

ACADEMIC INTEGRITY PROCEDURE

Approving Authority	General Manager	Approval Date of Last Revision	26 Apr 2019
Approval Date	5 Dec 2017	Effective Date of Last Revision	26 Apr 2019
Effective Date	5 Dec 2017	Review Date*	30 Nov 2021
Document No	PRA1.1	Version	1.0b
Parent Policy	Academic Integrity Policy		
Policy Category	Academic		
Governing Authority	Teaching and Learning Committee		
Responsible Officer	Manager Student and Academic Services		
Related Documents	Credit and Recognition of Prior Learning (RPL) Policy Admissions Policy (and related Procedure) Equity and Diversity Policy (and related Procedure) Student Grievances, Complaints and Appeals Policy (and related Procedure) Australian Qualifications Framework (AQF) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011)		

** Unless otherwise indicated, this Procedure will still apply beyond the review date.*

Contents

1. PURPOSE	2
2. SCOPE	2
3. MEASURES TO PROMOTE ACADEMIC INTEGRITY	2
4. DETECTION OF ACADEMIC MISCONDUCT	3
5. INVESTIGATION OF ACADEMIC MISCONDUCT AND DECISION.....	3
6. CATEGORIES OF ACADEMIC MISCONDUCT	4
7. PENALTIES FOR ACADEMIC MISCONDUCT	5
8. COMPLAINTS AND APPEALS	6
9. DEFINITIONS	6

1. PURPOSE

1.1 The Academic Integrity Procedure addresses measures to promote academic integrity and processes to implement fair, equitable and confidential investigation and resolution of alleged cases of academic misconduct at Adelaide Institute of Higher Education (AIHE).

2. SCOPE

2.1 This Procedure applies to all students enrolled in, and all staff involved in the design, delivery and assessment of, undergraduate courses.

2.2 Where academic misconduct (and suspected academic misconduct) concerns group work, the steps within this Procedure must be undertaken separately in relation to each student involved.

3. MEASURES TO PROMOTE ACADEMIC INTEGRITY

3.1 AIHE will run on-campus academic integrity sessions twice per semester to provide students with information about academic integrity, introduce students to the policy and procedures, provide them with examples of types of academic integrity breaches, quiz them on the issues and allow them to ask questions.

3.2 Self-study resources that educate students on academic integrity are available to students on the Learning Management System (LMS).

3.3 Students will have access to similarity detecting software through the LMS and will be encouraged to use it for self-assessment prior to submitting their written assignments.

3.4 Students are required to submit with each written assignment, a coversheet that contains a signed declaration that says:

“I declare that the work contained in this assignment is my own, except where acknowledgement of sources is made. I have not previously submitted this work for another assessment at AIHE, in whole or in part. I authorise the Institute to test any work submitted by me, using text similarity detection software, for instances of plagiarism. I understand this will involve AIHE or its contractor copying my work and storing it on a database to be used in future to test work submitted by others.”

3.5 As part of the process for submitting assessment tasks via LMS, students will declare that the work being submitted is their own, and it has not been plagiarised. Making a false declaration is deemed a serious offence.

3.6 AIHE will provide academic staff, in their learning and teaching roles, with adequate training and support to ensure that they themselves understand and demonstrate academic integrity.

3.7 In designing assessment tasks academic staff must be mindful of the potential for breaches of academic integrity and take measures to minimise the risks. Such measures can include:

- use of unique case studies and application of theory to authentic scenarios.
- requiring drafts of written assessments to be submitted progressively
- including oral presentations in the assessment mix
- invigilated assessments such as exams, quizzes, problem solving exercises
- ensuring that assessment tasks are constantly modified to prevent students from sharing assignment from previous study periods.

3.8 Examinations are conducted as outlined in the AIHE Examination Procedure.

4. DETECTION OF ACADEMIC MISCONDUCT

4.1 Detecting potential breaches of academic integrity is fundamentally a judgement made by the lecturer, who is most aware of individual assessment requirements and an individual student's abilities.

4.2 No assumption of academic misconduct may be acted upon without clear and documented evidence. Where a lecturer suspects there has been a breach of academic integrity, this suspicion needs to be supported by available evidence, such as:

- a report from text similarity detecting software;
- similarity with work submitted by another student, or by the same student for another assessment;
- non-submission of required outlines, drafts, or preparatory work, as required in the assessment brief;
- incongruence between student's performance to date in class, coursework, and/or performance in prior assessments; and
- a student's behaviour during an examination.

4.3 Where a lecturer suspects academic misconduct, they must follow the procedures outlined in this document and illustrated in the Academic Integrity Procedure Flowchart. The lecturer should not discuss the matter with the student or inform them of their suspicion at this stage.

5. INVESTIGATION OF ACADEMIC MISCONDUCT AND DECISION

5.1 Having collated the evidence and confirmed their suspicion of academic misconduct, the lecturer will notify the Head of School.

5.2 The Head of School will consider the evidence provided by the lecturer, and determine that either:

- a) the evidence does not substantiate a breach of academic integrity in which case the allegation is dismissed; or
- b) there is sufficient evidence to indicate a possible breach of academic integrity in which case the student is contacted via email within five (5) working days, and invited to a meeting at which the student can present their case. The email must:
 - inform the student of the details of the allegation and provide the date and place of the meeting. The meeting should occur within twenty (20) working days of the initial notification;
 - indicate that the student may bring a support person (who is not a legal representative);
 - include a copy of the Academic Integrity Policy and Academic Integrity Procedure;
 - give the student an opportunity to make a written submission by the date of the meeting as an alternative to, or supplement to, the meeting. If the student is unable to attend the meeting, the discussion may occur via email or teleconference;
 - in the case of suspected ghostwriting, inform the student that they will be required to provide supplementary evidence to prove their authorship of the work.

5.3 The Head of School must keep a record of all communication with the student and fully document the process of investigation and decision.

5.4 Where the student does not respond to the meeting request or refuses to participate, the Head of School will decide on the most appropriate outcome.

5.5 In response to the investigation, the Head of School will deem whether there is evidence of a breach of academic integrity.

5.6 Where the Head of School determines there has been academic misconduct, they will:

- decide on the penalty with reference to Section 6 of this Procedure
- communicate the decision and next steps to the student via email within five (5) working days of the decision; and
- invite the student to respond to the decision in writing (by email) within five (5) working days of the date of the decision communication, unless the student has been referred to the Student Misconduct Board.

5.7 Where the student accepts the decision, the Head of School will:

- inform the lecturer involved of the decision via email within five (5) working days of the student's response;
- ensure that the breach is recorded in the confidential register.

5.8 Where the student rejects the decision, they must submit an appeal to the Student Appeals Committee in the format set out in the email from the Head of School within ten (10) working days of the date of the decision communication. Students may continue their studies while awaiting the outcome of an internal appeal.

5.9 Where the Head of School determines there has been no academic misconduct, they will:

- communicate the decision to the student via email within five (5) working days of the decision;
- inform the lecturer involved of the decision via email within five (5) working days of the decision;
- ensure the decision is recorded in the confidential register.

6. CATEGORIES OF ACADEMIC MISCONDUCT

6.1 All students who have been found to be in breach of academic integrity will be provided with academic counselling. In addition, breaches of academic integrity may result in penalties appropriate to the case.

6.2 In a case where the conduct of the student prejudices the interests of other students or the integrity of the assessment scheme itself, the conduct will be referred for action to the Student Misconduct Board.

6.3 The Head of School will consider the following when determining the seriousness of an act of academic misconduct:

- type of academic misconduct;
- extent of academic misconduct;
- prior offenses, if any (this will include prior offenses in other courses at AIHE).

6.4 Academic misconduct will be deemed significant or minor:

- Significant academic misconduct – based on the available evidence, an instance of academic misconduct is deemed significant if it is or appears to be deliberately planned, and/or is or appears to be substantial in scale or scope; or
- Minor – based on the available evidence, any academic misconduct that is not deemed significant will be deemed minor.

7. PENALTIES FOR ACADEMIC MISCONDUCT

7.1 Initial and minor academic misconduct

7.1.1 A first-time substantiated breach of this Policy that is deemed minor will be recorded in the confidential register and will result in the provision of academic counselling to ensure the process is an educative one for the student.

7.1.2 If deemed appropriate given the factors listed in Section 6, a penalty may also apply. This may be:

- a) a downgrade in the mark or an Unsatisfactory outcome for the relevant assessment item or task. The degree of academic misconduct should be considered when applying the penalty for an initial breach of this Policy. Any mark awarded will be based on the content of the submitted work that has not been part of the academic misconduct; or
- b) the student undertaking an alternative assessment task where the opportunity to plagiarise has been removed (e.g. an oral or invigilated individual examination).

7.1.3 In describing the outcome of a substantiated case of academic misconduct, the student will be provided with notification that a subsequent finding of academic misconduct, regardless of severity, may result in a Fail result of the relevant subject, suspension or exclusion.

7.2 Initial and significant academic misconduct

7.2.1 A first-time substantiated breach of this Policy that is assessed as significant will be recorded in the confidential register and will result in the provision of academic counselling to ensure the process is an educative one for the student.

7.2.2 Given the significant nature of the breach, a penalty will also apply. One or more of the following penalties may be imposed:

- a) student to undertake an alternative assessment task where the opportunity to plagiarise has been removed (e.g. an oral or invigilated individual examination)
- b) a downgrade on the mark or an Unsatisfactory outcome for the relevant assessment item or for the assessment task
- c) a zero mark or Unsatisfactory outcome for the assessment task, but may be a more significant penalty with regard to the factors listed in Section 6, or
- d) a downgrade on the final grade in the subject.

7.2.3 In describing the outcome of a substantiated case of academic misconduct, the student will be provided with notification that a subsequent finding of academic misconduct, regardless of severity, may result in a Fail result of the relevant subject, suspension or exclusion.

7.3 Second and minor academic misconduct

7.3.1 A second substantiated breach of this Policy will be recorded in the confidential register and will result in the provision of academic counselling to ensure the process is an educative one for the student.

7.3.2 Given the repeated nature of the breach, a penalty will also apply. One or more of the following penalties may apply:

- a) student to undertake an alternative assessment task where the opportunity to plagiarise has been removed (e.g. an oral or invigilated individual examination)
- b) a downgrade on the mark or an Unsatisfactory outcome for the relevant assessment item or for the assessment task
- c) a zero mark or Unsatisfactory outcome for the assessment task, but having regard to the factors listed in Section 7 may also be a more significant penalty, or
- d) a downgrade on the final grade in the subject.

7.3.3 In describing the outcome of a substantiated case of academic misconduct, the student will be provided with notification that a subsequent finding of academic misconduct, regardless of severity, may result in a Failresult of the relevant subject, suspension or exclusion.

7.3.4 A third instance of minor academic misconduct will be processed according to Second and significant academic misconduct, or subsequent breaches (see clause 7.4), regardless of the severity of the breach.

7.4 Second and significant academic misconduct, or subsequent breaches

7.4.1 A second and significant substantiated breach of this Policy or a breach of any kind for the third or more times will be recorded in the confidential register and will result in one or more penalties.

7.4.2 Given the repeated and/or significant nature of the breach, the penalty will be a Fail outcome for the subject, but having regard to the factors listed in Section 6 may also be a more significant penalty, including but not limited to:

- a) a probationary period of up to two years, during which time any further breaches result in automatic exclusion;
- b) referral to the Student Misconduct Board with a recommendation of suspension for one or more study periods;
- c) referral to the Student Misconduct Board with a recommendation of exclusion from the course; or
- d) referral to the Student Misconduct Board with a recommendation of expulsion from the course.

8. COMPLAINTS AND APPEALS

8.1 Students dissatisfied with outcomes and penalties applied under this Policy have access to the appeals process outlined in the Student Complaints Policy, except in the case that they have been referred to the Student Misconduct Board, where the provisions of the Student Code of Conduct will apply.

9. DEFINITIONS

9.1 See the AIHE Glossary of Terms for definitions.

Document Control

Version #	Date	Key changes
1.0	5/12/2017	Procedure approved by General Manager
1.0a	17/12/2018	Reviewed; no changes
1.0b	26/04/2019	Format updated