

Academic Integrity Procedure

Schedule A- A guide for Academic Integrity breaches, responses, and penalties - Higher Education students

Type of Breach	Circumstances	Educative response	Required Penalty	Optional further action	Recording
Minor					
<p><i>Examples include but are not restricted to:</i></p> <p>Incorrect paraphrasing of someone else's work by changing some of the words without acknowledging the source</p> <p>Citation error. e.g. including a citation with no quotation marks</p> <p>Unintentional collusion with others on an individual assessment task</p>	<p>Breach due to lack of knowledge and genuine misunderstanding</p> <p>Normally a commencing student however could also be later year student</p>	<p>Student reminded of correct academic integrity practices and required to repeat academic integrity module</p> <p>Marker identifies suspected breach and in consultation with the Subject Coordinator or HoP determines areas for which a student requires additional guidance and provides opportunities for practise and improvement</p> <p>Student may be required to revise and/or repeat the assessment item (no change to original mark/grade)</p>			Incident recorded on Higher Education Academic Misconduct Register

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Moderate					
<p><i>Examples include but are not restricted to:</i></p> <p>Plagiarising text /research concepts/music/designs/data/images/ computer code without appropriate acknowledgement</p> <p>Plagiarising parts of other students' work</p> <p>Self-plagiarising or recycling components of work prepared and submitted for a previous or other subject without appropriate acknowledgement/approval</p> <p>Colluding with others on an individual assessment task including group work</p> <p>Fabricating or falsifying data</p> <p>Omitting data or using other data without acknowledging the source</p> <p>Not acknowledging joint contributions of published works</p>	<p>Repeated minor breach and/or any of the examples listed under 'Moderate breach'</p> <p>Appears unintentional due to negligence or could be intentional</p> <p>Normally student defined as continuing (e.g. not commencing their studies) has completed training and provided with an opportunity to practise</p>	<p>Student undertakes further training on academic integrity.</p> <p>Student may be required to revise assessment</p>	<p><i>One or more of the following:</i></p> <p>Student receives a maximum of 50% for the assessment task**</p> <p>Where a breach has been identified as part of group work each student is required to provide evidence of individual contribution and each student will be given a separate mark/grade</p> <p>Student issued with a written warning that further breaches may result in more severe penalties</p>	<p>Student may receive (0 - N) Fail result for the assessment task**</p>	<p>Incident, investigation and outcome recorded on Higher Education Academic Misconduct Register</p> <p>Confirmed breach recorded on student's record</p>

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Major					
<p><i>Examples include but are not restricted to:</i></p> <p>Plagiarising substantive amounts of text/ research concepts/music/designs/data/images/ computer code without appropriate acknowledgement</p> <p>Plagiarising a substantive amount of another student's assignment or file sharing</p> <p>Submitting work completed by a third party, including contract cheating*</p> <p>Using artificial intelligence tools to generate assessment responses</p> <p>Uploading work to third party platforms to receive answers to assessment tasks</p> <p>Misuse of Turnitin</p> <p>Falsifying documents (e.g. transcript)</p> <p>Encouraging, enabling, or causing others to commit academic integrity breaches with intent to mislead</p> <p>Offering someone a bribe to reveal exam questions prior to the exam</p> <p>Cheating in an exam and/or in possession of unauthorised material in exam or other assessment task</p>	<p>Repeated minor or moderate breach and/or any of the examples described under 'Major breach'</p> <p>Appears deliberately negligent or intentional</p> <p>Normally student defined as continuing (e.g. not commencing their studies) has completed training and provided with an opportunity to practise</p>	Student undertakes further training on academic integrity	Student receives a (0 -N) Fail result for the assessment**	<p>Student may receive (0 - N) Fail result for the subject / unit / course**</p> <p>Student may be suspended for up to one semester</p> <p>Student may be excluded from the Institute (if this option is being considered, the matter must be referred to the Student Discipline Policy)</p>	<p>Incident, investigation and outcome recorded on Higher Education Academic Misconduct Register</p> <p>Confirmed breach recorded on student's record</p>

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Misrepresenting or fabricating substantive content and research/ data in a report Failure to conduct research as per ethics approval					

** If the investigator suspects involvement of multiple students in contract cheating, they must advise the Head of Program of their suspicions immediately so that the progress of the investigation can be monitored and any necessary reporting undertaken*

*** Where a student's assessment marks need to be varied, the relevant academic Director must make a recommendation to the Executive Director Educational Excellence*