

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 enrolled and prospective students at all campuses of Deakin College. The lecturers, demonstrators, 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

Related Documentation

Guide to Assignment Writing and Referencing www.deakin.edu.au/study-skills

Procedure

1. Education and Support

- 1.1.** Students will be provided with information about academic integrity as part of their transition to the College.
- 1.2.** Information about academic integrity will be included in all unit outlines, sites and relevant websites. This will include a statement on academic integrity incorporating definitions, sources of support and penalties that may apply to breaches.
- 1.3.** All courses will include compulsory learning experiences to develop students understanding of the principles of academic integrity and how to apply them to their learning and assessment This will include education at the beginning of a student's first trimester at the College.
- 1.4.** In addition to the above information and learning experiences students can participate or be required to participate in on campus workshops and /or online academic integrity programs.
- 1.5.** Academic co-ordinators ensure that:
 - new teaching staff (including sessional staff) are informed about the College's as part of their induction
 - All teaching staff (including sessional staff) are reminded about policy requirements regarding academic integrity at least annually and provided with links to relevant information.

- 1.6. Staff members will be provided with professional development and support regarding assessment design to minimise opportunities for breaches of academic integrity.

2. Assessment for Academic Misconduct

2.1. In-trimester assessments

- Once a lecturer and/or demonstrator becomes aware that a breach of academic integrity has occurred, the lecturer and/or demonstrator must investigate and verify the nature and extent of the academic misconduct.
- Where the lecturer and/or demonstrator has evidence of academic misconduct, the student is to be contacted by email. Student must be provided with opportunity to respond (verbally or via email) to the allegation within 5 working days of the email.
- Following the student's response or interview, the lecturer and/or demonstrator may decide on one of the following outcomes:
 - Where plagiarism or collusion found to be less than 20%, Level 1 penalties shall apply and the lecturer and/or demonstrator may warn the student informally (see Level 1 penalties) and intervention may be applied by reporting the student at risk using the Student at Risk Form.
 - Where plagiarism or collusion found to be more than 20%, Level 2 penalties shall apply and the lecturer and/or demonstrator must complete the *Academic Misconduct Reporting form* to be forwarded to the Academic Coordinator.
 - Where a student has engaged in cheating (including contract cheating) or misrepresentation the lecturer and/or demonstrator must complete the *Academic Misconduct Reporting form* to be forwarded to the Academic Coordinator.
 - Where a student has engaged in misrepresentation not associated with an assessment, the Academic Coordinator or Academic Manager must complete the *Academic Misconduct Reporting form*.
- Where a student does not respond or attend a scheduled interview, the lecturer and/or demonstrator may complete the *Academic Misconduct Reporting form* to be forwarded to the Academic Coordinator.

2.2. End of trimester examination

- Where a student is suspected of involvement in academic misconduct during a final examination, the lecturer and/or demonstrator or examination invigilator must complete the Academic Misconduct Reporting form to be forwarded to Student and Academic Services prior to the Academic Manager.
- The Academic Manager will notify the Student and Academic Services so that a result of RW (Result Withheld) is placed against that unit until the matter is resolved.

2.3. Assessment for Academic Misconduct Level 1

- A lecturer and/or demonstrator who suspects that a student has engaged in plagiarism and/or collusion must investigate and verify the nature and the extent of the academic misconduct.

- Where collusion and/or plagiarism is found to be no more than 20 per cent of the work, intervention may be applied by reporting the student at risk using the Student at Risk Form and applying a Level 1 penalty (see Level 1 penalties below)
- Where the student has omitted a reference list and/or in text citations but has paraphrased correctly Level 1 penalty of resubmission shall apply (see Level 1 penalties below)

2.4. Assessment for Academic Misconduct Level 2

- Before determining any penalty or action, the Academic Coordinator must advise the student in writing and provide him or her 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 to the complaint.
- Where a student does not respond or attend a scheduled interview, the Academic Coordinator may proceed to adjudicate the case and decide to either dismiss the case or recommend a Level 1 or Level 2 penalty given the evidence provided.
- If Academic Coordinator determines that academic misconduct has occurred, the Academic Coordinator must decide a penalty according to Schedule A (attached).
- Irrespective of outcome, the Academic Coordinator must complete the *Academic Misconduct Reporting Form* and forward to Student and Academic Services prior to the Academic Manager. The Student and Academic Services will update the *Academic Misconduct Register* and the Academic Manager will confirm the penalty decision made by the Academic Coordinator.

3. Penalties

3.1. Level 1 Penalties

- Where students are charged with Level 1 academic misconduct the lecturer and/or demonstrator must report the student at risk using the Student at Risk Form. Where collusion and/or plagiarism is found to be no more than 20 per cent of the work or the student has omitted in text citations and/or reference list, one or more of the following penalties can apply:
 - Verbal warning to the student
 - Mandatory participation in on-campus workshops and /or online academic integrity programs.
 - Where the student has paraphrased correctly but has failed to include a reference list but has provided in text citations the student shall be given the opportunity to resubmit their work (within 5 working days) to include a reference list for up to 75% of available marks
 - Where the student has paraphrased correctly but has failed to include in text citations but has provided reference list the student shall be given the opportunity to resubmit their work (within 5 working days) to include in text citations for up to 75% of available marks
 - Where the student has paraphrased correctly but has failed to include in text citations and failed to include a reference list the student shall be given the opportunity to resubmit their work (within 5 working days) to include in text citations and a reference list for up to 50% of available marks

3.2. Level 2 Penalties

- Following the student's response, the Academic Coordinator will recommend mandatory participation in on-campus workshops and/or online academic integrity programs and one or more of the level 2 penalties as outlined in Schedule A
- In recommending a Level 2 penalty, the Academic Coordinator must take into account any previous academic misconduct penalties.
- In applying a Level 2 penalty and where there are previous academic misconduct penalties of a similar category, the Academic Manager may apply a higher penalty.
- A student must be notified of the outcome in writing irrespective of outcome by Student and Academic Services. Student and Academic Services shall also notify the Unit Coordinator and Academic Coordinator of the final penalty to be applied to the student's work.

Status and Details

Status	Current
Effective date	1/09/2018
Review date	30/04/2020
Approval Authority	Other
Implementation Officer	Academic Manager (Burwood, Waterfront, Waurm Ponds), Campus Director (Jakarta)
Enquiries Contact	Sarah Bradbury

Schedule A: Outcomes for Deakin College student breaches of academic integrity (Level 2 Penalties)

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

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
- Deciding on the appropriate penalty based on these factors.

Example Calculations Table

Points for Conduct	X points
Points for Context	X points
Total Penalty	X Points

Conduct by the Student

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

		Points applied depending on seriousness			
		Less serious		More serious	
Plagiarism	Plagiarised passages constituting up to 29% of the assessment task	2			
	Plagiarised passages or components constituting between 30% to 49% of the assessment task		4		
	Plagiarised passages or components constituting between 50% to 69% of the assessment task			6	
	Plagiarised passages or components constituting greater than 69% of the assessment task				8
	Submitting work previously submitted for assessment in any unit or course without permission of the unit coordinator	2			

		Points applied depending on seriousness			
		Less serious		More serious	
Collusion	Colluded passages constituting up to 29% of the assessment task	2			
	Colluded passages or components constituting between 30% to 49% of the assessment task		4		
	Colluded passages or components constituting between 50% to 69% of the assessment task			6	
	Colluded passages or components constituting greater than 69% of the assessment task				8

Contract Cheating	Asking someone else to complete all or part of an assignment on the behalf of another student or Offering to write all or part of an assignment for a student				8	
	Submitting all or part of an assignment which has been produced for the student and claiming it as the students work or Producing all or part of an assignment for another student that has been submitted or Distributing their own assessment work for personal gain, either directly or indirectly 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

		Points applied depending on seriousness				
		Less serious		More serious		
Cheating	Unauthorised possession of aids or information in examination without use or Failure to comply with directions about the assessment or examination (e.g. speaking during examination)		4			
	Unauthorised aids or information used in examination or Spoken or other forms of communication between students during the examination related to the content of the examination			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	

	Receiving restricted information from another person relating to assessment with 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

Context

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

		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	
4 to 6	Students must participate in on-campus workshops and /or online academic integrity programs. 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 Assignment marked but with plagiarised sections treated as direct quotes
7 to 9	Students must participate in on-campus workshops and /or online academic integrity programs. 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
10 to 14	Students must participate in on-campus workshops and /or online academic integrity programs. 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	<p>Students must participate in on-campus workshops and /or online academic integrity programs. Plus one of the following penalties:</p> <ul style="list-style-type: none"> • Zero marks for the assignment
18+ points	<p>Students must participate in on-campus workshops and /or online academic integrity programs. Plus one of the following penalties:</p> <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