

## Academic Integrity Procedure

### Schedule B – Academic Integrity Investigations, process summary

#### Informal Process\*

1. Educator detects a suspected **minor** breach by a student.
2. Educator completes an Incident Report Form/Examination Incident Report, attaches samples of the alleged breach, and notifies the HoP. (HE)
3. The educator investigates the alleged breach and in consultation with the Subject Coordinator provides the student with an educative response (with or without applying an appropriate penalty) as detailed in Schedule A. (HE)
4. No record of the alleged breach is recorded on the student's file
5. Educator records the breach on the Academic Misconduct Register (VET)
6. Educator monitors student's future performance

#### Formal Process\*

	Higher Education/Foundation and VET
1	Educator suspects moderate or major breach by a student.
2	Educator reports suspected breach to the Head of Program (HoP)/Program Leader (PL) immediately.
3	HE - Educator completes an Incident Report Form/Examination Incident Report, attaches samples of the alleged breach, and notifies the HoP.  Foundation and VET - Educator provides summary details of the incident to the PL in writing.
4	The incident is recorded on the Academic Misconduct Register.  If the incident is suspected to be contract cheating involving staff or multiple students, the HoP/PL immediately notifies the Director. The Director then notifies the Manager Academic Quality HE or Manager Academic Quality VET who will monitor the investigation and outcome.
5	HoP/PL determines the appropriate investigator to undertake the formal investigation.
6	Investigator commences formal investigation. If investigator uncovers suspected contract cheating involving staff or multiple students during the investigation they notify the HoP/PL, who immediately notifies the Director. The Director then notifies the Manager Academic Quality HE or Manager Academic Quality VET who will monitor the investigation and outcome.
7	Student notified in writing of the alleged incident and anticipated steps in the investigation process.
8	Following investigation, where there is insufficient evidence of a suspected breach, the matter will be dismissed.
9	Where the investigator determines that a breach of Academic Integrity has occurred, Schedule A (Higher Education) or Schedule B (Foundation and VET) will be used as a guide when determining the appropriate response/penalty.
10	If the appropriate response/penalty is outside the level of authority of the investigator, they will, in consultation with the HoP/relevant Manager, refer the matter to an Authorised Person with a higher level of authority to review the matter and apply the penalty they consider appropriate in accordance with Schedule A (Higher Education) or Schedule B (Foundation and VET).

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<b>11</b>	If any Authorised Person considers the matter to be of such seriousness that a penalty could only be applied by the Chief Executive as the Authorised Person, the matter must be referred to the Chief Executive to be dealt with under the Student Discipline Policy.
<b>12</b>	The HoP/PL will ensure that external parties such as employers of apprentices and trainees and/or partner organisations are kept informed where an investigation and/or penalties applied may affect the student's progression and/or results.
<b>13</b>	Student advised in writing of the outcome of a formal Academic Integrity investigation.
<b>14</b>	Information on the Academic Misconduct Register is updated, and the confirmed breach is recorded on the student's record. Manager Academic Quality HE makes notification to TEQSA and other agencies as required.

\* In all cases there are situations in which it is possible to formally extend timelines. Requires written notification to student.  
Procedural fairness must be followed at all times