

## PROCEDURE FOR MANAGING BREACHES OF ACADEMIC INTEGRITY

### Purpose:

The purpose of this procedure is to provide staff with an outline of the way to manage breaches of academic integrity by students. The principles underpinning the process are

- x Presenting data with respect to laboratory work, clinical placements, practica, field trips or other work that has been copied or falsified.
- x In the case of collaborative projects, falsely representing the individual contributions of the collaborative partners.
- x Presenting data obtained improperly. e.g. data collected without ethical consideration
- x Any misrepresentation in relation to academic achievement or records.
- x Any assistance given by a current student to be



4. Academic Misconduct Register (AMR)

The University maintains a register (AMR) of previous cases. All level 2 and 3 allegations of breaches of academic integrity are to be entered onto the AMR by the AMR Manager.

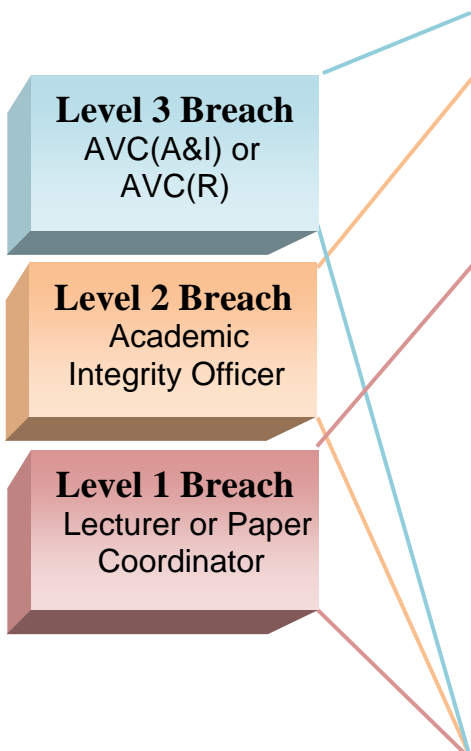
This record exists for three purposes:

- x To determine that attendance at a specified course at the SLDS has taken place.
- x To identify previous breaches so that escalation of outcomes can be considered.
- x To provide an internal quality assurance mechanism to monitor the way we manage the process both in terms of consistency and frequency over time.

Access to the database is available only to the Database Manager in the Office of the AVC(A&I). Information will only be given to AIOs, AVC(A&I) or AVC(R). Access is not permitted prior to determining an allegation. The database will only be viewed after the guilt has been determined and used only to determine if escalation of penalties should be considered, where previous offences exist.

5. Determining the Outcome

The outcome options available for each level of breach are shown in the diagram below. The options increase in severity in line with the increase in level. The outcome list may also be augmented by mandatory



6. Notify student of the outcome

Level 1 misconduct does not need a formal written notification although a template is provided if needed ([Appendix 4](#)).

Level 2 and Level 3 misconduct both require written notification to the student. Template letters are provided for the purpose ([Appendix 5 & 6](#)).

7. Adjust the student record

The paper coordinator will adjust the student's mark if required. If a result has been withheld (NF) pending the determination of an outcome of an allegation of breach of academic integrity, the paper coordinator should put through a change of grade form. No additional textual entry is to be entered onto the student record unless exclusion was the outcome of the hearing.

8. Notify the AMR Manager. Notify the AMR manager of the outcome of the Level 2 or Level 3 allegation so that an entry can be included on the database for future reference.

#### Appeal Procedure

Outcomes of either Level 1 or 2 breaches, where the penalty is resolved between the AIO and the respondent may not be appealed. Any other Level 1 or 2 complaint may be appealed in accordance with the Student Disciplinary Regulations.

#### Audience:

All staff and students

#### Relevant Legislation:

N/A

#### Related Procedures or Documents:

- o [Student Disciplinary Regulations](#)
- o [Student Academic Integrity Policy](#)
- o [Code of Responsible Research Conduct and Procedures for Dealing with Misconduct in Research](#)
- o Template letters:
  - o Level 1 invitation to attend SLDC ([Appendix 4](#))
  - o Level 2 or Level 3 invitation letter ([Appendix 5](#))
  - o Level 2 or Level 3 outcome letter ([Appendix 6](#))

#### Acknowledgement

Permission was granted by Curtin University to allow us to use some aspects of their disciplinary guideline.



### Procedure for Managing Level 1 Academic Integrity Breach.

Level 1 breach is managed primarily by the paper coordinator (in consultation with the College Academic Integrity Officer, if preferred). The steps are as follows:

1. Determine that the possible breach has occurred. Assemble evidence, and determine extent and nature of problem (no discussion with the student is required at this stage).
2. Determine the possible level of the breach (refer to p 2 or the table on p 8 of this Procedure). Level of breach is determined by extent, nature and expectation. If possible breach is Level 1, proceed according to the steps below.
3. Conduct a hearing. Level 1 procedure is informal and managed by the academic staff member (and College AIO if required). A hearing is usually required but may take place informally. The process is explanatory and educational with the purpose of developing students skills and understanding. Any interview with the student/s involved should be done in accordance with the rules of natural justice. This means that the student is entitled to:
  - x not answer any questions in relation to the case,
  - x representation or informal support such as the student advocacy service,
  - x view any evidence against them.
  - x the right to representation.

After the hearing, the paper coordinator, in consultation with the College AIO if required, should make a judgement of whether a breach of academic integrity has occurred.

4. Reporting. There is no central reporting for Level 1 allegations.
5. Outcomes. The range of outcomes for a Level 1 breach are listed on p. 5 of this Procedure. The paper coordinator should determine an appropriate outcome according to the Procedure, and again with reference to extent, nature and expectations of the student. At Level 1, notification should be informal (either in discussion with the student or by email) and the emphasis should be on remediation and education.
6. Notify the student. Students who are required to attend the Student Learning Development Services are to be notified using the template letter provided.
7. Adjust the student record. The paper coordinator should adjust the student's record in accordance with the outcome. If an NF grade had been entered for the student, the paper coordinator should submit a change of grade form as soon as possible.

Appeal Procedure. Outcomes at this level, where the outcome is resolved between the paper coordinator and the student, m.0023c5.8(ro)5.854.988 0 TD -.0001 Tcstud6.5(eau0d0 Tc -.000n/82 1 Tf -2.1257w\*p/4(a)-.556 Tw [(Appe)5213

### Procedure for Managing Level 2 Academic Integrity Breach.

A Level 2 breach is managed by the College Academic Integrity Officer. The steps are as follows:

1. Determine that a possible breach has occurred . Assemble evidence (in consultation with paper coordinator),



- a) If three incidents of Level 2 or 3 breach are now registered for this student, an escalation in the penalty imposed for the current allegation can now be considered by the AIO.
- b) If the incident is not a third recorded breach, the AI

### Level 3 Academic Integrity Breach Hearings

Level 3 breaches of Academic Integrity are considered to be allegations of serious misconduct and hearings are conducted in accordance with the process described in the Student Disciplinary Regulations. Refer to that Regulation for the details.

Template Letter. Level 1 invitation to attend SL DC.

Appendix 4

Dear XXXX

In the process of marking your assignment, the markers noticed that parts of your assignment contained small sections of copied or badly paraphrased text from another source.

Copying text, or paraphrasing text by changing a few words, is considered to be plagiarism and is dealt with harshly by the University. Because the plagiarism in your assignment is minor and probably caused by an inadequate understanding of what constitutes plagiarism or how to integrate sources into your work, there will be no major penalty.

No marks will be deducted for this assignment; however, you are expected to undertake work that will increase your understanding of how to use material in your own writing. You may:

EITHER

1. make an appointment with me to discuss the issues more fully

OR

2. make an appointment with a writing consultant at the Student Learning Centre to discuss these issues

If you choose the latter option, I will need you to bring a letter from the SLC confirming that you have spent a session with a writing consultant. Your grade will not be released until I receive the letter.

I encourage you to read the section in the course administration guide that deal with plagiarism and the requirements of this assignment. If you are having difficulty with making sense of the requirements for writing assignments in the future, I suggest that you make use of the university's Student Learning Centre. Details for contacting the centre are included in the course administration guide.

If you have any further questions please do not hesitate to contact me.

Yours sincerely

PAPER COORDINATOR



Template Letter Level 2 or Level 3 Outcome

Appendix 6

Dear XXXX,  
Student ID XXXXXXXX,

In the process of marking your assignment **XXXXX**, **paper number XXX.XXX** the markers noticed that parts of your assignment contained **significant sections of copied or badly paraphrased text from another source**. In your case, there is evidence that sections of **XXXXX** have been copied from the following source(s):

**XXXXXXXXXX**

**Copying text, or paraphrasing text by changing one or two words, is considered to be plagiarism and is dealt with harshly by the University. The plagiarism in your assignment is significant though that I have decided to penalise your mark by giving you zero marks for the offending sections in your assignment.**

You need to be aware that the outcome of this breach of the Academic Integrity Policy has been entered onto our central Academic Misconduct Register and may be used to escalate subsequent breaches of this policy.

I encourage you to read the sections in the course administration guide that deal with Academic Integrity (pages 31 and 32) and the requirements for this assignment (pages 27 to 29).

If you are having difficulty with making sense of the requirements for writing assignments, I suggest that you make use of the university's Student Learning Centre. Details for contacting the centre are included in the course administration guide (pages 52-54).

If you have any further questions please do not hesitate to contact me.

Yours sincerely

**Staff Member Name**

Academic Integrity Officer,

**College**