

Response guidelines for academic integrity offences



Intended to provide guidance and improving consistency across the University, subordinate to policy and procedure

Responsible Officer: Associate Director, Integrity | Version 1.0 | Date: March 2020 | Review date: December 2021

Student advocacy and support

Students are to be advised of support services that are available to them as part of any investigation or outcome, e.g. Counselling, ELS, study support, RUSU advocacy.

Consideration should be given to all aspects of the allegation including, but not limited to:

- any prior offences, warnings or penalties
- student understanding of academic writing requirements (see example boxes below for more details)
- significance of violation
- any compassionate or compelling circumstances

Educative responses to low-level violations

Level 1 violations

Characterised by inexperience, lack of student knowledge or poor academic writing skills.

Level 1 (examples only)

- inadequate referencing, citations or paraphrasing
- infringements occurring in first semester or early stages of study
- lack of knowledge about academic integrity
- failure to follow assessment instructions
- use of an image source without reference
- not acknowledging influences.

Normally dealt with at the local level (Course/Program/School)

Suggested Level 1 responses may include:

- educational opportunity
- requirement to undertake Academic Integrity module
- written warning
- additional paper
- resubmission
- marks deduction up to 20% of assignment/task
- completion of academic writing course
- formal responses and records of action must align with [Assessment processes 3.36](#).

Local level (lecturer/teacher) cannot penalise above this level. Additional penalties require Senior Officer or Board decisions.

Student Conduct responses to escalating violations

Course coordinator (HE) or program manager (VE) to refer matter to Senior Officer to determine level of misconduct.

Level 2 violations

Characterised by significant misrepresentation, repeat offence, higher order breaches.

Level 2 (examples only)

- sharing assessments
- extensive direct quotes, paraphrasing, using data without acknowledging source
- submitting the same work or major portions for more than one assignment
- occurring after first semester of study (assuming earlier study included demonstrable opportunities to learn about referencing and plagiarism)
- repeated Level 1 violation/s.

Referred to a Senior Officer to conduct a hearing

Suggested Level 2 penalties may include:

- recording a failure for all or part of an assessment task
- written reprimand
- requirement to undertake academic Integrity module
- completion of academic writing course
- notation on academic file
- other as deemed appropriate (in accordance with Student Conduct Policy Section 8 and 9 respectively).

Record kept by School and ARG Integrity.

Level 3 violations

Includes concerns that impact on a major or essential portion of work to meet course/program requirements.

Level 3 (examples only)

- cheating or using unauthorised materials including folios, projects and exams
- facilitating/collaborating on cheating before or during examination
- unethical, falsified or improper use and/or acquisition of data
- failure to follow professional standards and compliance requirements
- repeated Level 2 violation/s.

Senior Officer to conduct a hearing or refer to the University Conduct Board

Suggested Level 3 penalties may include:

- recording a failure for all or part of an assessment task
- written reprimand
- requirement to undertake academic Integrity module
- completion of academic writing course
- fail grade or capped marks for the course
- suspension (SO and Board) or expulsion (Board only)
- other as deemed appropriate by the SO or Board (in accordance with [Student Conduct Policy Section 8 and 9](#) respectively).

Record kept by ARG Integrity. Decisions by non-ARG Senior Officers must be kept by School and ARG.

Responses to serious violations

Level 4 violations

Most serious breaches.

Level 4 (examples only)

- any Academic Integrity violation committed after return from a related suspension
- involves/resembles criminal activity
- having a substitute take an examination or being the substitute
- unauthorised access and use of another student's work
- using purchased materials dishonestly (contract cheating)
- violation of Academic Integrity in higher research studies
- repeated Level 3 violation/s.

Referred to the University Conduct Board by a Senior Officer

Suggested Level 4 penalties may include:

- suspension or permanent expulsion from the University
- imposing conditions on the student's enrolment
- fail grade for the course
- cancellation of results
- other as determined to be appropriate by the Board (in accordance with [Student Conduct Policy Section 9](#)).

Record kept by ARG Integrity.