

Procedure Title

Academic Integrity Procedure

Preamble

The Academic Integrity Procedure outlines the processes for educating students about academic integrity and reporting and penalising students who breach the academic integrity policy. Deakin College aims to promote academic integrity across all campuses of Deakin College and to ensure that these actions are undertaken in a consistent, efficient and equitable manner.

Purpose

This procedure outlines the process for assessing the academic integrity of assessment tasks of students.

Scope

The procedure applies to all prospective, enrolled and graduated students at all campuses of Deakin College.

The teachers, Unit Coordinators, Academic Coordinators and Academic Managers are responsible for the implementation of good academic integrity practices in their respective courses.

Policy

Academic Integrity Policy

Procedure

1. Process for Suspicion of Academic Misconduct

1.1. In-trimester assessments

- Once a teacher, which may be the classroom teacher or the Unit Coordinator or other Deakin College academic staff member, becomes aware that a suspected breach of academic integrity has occurred, the teacher must investigate and verify the nature and extent of the academic misconduct.
- Where the teacher has evidence of academic misconduct, the student will be contacted, preferably via an email sent through the student portal. Where the student is contacted, the student must be provided with the opportunity to respond (verbally or via email) to the allegation, and must respond within 5 working days after being contacted.
- Where the teacher reasonably believes that a student has likely breached academic integrity, the teacher must complete the online *Academic Misconduct Reporting Form (Assignment & Assessment)*.

Academic Misconduct Reporting Form (Assignment & Assessment):

<https://app.pipefy.com/public/form/Od4SM9kO>

All relevant evidence pertaining to the suspected breach must be submitted by the reporting teacher when completing the form.

1.2. End of trimester examination/assessment

- Where a student is suspected of involvement in academic misconduct during a final examination or assessment, the Unit Coordinator or delegate or examination invigilator must complete the online *Academic Misconduct Reporting Form (Assignment & Assessment)* or the *Academic Misconduct Reporting Form (EXAM ONLY)*.

Academic Misconduct Reporting Form (Assignment & Assessment):

<https://app.pipefy.com/public/form/Od4SM9kO>

Academic Misconduct Reporting Form (EXAM ONLY):

<https://app.pipefy.com/public/form/BF5GCp1Q>

All relevant evidence pertaining to the suspected breach must be submitted by the reporting teacher when completing the form.

- An RW (Result Withheld) is placed against that unit until the matter is resolved.

1.3. Breaches not associated with an assessment

- Where a student engages in conduct that breaches standards of integrity but is not related to an assessment task (e.g. misrepresentation), the conduct constitutes a breach of the Deakin College Student Code of Conduct and is classified as non-academic misconduct. All allegations of non-academic misconduct, including any supporting evidence, will be managed in accordance with the *Student Code of Conduct Policy*. Such matters should be referred to Academic Services in the first instance.

2. Evaluation of Academic Misconduct Breach

- The evaluator of academic misconduct breaches will usually be the Academic Coordinator. In some cases, particularly end of trimester examinations or assessments, the evaluator will be an Academic Manager. Other staff may evaluate academic misconduct breaches at the direction of the Academic Director, either individually or as a panel.
- Upon receipt of an academic misconduct form, Academic Services will be responsible for informing the evaluator of any prior academic integrity breaches by the student.
- Upon receipt of an academic misconduct form and within a reasonable timeframe, the evaluator must assess the case in light of the evidence, including any response from the student.
- Before determining any penalty or action, the evaluator or Academic Services must advise the student in writing and provide the student with an opportunity to respond to the complaint of academic misconduct. The notification must be via email and providing the student with 5 working days in which to respond.
- A student suspected of engaging in cheating, contract cheating or misrepresentation must be provided an opportunity to respond to the allegation in a formal meeting with the evaluator.

- After the student has provided a response, and after any meeting has occurred, the evaluator, within a reasonable timeframe, will determine an outcome based on **Schedule A** (attached).
- Where a student does not respond or attend a scheduled meeting, the evaluator may proceed to adjudicate the case and decide to either dismiss the case or recommend an outcome (Schedule A, attached) given the evidence provided.
- The Academic Services team will update the *Academic Misconduct Register* and the Academic Manager or delegate will confirm the decision of outcome made by the evaluator.
- A student must be notified of the outcome in writing. The Unit Coordinator and Academic Coordinator must be notified of the final penalty (if any) to be applied to the student's work. The Academic Services team will be responsible for making these notifications.

3. Accidental Plagiarism Diversion and Education Process

3.1. Accidental Plagiarism

- "Accidental plagiarism" can be defined as "Plagiarism that occurred only as a result of an unintentional failure to reference appropriately".
- A student can only be diverted through the "Accidental Plagiarism Process" on one occasion.
- If "Accidental plagiarism" is found for additional pieces of work submitted by a student before a previous "Accidental Plagiarism Process" has been completed for that student, the additional instances of "accidental plagiarism" may be treated as a single instance.

3.2. Accidental Plagiarism Process

- The student must be contacted by the Unit Coordinator or delegate informing of a determination of "accidental plagiarism".
- The student, within 21 days, must complete any required outstanding Academic Integrity Units, as directed. Further, the student may be directed to, within the prescribed timeframe:
 - i. Attend one or more compulsory academic integrity workshops;
 - ii. Meet with a Student Learning Advisor or Academic Coordinator to discuss referencing or other issues around the breach; and/or
 - iii. Resubmit their assignment with correct referencing to remedy the academic integrity breach.
- Where a student fails to comply with a direction as part of this process within the prescribed timeframe, the academic integrity breach will be treated as if the "Accidental Plagiarism Process" was never invoked, defaulting back to the "Evaluation of Academic Misconduct Breach" process where penalties may apply.

- Upon the completion of this process, no academic integrity breach will be recorded against the student, although a record of diversion through this process will be kept.

Schedule A: Outcomes for Deakin College Student Breaches of Academic Integrity

This schedule is pursuant to the Deakin College Academic Integrity Policy and Procedure.

The Academic Coordinator or Academic Manager will determine the outcome for the misconduct by:

- Calculating the points for the conduct of the student,
- Calculating the points for the context of the misconduct,
- Adding the points together from the conduct and context, and
- Deciding on the appropriate penalty based on these factors.

Example Calculations Table

Points for Conduct	X points
Points for Context	Y points
Total Penalty (Points for Conduct + Points for Context)	X + Y Points

Conduct by the Student

Choose the appropriate conduct penalty by selecting all that apply from the following:

Type	Description	Points applied depending on seriousness:				
		Less serious			More serious	
Plagiarism	Plagiarism that occurred only as a result of an unintentional failure to reference appropriately	2				
	Up to two plagiarised passages or components constituting up to 5% of the assessment task	2				
	As above but with critical aspects* plagiarised, OR up to four plagiarised passages or components constituting up to 20% of the assessment task		4			
	As above but with critical aspects* plagiarised, OR between 20% and 50% of the assessment task			6		
	As above but with critical aspects* plagiarised, OR more than 50% of the assessment task				8	
	Submitting work previously submitted for assessment in any unit or course without permission of the Unit Coordinator	2				
Collusion	Up to two passages or components constituting up to 5% of the assessment task	2				
	As above but with collusion in critical aspects*, OR up to four passages or components constituting up to 20% of the assessment task		4			

Type	Description	Points applied depending on seriousness:					
		Less serious			More serious		
	As above but with collusion in critical aspects*, OR between 20% and 50% of the assessment task			6			
	As above but with collusion in critical aspects*, OR more than 50% of the assessment task				8		
Contract Cheating	Asking someone else to complete all or part of an assessment on the student's behalf, OR Offering to write all or part of an assessment for a student				8		
	Submitting all or part of an assessment item which has been produced for the student and claiming it as the student's work, OR Producing all or part of an assessment for a student, OR Distributing their own assessment work for personal gain, either directly or through a third party, to facilitate a breach of academic integrity					16	
Misrepresentation	Creating or providing false documentation in relation to assessment requirements or deadlines or special consideration, including falsifying assessment task submission receipts and medical certificates				8		
	Creating or providing false documentation in relation to: <ul style="list-style-type: none"> a. Admission to Deakin College including providing false academic records b. Assessment outcomes c. Academic progress 					16	
Cheating	Unauthorised possession of aids or information during any assessment including the use of Artificial Intelligence.		4				
	Failure to comply with directions about the assessment (e.g. speaking during examination), OR Unauthorised aids or information used in an assessment (including examinations and tests), OR Spoken or other forms of communication between students during the examination or test, unless authorised to do so.			6			
	Providing a copy of an examination paper, or an assessment task that is to be completed under secure conditions to another person, OR Providing restricted information to another person relating to assessment without the approval of the supervisor or Unit Coordinator				8		

Type	Description	Points applied depending on seriousness:				
		Less serious		More serious		
	Receiving restricted information from another person relating to assessment without the approval of the examination supervisor or Unit Coordinator					16
	Asking another person to take the students place for an examination or other assessment task.				8	
	Allowing another person to complete the examination or assessment task in the students place or impersonating another student in an examination or assessment task					16

* Critical aspects are key ideas central to the assessment as determined by the Unit Coordinator

Context

Academic Coordinator to assess the case and choose the appropriate context penalty by selecting one of the following:

Type	Description	Points applied depending on seriousness:				
		Less serious		More serious		
Previous Allegations of breaches of integrity, allowing for time for appropriate skills development	First allegation	2				
	Second allegation			6		
	Third allegation				8	

Outcomes

Points	Description
4 to 6	Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties: <ul style="list-style-type: none"> Formal warning (no academic penalty) Reduction of marks for the assessment by stated amount The mark of zero for a proven breach in an exam. Assignment marked but with plagiarised sections treated as direct quotes, where student resubmits with references by a date determined by the Academic Coordinator or delegate
7 to 9	Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties: One of the following penalties can apply <ul style="list-style-type: none"> Reduction of marks for the assessment by stated amount Zero marks in relation to a specific component of the assessment task

Points	Description
10 to 14	Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties: <ul style="list-style-type: none"> Zero marks in relation to a specific component of the assessment task Zero marks for the assignment
15 to 18	Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties: <ul style="list-style-type: none"> Zero marks for the assignment A grade of Fail ("N") and zero marks for the unit
18+ points	Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties: <ul style="list-style-type: none"> A grade of Fail ("N") and zero marks for the unit Recommendation to the Academic Director to suspend the student for a trimester Recommendation to the Academic Director to exclude the student

Upon request of an Academic Manager in presenting compelling and/or compassionate reason, the Academic Director may determine an alternative outcome for an academic integrity breach.

This approach is based on Deakin University's Student Academic Policy and Procedure and has been developed from 'Benchmark Plagiarism Tariff' by Peter Tennant and Gill Rowell.

<https://plagiarism.org/>

Status and Details

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