

These Procedures support the *Academic Integrity Policy*

Procedure Owners: Academic Director

Keywords: Academic Integrity, Academic Misconduct, Academic Breach

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1. INTENT

- 1.1 The purpose of these Procedures is to provide a clear and uniform mechanism for dealing with Academic Breach and Academic Misconduct by Students at Australian College of Business and Technology ('ACBT' or the 'College') and its Partner Providers.
- 1.2 The Procedures set out in this document will assist ACBT to promote and ensure Academic Integrity in all aspects of teaching, learning and scholarship.

2. ORGANISATIONAL SCOPE

- 2.1 These Procedures apply to all Staff and Students and should be read in conjunction with the *Academic Integrity Policy*.

3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to these Procedures.

4. ACADEMIC INTEGRITY IN ASSESSMENT

Investigation by the lecturer

- 4.1 Lecturers who have been told about, or who have reasonable grounds to believe that a Student has failed to meet ACBT Academic Integrity standards, will investigate. The investigation must include a meeting or discussion with the Student(s) involved in the case and the gathering of all relevant information and evidence.
- 4.2 By referring to the Academic Misconduct Procedures document, the Lecturer will decide whether the student has committed:
- a) Academic Breach; or
 - b) Academic Misconduct.
- 4.3 If the Student has made minor errors in Scholarship that do not constitute Academic Breach or Academic Misconduct, the Lecturer will provide feedback to the Student regarding the errors and will deduct marks where appropriate as per the Assessment Task marking rubric.
- 4.4 Where a Lecturer has identified Academic Breach or Academic Misconduct, they will:
- a) in consultation with the Unit Coordinator, select an Outcome (penalty) using the matrix in Appendix 1, bearing in mind:
 - i. the weighting of the Assessment (e.g. Academic Breach in a low-weighted, early Assessment is not usually reported but is instead addressed as part of ACBT's Early Intervention strategy – see the *Academic Progression Policy*);
 - ii. the timing of the Assessment and the Student's need to receive a Mark for an Assessment before completing the next Assessment for the Unit (e.g. there may not be time for a Student to re-write and re-submit an Assessment Task returned in Week 11 if there is an Exam scheduled for Week 13); and
 - iii. the Outcome that will most likely help the Student to learn about scholarly practice, Academic Integrity and avoiding Academic Misconduct;
 - b) inform the Student in writing that they will be reported for Academic Misconduct and what the Outcome will be, with a warning that the Outcome may be adjusted following an investigation by the Academic Integrity Coordinator; and
 - c) report the Student for Academic Misconduct using the 'Academic Integrity Issue' tab in the ACBT / ECC LKA AXIS Portal.

Investigation by the Academic Integrity Coordinator / Examinations Manager

- 4.5 The Academic Integrity Coordinator / Examinations Manager will investigate all allegations of Academic Misconduct and all repeat Academic Breach cases.
- 4.6 As part of the investigation, the Academic Integrity Coordinator / Examinations Manager may interview the Student. Interviews will be conducted as soon as practicable and within fourteen (14) Calendar Days of it being reported.
- 4.7 The Academic Integrity Coordinator / Examinations Manager may choose to conduct the interview in person, by telephone, teleconference, video conference or by any other means, as long as the Student's preference is considered when making that decision.

- 4.8 A Student is provided with an invitation to an interview and provided with at least two (2) Calendar Days' notice of the interview.
- 4.9 The Student may be accompanied at any interview by a friend or family member, who is not a lawyer. That person may only act as the Student's advocate where invited to do so by the Academic Integrity Coordinator / Examinations Manager during the interview.
- 4.10 The Academic Integrity Coordinator / Examinations Manager may be accompanied by another Staff member who will act as an observer or note-taker during the interview.
- 4.11 If, having taken reasonable steps to contact the Student, the Student fails to respond or fails to attend an interview, the Academic Integrity Coordinator / Examinations Manager may proceed to investigate and decide the matter without having interviewed the student.
- 4.12 If a Student has previously been reported for Academic Breach or Academic Misconduct, the Academic Integrity Coordinator may, in consultation with the Lecturer and Academic Program Coordinator, escalate the case and apply associated Outcomes.
- 4.13 At any time during an investigation the Academic Integrity Coordinator / Examinations Manager may communicate with the Lecturer to discuss any details regarding the case or seek advice from relevant experts in the College provided that no Conflict of Interest is involved.
- 4.14 If, at any stage, the Academic Integrity Coordinator / Examinations Manager finds there is insufficient evidence to warrant further investigation they will dismiss the allegation and inform the Student in writing of this dismissal.

Application of Outcomes

- 4.15 Within seven (7) Calendar Days of concluding the investigation, the Academic Integrity Coordinator / Examinations Manager will provide written notification of the decision and Outcome(s) to:
- the Student;
 - the Lecturer; and
 - Student and Academic Services.
- 4.16 Student and Academic Services will provide the Student with a letter that:
- confirms the Outcome imposed;
 - advises the Student of their right to a Review of the decision and/or the Outcome; and
 - reminds them that the Learning Advisor is available to help with Academic Integrity; and

will then record the Outcome in Navigate.

5. ACADEMIC INTEGRITY IN AN EXAMINATION

Reporting

- 5.1 A Staff member, Student, Invigilator or member of the public who has been told about or who has reasonable grounds to believe that a Student has committed Academic Misconduct in an Examination, will report it to the Exam Coordinator. (Examination Breach form should be filled at the time of the exam rules breach and should take a students signature)

Investigation by the Examinations Coordinator

- 5.2 For alleged Academic Misconduct in an Examination, the Examinations Coordinator will investigate the incident and report it to the Academic Integrity Coordinator.
- 5.3 If necessary, the Exam Coordinator will conduct a Student interview at the time of the alleged Academic Misconduct or as soon as possible following the Examination and provide any relevant information to the Academic Integrity Coordinator.

Application of Outcomes

- 5.4 Where there is insufficient evidence of Academic Misconduct, the Academic Integrity Coordinator may dismiss an allegation of Academic Breach or Academic Misconduct.
- 5.5 Where there is evidence of Academic Misconduct, the Academic Integrity Coordinator will determine the Outcome using Matrix 2.

6. ADMINISTRATION

- 6.1 The Academic Director may extend or shorten any period of time specified in these Procedures, where there are reasonable circumstances for doing so and having regard to principles of natural justice (the right to be heard).
- 6.2 A de-identified summary of Academic Breach and Academic Misconduct findings and Outcomes will be presented to the Academic Council each Study Period to ensure that ACBT enforces Academic Integrity principles and takes appropriate action to mitigate against Academic Misconduct.
- 6.3 All Staff who are responsible for managing, investigating or determining an allegation of Academic Breach or Academic Misconduct, will maintain accurate and detailed records.
- 6.4 Nothing in these Procedures limits the provisions for cancellation of Enrolment or Student Expulsion under other ACBT Policies and Procedures.

Student Appeals

- 6.5 Students may lodge a request for a Student Appeal under the *Student Appeals Policy* of:
- a finding of Academic Breach or Academic Misconduct;
 - the Outcome imposed; or
 - both a finding of Academic Breach or Academic Misconduct and the Outcome imposed.

7. RELATED DOCUMENTS

- 7.1 These Procedures support the *Academic Integrity Policy*.

8. CONTACT INFORMATION:

For queries relating to this document please contact:

PROCEDURES OWNER	Academic Director / Associate Principal
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
TELEPHONE:	+94112565511
EMAIL ADDRESS:	

9. APPROVAL HISTORY

For queries relating to this document please contact:

PROCEDURES APPROVED BY:	Academic Director / Associate Principal
DATE PROCEDURES FIRST APPROVED:	New
DATE LAST MODIFIED:	June 2022
REVISION HISTORY:	January 2022. Separate Procedures created as part of the adoption of a principal-based approach to policy. Updated content.
NEXT REVISION DUE:	January 2024

Matrix 1: Academic Misconduct in an Internal Assessment

CRITERIA		Academic Breach	Academic Misconduct
Extent of the conduct		Student conduct which by its form or extent represents a minor breach of academic integrity.	Student conduct which by its form or extent represents a significant or serious breach of academic integrity
FORM OF CONDUCT	AI BEHAVIOUR <i>examples</i>	<ul style="list-style-type: none"> Copied some elements of written text or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing or acknowledgement Copied minor elements of another Student's assignment Received inappropriate editorial assistance from another person on a written Assessment Task Worked with one or more people on an Assessment Task when an individual response was required Completed a group Assessment Task with assistance from another group or other groups when an individual group response was required Misrepresented contributions of individual members to a group Assessment Task 	<ul style="list-style-type: none"> Copied significant elements of written text (i.e. paragraphs) or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing or acknowledgement Copied major elements of another Student's assignment Copied elements of one's own work which was submitted for assessment for another Unit/Course, at another time (at the College or another institution) without the permission of the Unit Coordinator Submitted an Assessment Task produced, in part or fully, by a third party or undertook all or part of an Assessment Task, for another Student Misrepresented contributions of individual members to a group Assessment Task Accessed, exchanged, offered for purchase or sold an assessment item or task Impersonated another Student or allowed a third party to impersonate them in an Assessment Task Fabricated or falsified content or cited and referenced non-existent sources Fabricated or falsified documents (e.g. medical certificates, police reports, academic records) for purposes of assessment Stole another Student's work Obtained another student's work through deceit or misrepresentation and then submitted assessment item as their own Coerced, blackmailed, intimidated or facilitated coercion blackmail or intimidation of another person, or offered or accepted a bribe, for an assessment outcome or grade
	OUTCOME/S	<p>First offence of Academic Breach</p> <ul style="list-style-type: none"> Give the Student a written notification Educate the Student <p><i>Select one or both of the following Outcomes:</i></p> <ul style="list-style-type: none"> Require resubmission of part of an Assessment Task Deduct marks as per marking rubric <p>Subsequent offences of Academic Breach</p> <p>If the second offence occurs in a single study period, this will be treated as a first offence breach.</p> <p>If the second offence is of a different nature than the first, this will be treated as a first offence.</p>	<p>First offence of Academic Misconduct</p> <ul style="list-style-type: none"> Give the Student a written notification Require the Student to engage in educational interventions <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> Require resubmission of part of an Assessment Task to demonstrate understanding Deduct marks based on the severity of the Academic Misconduct as per marking rubric Require resubmission of an Assessment Task with a maximum 50% pass mark Award zero percent (0%) for the Assessment Task (only on the advice of the Academic Integrity Coordinator) <p>Second offence of Academic Misconduct</p> <ul style="list-style-type: none"> Give the Student a written notification

CRITERIA	Academic Breach	Academic Misconduct
	<p>If the second offence is of a similar nature to the first offence, this will be treated as Academic Misconduct.</p>	<ul style="list-style-type: none"> • Require the Student to engage in educational interventions • Meet with the Academic Program Coordinator? <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Deduct marks based on the severity of the Academic Misconduct as per marking rubric • Require resubmission of an Assessment Task with a maximum 50% pass mark • Award zero percent (0%) for the Assessment Task • Record a Fail (N) in the relevant Unit (only on the advice of the Academic Integrity Coordinator) <p><u>Third offence of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Meet with the Academic Program Coordinator? <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Award zero percent (0%) for the Assessment Task • Record a Fail (N) in the relevant Unit • Suspend the Student from ECC for up to twelve months • Expel the student from ECC

Matrix 2: Academic Misconduct in an Examination

CRITERIA		Academic Misconduct		
Form and/or extent of the conduct		Student conduct which by its form and/or extent represents a moderate or significant breach of academic integrity		
EXAMINATIONS CONDUCT	AI BEHAVIOUR <i>examples</i>	<ul style="list-style-type: none"> Disobeyed the instructions of an Invigilator <u>Had access to, or use of or used, or attempted to use</u>, unauthorised written notes, printed reference material or an electronic device Copied, or attempted to copy, from another Student on <u>one</u> or <u>multiple</u> occasions in the same Examination Accessed, or attempted to access, assistance via systematic or sophisticated/technological means Communicated, or attempted to communicate, with another Student, on <u>one</u> or <u>multiple</u> occasions in the same Examination or via systematic or sophisticated/technological means Impersonated another Student or allowed a third party to impersonate them in the Examination Falsified Student ID for Examination purpose 		
IMPACT OF CONDUCT		Student's ability to address learning outcomes is unclear as work relies <u>partly</u> or <u>entirely</u> on that of others or previous work or fabricated content or sources; or Student's conduct has potential to more broadly undermine assessment integrity or impact the reputation of the College.		
OUTCOME/S		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>First offence of Academic Misconduct</u></p> <ul style="list-style-type: none"> Give the Student a written notification Require the Student to engage in educational interventions <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> Deduct marks based on the severity of the Academic Misconduct as per marking rubric Disallow any marks for the Examination which the Academic Misconduct relates to Award zero percent (0%) for the Examination (only on the advice of the Academic Integrity Coordinator) Require the Student to sit another Examination if Exceptional Circumstances apply </td> <td style="width: 50%; vertical-align: top;"> <p><u>Second offence of Academic Misconduct</u></p> <ul style="list-style-type: none"> Give the Student a written notification Require the Student to engage in educational interventions Meet with the Academic Program Coordinator? Award zero percent (0%) for the Examination <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> Award zero percent (0%) for the Examination Require the Student to sit another Examination if Exceptional Circumstances apply Record a Fail (N) Grade in the relevant Unit Suspend the Student from ECC for up to twelve months Expel the Student from ECC <p><u>Third offence of Academic Misconduct</u></p> <ul style="list-style-type: none"> Give the Student a written notification Meet with the Academic Program Coordinator? <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> Record a Fail (N) Grade in the relevant Unit Suspend the Student from ECC for up to twelve months Expel the Student from ECC </td> </tr> </table>	<p><u>First offence of Academic Misconduct</u></p> <ul style="list-style-type: none"> Give the Student a written notification Require the Student to engage in educational interventions <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> Deduct marks based on the severity of the Academic Misconduct as per marking rubric Disallow any marks for the Examination which the Academic Misconduct relates to Award zero percent (0%) for the Examination (only on the advice of the Academic Integrity Coordinator) Require the Student to sit another Examination if Exceptional Circumstances apply 	<p><u>Second offence of Academic Misconduct</u></p> <ul style="list-style-type: none"> Give the Student a written notification Require the Student to engage in educational interventions Meet with the Academic Program Coordinator? Award zero percent (0%) for the Examination <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> Award zero percent (0%) for the Examination Require the Student to sit another Examination if Exceptional Circumstances apply Record a Fail (N) Grade in the relevant Unit Suspend the Student from ECC for up to twelve months Expel the Student from ECC <p><u>Third offence of Academic Misconduct</u></p> <ul style="list-style-type: none"> Give the Student a written notification Meet with the Academic Program Coordinator? <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> Record a Fail (N) Grade in the relevant Unit Suspend the Student from ECC for up to twelve months Expel the Student from ECC
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