

Student Academic Misconduct Procedure

1 Purpose

To establish the processes for investigating and addressing Academic Misconduct in Courses and Coursework programs.

2 Scope

This Procedure applies to the management of Academic Misconduct in a Course or Coursework Program.

This Procedure does not apply to the research components of HDR programs, which is managed under the HDR Student Academic Misconduct Procedure (*under development*). In cases of Research Misconduct, refer to the Research Code of Conduct: Management of Potential Breaches Procedure. In cases of Employee Academic Misconduct, refer to the Code of Conduct Policy.

3 Procedure Overview

This Procedure sets out the University's responses to Student Academic Misconduct.

This procedure aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021 (HESF): Standard 5.2 Academic and Research Integrity.*

4 Procedures

The University will actively monitor adherence to Academic Integrity and penalties may be applied concurrently or retrospectively, in circumstances where Academic Misconduct is identified after completion of a Course.

4.1 Preventing Academic Misconduct

4.1.1 Student education and support

Each year Students undertaking a Course or Coursework Program must successfully complete Academic Integrity mandatory training before they submit their first Assessment Item. The training will be available through the University's Learning Management System.

If a Student fails to meet this requirement, their access to online Assessment Item submission links will be restricted until the training is completed.

4.1.2 Employee education and support

All Academic Employees undertake Academic Integrity training as part of their Annual Compliance Training to assist them to effectively identify potential Academic and Research Integrity breaches and to provide appropriate guidance and support to Students.

4.2 Detecting and reporting suspected Academic Misconduct

The University has a range of tools available to assist in detecting suspected Academic Misconduct. Reports generated by these software tools must be examined thoroughly in context, utilising the academic judgement of the School/College Academic Integrity Lead (AIL) and the technical expertise of the Academic Integrity Unit to determine whether a potential breach of Academic Integrity has occurred.

Where an Employee identifies or is made aware of a concern relating to a suspected Academic Misconduct by a Student, the Employee must inform the relevant Course Coordinator as soon as possible and no later than five (5) University Business Days. The Course Coordinator can be informed either verbally or in writing and must be provided with all available supporting evidence.

Students can report concerns relating to a potential breach of Academic Integrity with their Course Coordinator or lodge a Complaint, via the [online](#) Complaints form.

Members of the public can make confidential or anonymous reports of potential breaches via the [online](#) Complaints form.

4.2.1 Preliminary assessment

A Course Coordinator who identifies or receives a report of suspected Academic Misconduct will undertake a preliminary assessment of the matter, including:

- examining the Assessment Item and any documentation relating to the incident, including any reports
- checking the information provided to Students on the Assessment Item.

Following the preliminary assessment, the Course Coordinator may determine:

- there is no case for the Student to answer and the matter proceeds no further;
or
- there is a case for the Student to answer and the matter should be treated either as poor academic practice (Section 4.3 applies) or proceed to an investigation (Section 4.4 applies).

Where the Course Coordinator determines there is a case for the Student to answer, they will lodge the details of the suspected Academic Misconduct in the online reporting system no later than five (5) University Business Days from when the suspicion of Academic Misconduct was formed or the concern was raised. Any Assessment Item result is removed and the Student's Grade set to Result not available (RN).

Course Coordinators must ensure that records generated throughout the preliminary assessment are captured and these must also be submitted in the online reporting system.

4.3 Finding of poor academic practice

Following referral via the reporting system of a suspected case of Academic Misconduct, the AIL reviews the Course Coordinator's assessment that the suspected Academic Misconduct is minor with respect to the overall integrity of the work and likely is the result of poor academic practice.

Examples of conduct arising from poor academic practice include:

- inadequate acknowledgement of source material, including previously submitted work and material generated using artificial intelligence tools
- poor paraphrasing or referencing
- collaboration with other Students when an Assessment Item should be done individually.

A finding of poor academic practice offers a Student suspected of Academic Misconduct an opportunity to be counselled and to undertake further educative and training activities instead of the matter proceeding to formal investigation.

4.3.1 Eligibility criteria

A Student may be eligible to have the matter treated as poor academic practice and offered an educative intervention where:

- it is the Student's first offence; and
- the Student is in the first eight Courses of their program of study; and
- the evidence does not indicate the Student intended to obtain an unfair advantage.

Where the AIL assesses the Student to be eligible for an educative intervention process, the AIL will redirect the matter back to the Course Coordinator.

Students eligible for an educative intervention will be required to undertake additional academic writing skills development, which may include one or more of the following:

- complete additional training in Academic Integrity

- resubmit the Assessment Item to correct the areas of poor academic practice
- provide additional material to support the Assessment Item and demonstrate an understanding of Academic Integrity standards.

The early intervention process is educative in nature and therefore does not include the imposition of a penalty, including the deduction of Marks.

4.3.2 Notice of poor academic practice

The Student will receive a Notice of poor academic practice from the Course Coordinator via their Student email. The Notice will include:

- advice that areas of poor academic practice have been identified in the Student's work and details of the areas of concern in the Assessment Item (this may include a Turnitin similarity report)
- the timeline for completion of any requirements, taking into account the length of the Study Period and impacts on other Assessment Items
- information on University services that may support the Student in understanding the educative intervention process and improving academic writing skills
- information about the consequences of not responding to the educative intervention, including the matter progressing to investigation under Section 4.4
- a caution that further instances of suspected Academic Misconduct are likely to be fully investigated.

The Course Coordinator will add a copy of the Notice of poor academic practice in the online reporting system. Once the timeline for completion of requirements has passed, the Course Coordinator will record the outcome, including noting that the Student:

- has sufficiently addressed areas of poor academic practice;
- has not sufficiently addressed areas of poor academic practice; or
- did not engage with the educative intervention process.

The case will be recorded as poor academic practice and the outcome will be taken into account when conducting a preliminary assessment of any future allegations of Academic Misconduct.

4.4 Investigation

Following referral via the online reporting system of a case that is not treated as poor academic practice, the AIL, with the support of the Academic Integrity Unit, will investigate the suspected Academic Misconduct, taking into consideration any recommendations from the Course Coordinator. Investigations will be conducted within 20 University Business Days of referral to investigation, unless the AIL

determines that the circumstances or subject matter of the allegation require a longer period. Where the investigation is not completed within 20 University Business Days of referral to investigation, the Student will be advised of the expected timeframe and kept updated on the progress of the investigation.

The AIL will make enquiries and gather evidence that will enable a determination to be made, on the balance of probabilities, as to whether some or all of the suspected Academic Misconduct occurred. This process may include gathering oral evidence (recollections from witnesses, which should be documented), documentary evidence and expert evidence (technical advice on data, text-matching reports etc.)

If there is insufficient evidence to support an allegation of Academic Misconduct, the AIL will inform the Course Coordinator that no further action will be taken. The Student will be notified and the Student's result for the Assessment Item will be reinstated.

If there is sufficient evidence to support an allegation of Academic Misconduct, the Student will be issued with a written Notice of allegation from the AIL, in accordance with Section 4.5.

The AIL must ensure that a complete record of the investigation is captured by documenting every step, including all discussions, phone calls, interviews, decisions and conclusions made during the investigation. These records must be uploaded to the online reporting system.

4.5 Issuing an allegation Notice

The Notice of allegation is normally sent from to the Student within five (5) University Business Days of a Decision being reached under Section 4.4 that there is sufficient evidence to support the allegation of Academic Misconduct. Allegation Notices to Students are sent to their University email address and will be deemed to have been received by the Student.

The Notice will include:

- the type of alleged Academic Misconduct according to the relevant definitions associated with this Procedure
- the details of the alleged Academic Misconduct including when and where it occurred
- information and documentary evidence relevant to the allegation
- links to applicable Policy Instruments
- the possible outcomes and penalties that may be applied if the allegation of Academic Misconduct is substantiated
- an invitation for the Student to respond to the allegation by providing a written response or by attending a scheduled interview

- if attending an interview, advice that the Student may organise to be accompanied by a Student Support Person, noting that legal representation is not permitted
- reference to support services and advocacy services that the Student can choose to access while preparing a response
- advice that if the Student chooses not to provide a written response or attend an interview, the matter will be determined based on the available evidence.

4.6 Student response

Where the Student chooses to provide a written response, it must be submitted within 10 University Business Days of the date of the Notice.

Where the Student elects to attend an interview, they must advise via their Student email within five (5) University Business Days of the date of the allegation Notice that they wish to attend a scheduled interview. The interview will normally be held within 15 University Business Days, but no earlier than five (5) University Business Days, of the date of the Notice of allegation.

Where the Student admits to the allegation(s) of Academic Misconduct, they may outline in their written response or at the interview whether there were any mitigating circumstances that the University should consider before imposing a penalty and provide evidence to support the claim.

Where the Student does not admit to the allegation, they should provide information or evidence in their written response or at the interview that supports their claim that they have not breached the relevant Academic Integrity standards.

If there is no response to the Notice of allegation, the AIL will proceed to make a determination in the Student's absence based on the evidence available.

4.6.1 Academic Misconduct interview

Where the Student elects to participate in an interview, the purpose of the interview is to discuss the matter with the Student, review the evidence available and allow the Student the opportunity to respond to the allegation.

Prior to commencing the interview with the Student, the AIL will confirm the Student understands the interview process and has received all relevant information.

Interviews are conducted by the AIL who may question the Student and invite them to respond during the interview. The Student may be asked to demonstrate their understanding of relevant Course Learning Outcomes during the interview, where they are relevant to determining whether Academic Misconduct has occurred, including by answering viva-voce questions about the subject matter.

The AIL may invite a subject matter expert to participate in the interview. The Student will be advised in advance of the Employee who will be attending.

The Student may be accompanied at any interview by a Student Guild representative or other Student Support Person, but legal representation is not permitted. If a Student is unable to access a suitable Student Support Person to attend the interview, they may request a five (5) day extension at any time up to one University Business Day prior to the scheduled date of the interview.

The Student Support Person may not present the Student's case on the Student's behalf, unless invited to do so by the AIL conducting the interview, including where a Student has a disability and this impacts on their ability to advocate for themselves or where English is not the Student's first language and the support person would assist with the interpretation of the questions and communication of responses. The support person must not have a current instance of Academic Misconduct under investigation.

A record of attendees and the key points raised during the interview will be made by another Employee. A copy of the notes will be provided to the Student who will have five (5) University Business Days from the date of provision of the notes to indicate if they disagree with any of the points.

The Student is not obliged to attend an interview. If the Student does not attend the interview and a reasonable attempt to contact the Student has been made, a Decision will be made in the Student's absence and any written submission taken into account.

4.7 Decisions and outcomes

Within 10 University Business Days of receipt of the Student's written response via email or conduct of the interview, the AIL will make a determination based on the available evidence.

If the AIL is satisfied that, on the balance of probabilities, the alleged Academic Misconduct did not occur, the case is dismissed. The Student and the Course Coordinator will be notified of the Decision by the AIL and the Student's results will be released.

Where the AIL is satisfied that, on the balance of probabilities, there is sufficient evidence that some or all of the alleged Academic Misconduct occurred, the AIL will recommend the category of Academic Misconduct and proposed penalty to the relevant Decision-maker (refer to the Student Academic Misconduct Penalty Schedule). The proposed penalty should be proportionate and commensurate with the level, significance and impact of the Academic Misconduct. The Student Academic Misconduct Penalty Schedule sets out the factors to be taken into consideration when determining a penalty.

Where the proposed penalty includes either Suspension or Expulsion of the Student, the AIL will refer the case to the Associate Head (Learning, Teaching and Student Success), or College equivalent (refer to Section 4.7.1).

If a Student admits to the Academic Misconduct or if the Student does not attend the interview or provide a written response to the allegation Notice, the misconduct is deemed to have occurred and the relevant misconduct category and penalty recommended.

Where the recommended penalty does not include either Suspension or Expulsion of the Student, the relevant Decision-maker will make a final Decision, taking into consideration the evidence, the recommendation of the AIL and the factors listed in the Student Academic Misconduct Penalty Schedule.

The Student will be advised in writing of the Decision within 10 University Business Days of the Decision being reached. The notification must:

- provide the Student with full details of the Decision, including the reasons for making the Decision
- advise the Student they may contact the nominated person to seek clarity about any educational or remedial actions required as part of the Decision (if applicable)
- advise the Student of the option to seek a review of the Decision in accordance with Section 4.4 of the Student Grievance Resolution Procedure, noting the applicable timeframes.

The Course Coordinator is responsible for implementing penalties of resubmissions or alternative Assessment Items and, where appropriate, updating the Assessment Item Mark.

In cases where the penalty includes resubmission of an Assessment Item and subsequent evidence of Academic Misconduct is found in the resubmitted item, the Course Coordinator reports the matter as an alleged Category 2 breach to the AIL and the Academic Integrity Unit for investigation.

Where a Student receives a penalty following substantiated Academic Misconduct and additional relevant information becomes available, the Decision-maker can review the initial penalty with the option to propose a different penalty.

4.7.1 Recommending a penalty of Suspension or Expulsion

If the recommendation from the AIL is to impose a penalty of Suspension or Expulsion, the AIL refers the matter to the Associate Head (Learning, Teaching and Student Success), or College equivalent, who will review the evidence.

After reviewing the evidence, if the Associate Head (Learning, Teaching and Student Success), or College equivalent, decides not to support the recommendation to impose a penalty of Suspension or Expulsion, the matter will be referred back to the AIL within five (5) University Business Days. The School Associate Head (Learning, Teaching and Student Success), or College equivalent, will follow the process set out in Section 4.7, including advising the Student of any penalties to be imposed.

After reviewing the evidence, if the Associate Head (Learning, Teaching and Student Success), or College equivalent, decides to support the recommendation to impose a penalty of Suspension or Expulsion, the Student will be issued with a Notice of intention to Suspend or Expel within 10 University Business Days of the Decision being reached. The Notice of intention to Suspend or Expel must:

- provide the Student with full details of the Decision, including the reasons for making the Decision
- describe the process of responding to the proposed penalty, including advising the Student of the importance of providing reasons why they should not be Suspended or Expelled for Academic Misconduct and that their written response will be considered by a panel
- advise the Student they may contact the nominated person to seek clarity about any part of the process.

The Student may request assistance from the Student Guild Advocacy Team to prepare a written response to the Notice of intention to Suspend or Expel. The Student Guild is independent of the University.

The Student has 10 University Business Days from the date of notification of the proposed penalty to provide their written response, unless Special Circumstances apply (refer to the Assessment of Special Circumstances Procedure).

On receipt of the Student's written response or once the deadline has passed, the Academic Integrity Unit will convene a panel including:

- the Head of School/College as Chairperson;
- two senior academic Employees (one of whom must be from a different School/College to the Chair)
- one Student representative, drawn from a pool of trained Students.

The panel will consider the evidence, investigation outcomes and any Student-written response and will reach a consensus as to whether the proposed penalty remains the same or is altered.

If the panel does not support the recommendation to impose a penalty of Suspension or Expulsion, the matter will be referred back to the School Associate Head (Learning, Teaching and Student Success), or College equivalent, within five (5) University Business Days of the panel's Decision. The School Associate Head (Learning, Teaching and Student Success), or College equivalent, will follow the process set out in Section 4.7, including advising the Student of any penalties to be imposed.

If the panel supports the recommendation to impose a penalty of Suspension or Expulsion, the panel will either:

- approve a period of Suspension up to and including 12 months; or
- recommend a period of Suspension for over 12 months or permanent Expulsion to the relevant Decision-maker listed in the Student Academic Misconduct Penalty Schedule.

The recommendation referred to the Decision-maker must include a copy of the relevant details, a rationale for the finding of Academic Misconduct and imposing the proposed penalty and the date from which the recommended Suspension or Expulsion

would be effective. In the case of Suspension, details of any conditions to be completed prior to readmission must be included.

The relevant Decision-maker will review the written request and make a Decision, within five (5) University Business Days of receiving the recommendation from the panel, on the finding of Academic Misconduct, the proposed penalty and the effective date. If the relevant Decision-maker does not support a proposed penalty of Suspension for over 12 months or Expulsion, they may impose a lesser penalty and will advise the panel Chairperson and Associate Head (Learning, Teaching and Student Success) or College equivalent, of their Decision.

Within 10 University Business Days of the Decision being reached, the Student will be advised in writing of the Decision by either the panel Chairperson or the Associate Head (Learning, Teaching and Student Success), or College equivalent. The notification must include:

- the date from which the Suspension or Expulsion will be effective and that the Student may continue their Enrolment in other Courses during the Study Period in which the Academic Misconduct has been detected, until the date from which the Suspension or Expulsion comes into effect
- details on how the Student may appeal the Decision in accordance with the Student Appeals Procedure, where they can demonstrate grounds to do so.

Where the Decision relates to an International Student on a Student visa, notification must include advice that a penalty of Suspension or Expulsion for Academic Misconduct will be reported to the relevant Government department(s) and may result in the cancellation of the Student's visa. A Decision to initiate deferment or termination of an International Student's Enrolment must be implemented in accordance with Standards 9 and 10 of the National Code 2018.

4.7.2 Educative/remedial actions

Where a case of Academic Misconduct is substantiated, in addition to any remedial actions the Student must undertake as a result of the penalties imposed, there must be an educative component designed to improve academic writing skills for the purpose of preventing further Academic Misconduct (refer to Section 4.3.1).

Students will be required to show evidence of having undertaken the educative/remedial actions and have this action recorded as completed. Failure to meet this requirement will be considered in any future allegations of Academic Misconduct against the Student.

4.8 Withdrawal of Allegation

Following appropriate due diligence processes, the relevant Decision-maker, in consultation with the next most senior Decision-maker, may withdraw an allegation of Academic Misconduct at any stage during the process. The rationale for the withdrawal of an allegation will be recorded in the online reporting system.

4.9 Review of Decision

In relation to a finding of Academic Misconduct where the penalty does not include Suspension or Expulsion, Students may lodge a request for a review of the Decision, in accordance with Section 4.4 of the Student Grievance Resolution Procedure.

In relation to a finding of Academic Misconduct where the penalty includes Suspension or Expulsion and where there are grounds to do so, Students may lodge an Appeal against the Decision, in accordance with the Student Appeals Procedure.

4.10 Record keeping and confidentiality

The Student Academic Misconduct Register will be used to maintain confidential records of substantiated Academic Misconduct cases for individual Students, in accordance with the University's information and record management framework.

Records for each finding of substantiated Student Academic Misconduct will include:

- the name of the Student, Student number, Course and program
- the date and details of the conduct
- the Decision and penalty, if any, imposed
- evidence provided by Student of completion of educative/remedial actions, where applicable.

Information held in the Register will only be accessed by authorised Employees who have a direct requirement to do so relating to supporting the Student or supporting the Academic Misconduct process.

4.11 Internal and external reporting

The Provost will coordinate submission of an annual report to Academic Board, through Education Committee, listing de-identified Student Academic Misconduct findings by Course, category, penalty imposed, the number that proceeded to a Review of Decision or Appeal, the outcomes from the Review of Decision or Appeal, trend analyses and actions taken to address identified root causes.

Where there is an external regulatory reporting requirement, the Provost will notify the relevant authorities.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Provost
Responsible Officer	Deputy Vice-Chancellor (Academic Affairs)
Policy Type	University Procedure
Policy Suite	Student Academic Integrity Policy
Subordinate Schedules	Student Academic Misconduct Penalty Schedule
Approved Date	27/6/2024
Effective Date	2/9/2024
Review Date	2/9/2029
Relevant Legislation	Education Services for Overseas Students Act 2000 Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Act 2020
Policy Exceptions	Policy Exceptions Register
Related Policies	Code of Conduct Policy Privacy Policy Records and Information Management Policy Student General Conduct Policy Student Grievance Resolution Policy Work Integrated Learning Activities Policy
Related Procedures	Assessment Procedure

	<p>Grades Procedure</p> <p>Higher Degree by Research Student Progress Procedure</p> <p>Student Appeals Procedure</p> <p>Student Grievance Resolution Procedure</p> <p>Work Integrated Learning Activities Procedure</p>
<p>Related forms, publications and websites</p>	<p>The following forms and Notices may be accessed in SharePoint (restricted access):</p> <ul style="list-style-type: none"> • Student Academic Misconduct Report Form • Notice of Caution of Potential Academic Misconduct • Notice of Allegation of Academic Misconduct • Notice of Unsubstantiated Academic Misconduct • Notice of Category 1 Misconduct • Notice of Category 2 Misconduct <p>State Ombudsman</p>
<p>Definitions</p>	<p>Terms defined in the Definitions Dictionary</p> <p>Academic Integrity</p> <p>Academic Misconduct</p> <p>Appeal</p> <p>Assessment</p> <p>Assessment Item</p> <p>Complaint</p> <p>Course</p> <p>Course Coordinator</p> <p>Coursework</p> <p>Coursework Course</p> <p>Decision</p>

	Employee Enrolment Expulsion Grade (noun) Head of School/College International Student Notice Student Study Period Suspension University Business Days
	Definitions that relate to this procedure only
Keywords	Academic Integrity, Plagiarism, Collusion, Cheating, Contract Cheating, Self-plagiarism, Impersonation, breach, misrepresentation, falsification, Assessment, Suspension, expulsion, misconduct, Category 1, Category 2
Record No	14/727PL