



To determine that attendance at the Student Learning Development Services (SLDC) has taken place,



Presenting data obtained improperly. e.g. data collected without prior approval of the relevant ethics committee ethical considerations.

Any misrepresentation in relation to academic achievement or records.

Any assistance given by a current student to another student to be dishonest or fraudulent with academic assessment.

Disclosing or assigning Intellectual Property in which the University can reasonably be said to have an interest



To provide an internal quality assurance mechanism for the University Disciplinary Advisory Committee (UDAC) to monitor the way we manage the process both in terms of consistency and frequency over time,

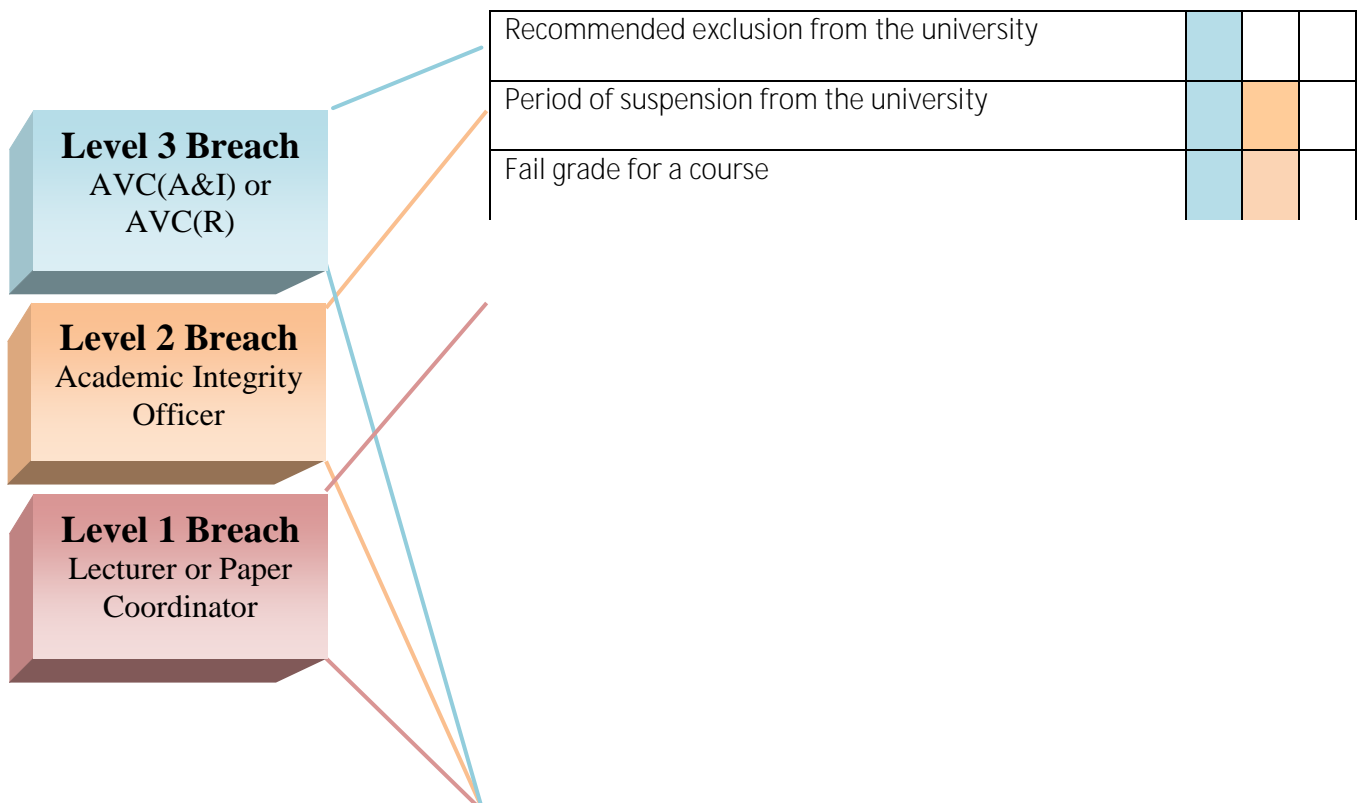
Access to the database is limited to only the Database Manager in the Office of the AVC(A&I). Information will only be given to AIOs after guilt has been established and not prior to determination of a penalty.

5. Academic Integrity Officers

All staff have access to a College Academic Integrity Officer. This staff member has the delegated authority to dispose of breaches of academic integrity, primarily at Level 2. See Appendix 1 for the specific roles and responsibilities of the AIO.

6. Determination of the Penalty

The penalty 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 list may also be augmented by *mandatory* remedial processes i.e. that the student is required to attend a specific course at the SLDS.



7. Notify student of the outcome

Template letters are provided in the procedure for the management of academic integrity breaches.



8. **Student Record**

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.

9. **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.

10. **Appeal procedure**

Determining Seriousness of Academic Integrity breaches

Make an overall judgment about the level of seriousness. Final level if Level 2 must be ratified by AIO. Level 3 must be ratified by AVC be ratified I e

Nature of alleged academic breach



Appendix 1

Academic Integrity Officer

Introduction

The purpose of introducing Academic Integrity Officers is to ensure we apply the rules and regulations pertaining to academic integrity at this university in a consistent manner. In particular they support academic staff with identifying breaches and determining outcomes. Academic Integrity Officers are college-based staff who have been delegated the authority, by their PVC to manage alleged breaches of academic integrity. All staff have access to a College Academic Integrity Officer either through this college-based support or through a similar school or departmental resource. There are four key aspects to the role of the AIO. They include:

1. Familiarity with the regulatory framework associated with academic integrity, specifically the policy and procedure documents.
2. Responsibility for the management of many of the allegations of academic integrity.
3. Information and education. They should be able to provide advice to other staff in relation to academic integrity process.
4. Detection. They should be familiar with the text-matching programme used by the university.

Role

