

Academic Integrity Procedure

Schedule B - A guide for Academic Integrity suspected breaches, responses, and penalties - Foundation and VET 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>Copying / plagiarising small amounts of text/music/designs/data/computer code without acknowledging the source</p> <p>Copying minor components of another student's work</p> <p>Incorrect paraphrasing of someone else's work by changing some of the words without acknowledging the source</p> <p>Including a citation with no quotation marks</p> <p>Unintentional collusion with others on an assessment task</p> <p>Getting someone else to cut some of the wood for the model they submitted for assessment</p> <p>Getting assistance to manipulate the software when creating a musical sound/piece when the ability to undertake that task forms part of the assessment</p> <p>Using a photo, they took of a friend in their assignment without gaining the friend's permission</p> | Breach due to lack of knowledge and genuine misunderstanding | <p>Student advised of correct academic integrity practices</p> <p>Student given training and/or links to additional resources and support if required</p> <p>Teacher monitors future performance to provide additional feedback and identify if repeated negligent and/or intentional breaches appear to be occurring</p> | | <p><i>Responses may include, but are not restricted to:</i></p> <p>Student required to resit/resubmit part or all of same or similar assessment to be able to achieve a satisfactory result</p> <p>If unit is approved for graded assessment, grade reductions applied and/or restrictions on maximum grade available on resit/resubmission</p> <p>Educators share information on student breach at team meeting to assist with monitoring for repeated and/or intentional or negligent breaches</p> | May choose to record breach on Directorate Academic Misconduct Register, but this is not required |

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|---|---|--|--|--|---|
| Moderate | | | | | |
| <p><i>Examples include but are not restricted to:</i></p> <p>Repeated minor breach</p> <p>Plagiarising moderate amounts of text/music/designs/data/images/computer code without appropriate acknowledgement</p> <p>Copying/plagiarising whole sections of another student's work</p> <p>Jointly working with other students on developing computer codes/music/designs/assignments/models before submitting the completed work as their own work</p> <p>Colluding with others on an individual assessment task</p> <p>Self-plagiarising or recycling - submitting components of work prepared and submitted for another unit without appropriate acknowledgement or approval</p> <p>Allowing other students to cheat by letting them copy their work</p> <p>Fabricating or falsifying some data</p> <p>Omitting data or using other data without acknowledging the source</p> <p>Looking over the shoulder of another student during a test to attempt to copy their answer</p> | <p>The student should have been aware that their action was a breach, but there may or may not have been some misunderstanding or negligence</p> <p>Decision maker to take these factors into account when applying the penalty</p> | <p>Student advised verbally behaviour is inappropriate and decision letter advises that future breaches may result in more severe penalties</p> <p>Student required to undertake relevant training on academic integrity</p> <p>Student provided with links to additional resources and support if required.</p> | <p><i>Apply one or more of:</i></p> <p>Student required to resit/resubmit part or all of same or similar assessment to be able to achieve satisfactory result **</p> <p>If unit is approved for graded assessment, grade reductions may be applied and/or restrictions on maximum grade available on resit/resubmission **</p> | <p><i>Responses may include, but are not restricted to:</i></p> <p>If breach has been identified as part of group work, each student required to provide evidence of individual contribution and provided with separate assessment</p> | <p>Incident, investigation, and outcome recorded on Academic Misconduct Register</p> <p>Confirmed breach recorded on the student's record</p> |

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|---|--|--|--|--|---|
| Major Breach | | | | | |
| <p><i>Examples include but are not restricted to:</i></p> <p>Repeated moderate breach</p> <p>Plagiarising substantive amounts of text/music/designs/data/images/computer code without appropriate acknowledgement</p> <p>Copying/plagiarising substantive amounts of another student's work</p> <p>Submitting work completed by a third party, including contract cheating*</p> <p>Using artificial intelligence tools to generate assessment responses</p> <p>Submitting a model or assignment completed by someone else as their own work</p> <p>Offering someone a bribe to reveal test questions prior to the test</p> <p>Falsifying documents (e.g. placement record, transcript)</p> <p>Misrepresenting or fabricating significant content and data</p> <p>Taking cheat sheets or other unauthorised material into a test or other assessment task with the intent to gain an unfair advantage.</p> <p>Actively encouraging, enabling, or causing others to commit academic integrity breaches.</p> | <p>Student should have been aware that the action was a breach of academic integrity, the breach was deliberately negligent or intentional and/or the matter was of such seriousness that it must be treated as a major breach</p> | <p>Student required to undertake further training on academic integrity</p> <p>Student provided with links to additional resources and support if required</p> | <p><i>Apply one or more of:</i></p> <p>Student assessed as unsatisfactory for the assessment task **</p> <p>Student assessed as competency not yet attained / unsatisfactory for the unit **</p> | <p><i>Responses may include, but are not restricted to:</i></p> <p>Student may be suspended from the Institute (refer to paragraph 33 in this procedure)</p> <p>Student may be excluded from the Institute</p> <p>Note:</p> <p>If the disciplinary action being considered can only be applied with the authority of the Chief Executive as outlined in the Student Discipline Policy, the matter must be referred to Chief Executive for resolution</p> | <p>Incident, investigation, and outcome recorded on Academic Misconduct Register</p> <p>Confirmed breach recorded on the student's record</p> |

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|---|---------------|--------------------|------------------|-------------------------|-----------|
| Breaching academic integrity in an assessment resubmitted in response to disciplinary action imposed for an earlier breach. | | | | | |

** If the investigator suspects involvement of staff or multiple students in contract cheating, they must advise the Program Leader 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*