lecturer  
Level 2 – the relevant Academic Program Manager  
Level 3 – Academic Misconduct Panel comprising Dean - Higher Education or Registrar, Academic Board Chair or nominee and Student representative
- 1.24 The decision-makers will determine, on the basis of facts and documentation relevant to the complaint, whether the student has engaged in academic misconduct.

### **Informal Resolution of Academic Misconduct**

- 1.25 In cases where the nature of academic misconduct is considered as '*Level 1*' (*minor*), the matter may be resolved informally with the unit Lecturer. An informal meeting between Lecturer and student is conducted to help students better understand academic integrity, such as advice on the correct referencing techniques, or to complete some learning materials on academic integrity.

The following penalties may result from an informal resolution:

- a. 1<sup>st</sup> instance – revise and resubmit an assessment after fixing minor issues with referencing or citations.
- b. 2<sup>nd</sup> instance – mark deduction for an assessment item.
- c. 3<sup>rd</sup> instance – zero mark is awarded for an assessment item.

### **Penalties**

- 1.26 The available penalties may include one or more of the following:
- a. A letter of warning in writing to student.
  - b. Requirement for the student to undertake learning support or counselling.
  - c. Resubmission of the assessment item or undertaking supplementary assessment, with maximum achievement of a pass grade.
  - d. Requirement to undertake another form of examination, which has improved integrity.
  - e. Reduction in the marks allocated to the relevant assessment component consistent with the level of academic misconduct.
  - f. A mark of zero allocated to the assessment item.
  - g. A fail grade applied to the unit, with the option to re-enrol at a future date.
  - h. Exclusion from the course with an option to re-enrol at a future date.
  - i. Withdrawal of a conferred award.
- 1.27 If academic misconduct is determined to have occurred, supported by the evidence collected, the following penalties may be applied:
- a. In the case of Level 1 minor academic misconduct, the student may simply be issued with a warning and/or some marks may be deducted for the assessment in question.
  - b. In the case of Level 2 moderate academic misconduct, marks may be deducted for the assessment, or a mark of zero may be awarded for the assessment in question.
  - c. In the case of Level 3 major academic misconduct, a mark of zero may be awarded for the assessment and/or the whole project.
  - d. In the case where more than two instances of level 1, or more than one level 2 or 3 instances of misconduct have been committed by a student, the relevant Academic Program Manager Higher Education may refer the matter to the Academic Board which has the right to expel the

student. If a decision for expulsion is made, then all fees paid by the student to date will be forfeited and the student will not be allowed to continue with their course or seek a refund.

### **Reporting and Recording**

- 1.28 A formal notice of the decision will be sent to the student by the Registrar within seven working days.
- 1.29 If the student has been found to have engaged in academic misconduct, the formal notice will include:
- a. Details and reasons for the decision
  - b. Details of any penalty that has been imposed
  - c. Information outlining their right to appeal the decision within 20 working days.
- 1.30 Copies of the notice and subsequent actions are sent by the Registrar to relevant administrative and academic personnel to ensure that the allegation and decision is recorded on the student's file, and assessments are adjusted accordingly, where relevant.

### **International students**

- 1.31 International students who have their enrolment suspended or cancelled due to academic misconduct will have their Confirmation of Enrolment (CoE) cancelled and reported to the Department of Education, as per Section 19 of the *ESOS Act*.
- 1.32 The suspension or cancellation of the student's enrolment will not take effect until the internal appeals process is completed, unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- 1.33 The student will be notified in writing that their CoE has been cancelled, and informed to seek advice from Immigration on whether the decision impacts their student visa.

### **Student Appeal**

- 1.34 A student who has been assessed as having committed an act of misconduct can appeal the penalty decision in the following ways:
- a. A written appeal to the relevant Academic Program Manager (Level 1) or Dean - Higher Education (Level 2 or 3) dependent on the level of the academic misconduct.
  - b. If the first option fails, then an appeal can be made, in writing, to the Academic Board, and it will make a decision;
  - c. If a student is still unhappy with the decision, they may make an appeal to an external party, such as Independent Higher Education Australia (IHEA) or the Overseas Student Ombudsman (refer to the *Student Grievance and Complaint Procedure*).
- 1.35 Students should refer to the *Student Complaints and Grievances Policy* for details of the appeals process.

### **Staff Academic Misconduct**

- 1.36 Matters of alleged staff academic misconduct should be promptly reported to the relevant Academic Program Manager. If the relevant Academic Program Manager determines that there may be a case of academic misconduct, then the matter should be referred to the Human Resource Manager, together with a report on the alleged misconduct.

### **Process**

- 1.37 The Human Resource Manager will commence an investigation of the matter, and may appoint other persons to assist with the investigation.
- 1.38 The staff member shall be notified in writing, of the allegations made against them, including any evidence. The staff member will be given 14 days to provide a response to the allegations, including the provision of evidence to counter the allegation.
- 1.39 The Human Resource Manager will arrange for a meeting to be held between the staff member, the Human Resource Manager, the relevant Academic Program Manager, and a member from the Academic Board. The staff member may bring a representative who is not a practising lawyer.
- 1.40 The Human Resource Manager will ensure that any new information is promptly provided to all parties for consideration and response.
- 1.41 On completion of the investigation, the Human Resource Manager will prepare a report to the Academic Board outlining:
- a. Findings
  - b. Evidence
  - c. Conclusions
  - d. Recommendations
- 1.42 The Academic Board will consider the report and decide whether to:
- a. Take no further action
  - b. Request further information from any of the parties
  - c. Take disciplinary action
- 1.43 If the staff member is not satisfied with the decision, he/she may seek an appeal as outlined in the *Staff Grievance Policy*.