

# Academic Misconduct Penalty Schedule

## 1 Purpose

To set out the penalties for Academic Misconduct.

## 2 Scope

This schedule must be read in conjunction with the Student Academic Misconduct Procedure and is subordinate to it.

## 3 Schedule

Educational interventions which inform the Student about appropriate academic practice must be applied in addition to any penalties outlined in the table below.

Category and Description	Penalty	Approval
Category 1  Plagiarised but not significant to the outcome, or Collusion  Inexperience is the key mitigating factor e.g. Students in the first 4 units of study.  No prior breaches recorded	One of the following actions: <ul style="list-style-type: none"><li>• Warning with no Mark reduction;</li><li>• Resubmit work with no Mark penalty;</li><li>• Resubmit work with Mark reduction;</li><li>• Warning with Mark reduction;</li><li>• Mark Student's original content in the work disregarding plagiarised parts.</li></ul> NOTE: Any Mark reduction for this level should be no more than 20% of the total	Head of School/College

	awardable Mark.	
<p>Category 1</p> <p>More substantial Plagiarism by an inexperienced Student e.g. Students in the first 4 units of study</p> <p>OR</p> <p>Moderate extent of Plagiarism as assessed by the Course Coordinator e.g. parts of the work, including some key learning points, are Plagiarised</p> <p>Plagiarism or Collusion where relatively small parts of the work submitted are identical</p> <p>OR</p> <p>One prior Category 1 breach recorded</p>	<p>One of the following actions:</p> <ul style="list-style-type: none"> <li>• Resubmit work with no Mark reduction;</li> <li>• Mark Student's original content in the work disregarding plagiarised parts;</li> <li>• Resubmit work with a maximum Mark of 50/100 (or 50%);</li> <li>• Mark capped of 50/100 (or 50%).</li> </ul>	Head of School/College
<p>Category 2</p> <p>Significant Plagiarism as assessed by the Course Coordinator e.g. Large sections of the work, including most key learning points, are Plagiarised</p> <p>Plagiarism or Collusion where large sections of the submitted work are identical/almost identical to work submitted by another Student.</p>	<p>One of the following actions:</p> <ul style="list-style-type: none"> <li>• Award zero Marks for the Assessment Item;</li> <li>• Award zero Marks for the Course, leading to a Fail Grade for the Course.</li> </ul>	Associate Dean (Learning and Teaching)
<p>Category 2</p> <p>The whole /almost the whole of the work submitted has been Plagiarised; and/or</p> <p>Plagiarism or Collusion where</p>	<p>One of the following actions:</p> <ul style="list-style-type: none"> <li>• Fail (0%) for the Assessment Item;</li> <li>• Fail (0%) for the</li> </ul>	<p>Associate Dean (Learning and Teaching)</p> <p>For Suspension up to and including 12 months:</p> <p>Deputy Vice-Chancellor</p>

<p>the whole/almost the whole of the work submitted is identical/almost identical to work submitted by another Student; and/or</p> <p>All or a large part of the work submitted was the work of another person; and/or</p> <p>Evidence of a deliberate attempt to disguise Plagiarism; and/or</p> <p>Evidence of Solicitation of Contract Cheating</p> <p>Evidence of Contract Cheating occurred.</p>	<p>Course;</p> <ul style="list-style-type: none"> <li>• Suspension from the University for 1-3 years for Contract Cheating or repeated Category 2 Academic Misconduct;</li> <li>• Permanent expulsion from the University for Contract Cheating or repeated Category 2 Academic Misconduct.</li> </ul>	<p>(Academic Affairs)</p> <p>For more than 12 months and up to and including a 3 year Suspension:</p> <p>Provost on the recommendation of the Deputy Vice-Chancellor (Academic Affairs)</p> <p>For permanent expulsion:</p> <p>Vice-Chancellor on the recommendation of the Provost and the Deputy Vice-Chancellor (Academic Affairs)</p>
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## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Academic Affairs)
<b>Responsible Officer</b>	Heads of School
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Student Academic Integrity Policy</a>
<b>Approved Date</b>	31/1/2022
<b>Effective Date</b>	31/1/2022
<b>Review Date</b>	22/2/2026
<b>Relevant Legislation</b>	
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Student Academic Misconduct Procedure</a>
<b>Related forms,</b>	

publications and websites	
Definitions	<b>Terms defined in the Definitions Dictionary</b>
	<p><a href="#"><u>Academic Integrity</u></a></p> <p>Academic Integrity means acting with the values of honesty, trust, fairness and respect in learning, teaching and Research. It is important for Students, academics, Researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to Students. Academic Integrity is important for an individual's and an institution's reputation (EAIP, 2013).</p> <p><a href="#"><u>Academic Misconduct</u></a></p> <p>Academic Misconduct encompasses all behaviours, including doing as well as attempting to do, any of the acts, omissions or activities that constitute Academic Misconduct: involving the misrepresentation of academic achievement; or undermining the core values (honesty, trust, fairness and respect) of Academic Integrity; or breaching Academic Integrity; whether intentional or unintentional. Academic Misconduct includes, but is not limited to the following: Plagiarism and Self-plagiarism; using (including for Assessment or review) the work prepared by another person or software, including generative artificial intelligence, as their own without appropriate attribution; Collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others; all forms of Cheating in examinations and other Assessment tasks; Contract Cheating; Promoting ways to breach Academic Integrity or using University resources to support others in breaching Academic Integrity; offering or accepting bribes (money or other favours), e.g. for Admission or for Marks/Grades; and fabrication or falsification of information or Student identity (TEQSA Guidance Note: Academic Integrity, Version 1.2, 28 March 2019).</p> <p><a href="#"><u>Assessment Item</u></a></p> <p>An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature.</p> <p><a href="#"><u>Collusion</u></a></p> <p>Where a piece of work is produced, in whole or in part, by working closely with one or more individuals or in a group but is presented as if it were the Student's own work. Examples of Collusion may include but are not limited to: working through an assessed task or question</p>

and writing the answers or determining the precise approach together so that submitted Assessment is very similar in content, structure and style; and sharing answers or giving access to questions and answers or completed Assessment Items or tasks.

### [Contract Cheating](#)

When a Student engages another party, whether paid or unpaid, to complete all or part of an Assessment Item on their behalf and submits it as their own original work. It may involve a Student purchasing the assessment task from a commercial service, including internet sites, whether pre-written or specially prepared for the Student concerned, or submitting an Assessment Item produced by a third party, including a friend, family member, fellow or former Student, or Employee of the University.

### [Course](#)

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

### [Course Coordinator](#)

Responsibilities of Course Coordinators include but are not limited to: Course planning, design and development Course Specifications and alignment with Program Learning Outcomes Assessment design, implementation and marking Course delivery and Student learning experiences by providing Student support leadership and guidance of teaching teams engagement with professional and accreditation bodies ensuring currency of disciplinary and content knowledge and expertise reflecting on evaluations for the purpose of quality enhancement of Courses.

### [Head of School/College](#)

An academic staff member responsible for the administration of the Course offerings in one or more discipline areas.

### [Learning Outcomes](#)

The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

### [Mark](#)

An indication of mastery or non-mastery of an Assessment Item that

	<p>takes the form of a numerical value.</p> <p><a href="#">Plagiarism</a></p> <p>An attempt to obtain undeserved advantage by taking and presenting words, ideas or information from another source as their own, without appropriate acknowledgement or referencing. This includes all published and unpublished material, whether in manuscript, printed or electronic form, and material generated wholly or in part through the unauthorised or unacknowledged use of artificial intelligence. Re-using one's previously assessed work, in whole or part, for a different assessment item or publication and presenting it as new is also a form of plagiarism.</p> <p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p><a href="#">Suspension</a></p> <p>Prohibition from enrolling in a Course or program for a specified period due to misconduct.</p> <p><a href="#">Vice-Chancellor</a></p> <p>The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998, including a person acting in that position.</p>
	<p><b>Definitions that relate to this schedule only</b></p> <p><b>Solicitation</b></p> <p>Offering, encouraging, inducing or advertising for another individual/Student to contract, commission, pay, procure, or complete on their behalf, Assessment Items or tasks that are likely to result in their use for the purpose of Cheating, misrepresentation and/or Plagiarism.</p>
<b>Keywords</b>	
<b>Record No</b>	14/732PL