



ACADEMIC INTEGRITY: STUDENTS

Procedure

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

Academic Integrity: To act in a way that maintains integrity of all academic work and is not academically dishonest in any way.

Academic Misconduct: For students, this includes various forms of academic dishonesty such as plagiarism, cheating, contract cheating, the sale of one's academic work for use by another person, and purchasing or obtaining assessment material through individuals, companies or web-based services.

Adjudication: The process of determining which party has right on their side in a dispute or difference of opinion, in this instance, in the case of alleged student academic misconduct, and the decision following investigation of the alleged academic misconduct.

Contract Cheating: This occurs when students outsource their assessments to a third party, whether that is a commercial provider, current or former student, family member or acquaintance. It includes the unauthorised use of file-sharing sites, as well as organising another person to take an examination.

Exam invigilator(s): Academic or other contracted staff who supervise examinations and in so doing ensure that students abide by the rules applicable to that examination and are available to answer any procedural query that a student may have.

Lecturer: Designated staff or associates of the College who have been given responsibility for assessing student learning outcomes (knowledge and skills), be it a written or oral assessment, a clinical practice based assessment, or any other form of assessment.

Stream: A scientific or professional discipline or body of knowledge which forms an essential part of the program curriculum. Subjects at the ACC comprise one or more units of study.

Unit Coordinator: The academic staff member who is responsible for the design and overall management of a unit of the program curriculum.

Unit (or Unit of Study): An element of a stream that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

PURPOSE

The *Academic Integrity Procedures: Students* outlines the College's stringent approach to implementing the Academic Integrity Policy to respond to student academic misconduct and breaches of academic integrity.

The principles behind adjudicating and ultimately penalising student academic misconduct are aimed at protecting and maintaining academic rigour as well as encouraging an honest and ethical academic

environment. In all circumstances, penalties will be arrived upon and implemented in a consistent, transparent and fair manner.

SCOPE

This procedure applies to all ACC students and staff.

STUDENT EDUCATION AND SUPPORT

The ACC takes seriously its mission to educate students and reinforce the parameters by which students will be held academically accountable. ACC provides students with academic and study support and encourages students to access these services.

ACC acknowledges that external student support and assistance sites are developing rapidly. Artificial intelligence is a significant factor supporting this development.

Students are permitted to utilise study support IT platforms to improve their academic writing skills. The use of these platforms is not acceptable where the platform is used to produce content or data, to reword or to paraphrase either the student's work or the work of others that has or has not been referenced within an assessment piece.

Several platforms exist to support students with issues such as spelling, grammar, punctuation, overly long sentences, and passive writing. Platforms that suggest ways in which authors can improve their writing are acceptable academic supports. Tools such as these are available to students in the ongoing effort to improve their writing capabilities and style. Platforms capable of writing and rewriting work, must not to be used for this purpose. Generative AI is not to be used to write or rewrite student work.

Students can request ACC to consider other student support sites for approval.

ACC has committed to the use of Turnitin® as part of its efforts to identify and prevent academic misconduct. Academic misconduct issues, include but are not limited to:

- Plagiarism
- Cheating
- Contract Cheating
- Other breaches of Academic Integrity.

It is acknowledged that the first year of learning can present challenges to all new learners. The ACC therefore provides structured learning support to assist students during their higher education study. Steps to the successful and continuing education of students on Academic Integrity include:

- Face-to-Face Orientation – a compulsory orientation process designed to familiarise new students with the ACC, its expectations of students, and its policies and procedures, including clear information about Academic Integrity and Academic Misconduct.
- Provision by Unit Coordinators of a written summary of examination and assessment expectations along with examples of acceptable standards via the student learning platform (e.g. Moodle), in order to ensure that all learning and assessment expectations are fully understood by students;
- On-going student support available to all students. This support may include but is not limited to assistance in understanding appropriate referencing practices, guidance for group work, and explanation of research ethics. Support will be available in person through student academic support, the Librarian and the on-line student learning platforms.

BREACH LEVELS

Assessment of the severity of a breach of academic integrity is considered in the determination of the penalty applied. The College has set 3 levels of severity: Minor; Moderate; and Serious.

As each case of academic integrity is unique, a range of factors are applicable to each type of breach and are considered when assessing the severity of a breach. The factors considered are shown below. For each factor, detail is provided to link the circumstances of the breach to a level of severity.

- **Plagiarism**
 - First offence or repeat offence
 - Stage of study:
 - the student is in the early stages of study (i.e. first semester) and the student requires a better understanding of what constitutes poor academic practice and academic misconduct; or
 - the student is at a further stage of progression through the course
 - Intent:
 - inadvertent / lack of understanding; or
 - systematic and or deliberate
 - Extent of plagiarism:
 - a small portion of the assessment, the extent of the plagiarism is minimal (within 25%) as determined on the interpretation of a plagiarism software (i.e. Turnitin) and other appropriate means;
 - a significant portion of the assessment
 - Any extenuating circumstances
- **Cheating**
 - Inadvertent/lack of understanding
 - Accidental
 - Deliberate and assessment related
 - Sophisticated/technological
- **Contract cheating**
 - Significance of the assessment item
- **Falsification or fabrication of data**
 - Creation of spurious data
 - Modifying test results
 - Misrepresentation of data
 - Amendment to the status of the document, e.g. alteration or falsification of official document such as a medical certificate
- **Sabotage/damage to academic or research material**
 - Inadvertent/accidental
 - Careless/unprofessional
 - Deliberate with wilful intent
- **Accessing restricted assessment related materials**
 - Obtained unintentionally
 - A Wilful breach of security
 - Obtained from third-party
- **Academic fraud (impersonation and/or false representation)**
 - Tampering with Student ID
 - Commissioning an impersonator
- **Academic collusion**
 - Inadvertent misunderstanding of the implications of re-sharing of material
 - Deliberate collusion with wilful intent

- **Improper use of College equipment or facilities**
 - Inadvertent/misunderstanding
 - Deliberate with wilful intent
- **Failure to comply with penalties imposed**
 - Inadvertent/accidental/misunderstanding
 - Deliberate with wilful intent
 - Small or large degree of non-compliance
 - Any extenuating circumstances.

ACC has established different procedures for the management of Minor, Moderate, and Major incidents of Academic Misconduct.

Schedule 1 provides guidance on the indicative consequences/penalties for students, dependent upon the severity of academic misconduct.

PROCEDURES - STUDENT ACADEMIC MISCONDUCT

ACC has established procedures for the management of allegations and incidents of student Academic Misconduct.

In instances of discovered, suspected or alleged student academic misconduct, the following procedures apply:

- Identification of misconduct is dependent on assessment type. In the case of:
 - Examination misconduct, the relevant Lecturer, exam invigilator or other staff member who reasonably suspects a breach of academic integrity, will liaise with the Unit Coordinator, in addition to supplying supporting evidence.
 - Other assessment tasks, the relevant Lecturer or other person supervising the assessment task or reviewing and marking the assessment task, will report the alleged academic misconduct to the Unit Coordinator with supporting evidence.
- Students may be required to submit evidence of authentication of work in order to assist in identification, investigation and/or classification of the level of academic misconduct.
- An invitation to respond (within 10 working days) to a reported allegation of academic misconduct will be emailed from the Unit Coordinator to the involved student. The invitation will include details of the alleged misconduct.
- Following appropriate investigation of the incident by the Unit Coordinator and the relevant Lecturer or supervisor, where relevant, the Unit Coordinator is responsible to determine if the initial allegation is upheld or dismissed. This decision to uphold the initial allegation or dismiss the case will be influenced by any response provided by the student during the invitation period.
- If the Unit Coordinator determines that the initial allegation is upheld, a detailed incident report is prepared by the Unit Coordinator and submitted to the Academic Dean. The report provides details of the alleged case of academic misconduct, the evidence collected during the investigation, and the outcome. Evidence will include relevant assignments, examinations, Turnitin reports, student responses to the allegation, and all other supporting evidence.
- The Academic Dean is responsible to review the incident report and determine if the allegation is upheld or dismissed. If the allegation is upheld, the Academic Dean will assign the level of academic misconduct and determine the penalty/ies to be applied. The Academic Dean is responsible to ensure consistency across student academic misconduct determinations and penalties.

- Implementation of penalties involving additional assessment or grade variation is the responsibility of the Unit Coordinator, who will report the outcomes to the Grade Moderation Committee. Implementation of all other penalties is the responsibility of the Academic Dean.
- If outcomes of potential misconduct cases are pending at the time of grade finalisation, the Unit Coordinator will register a Grade Outstanding (GO) until the adjudication and penalising process has been finalised.
- All details of the misconduct, including student name and details, are recorded and maintained within the College's Academic Integrity Breach Register and, except in the case of a minor incident, will be noted as part of the student's permanent record.
- Confirmation correspondence to the student:
 - Where an incident is deemed to be Minor, a Minor Incident Letter , signed by the Academic Dean and issued to the student, will provide the following:
 - details of the allegation, allowing for a full understanding of the nature and severity of the allegation, including adjudicator details;
 - details indicating how the misconduct was determined;
 - the penalty imposed;
 - a statement requiring the student to undergo academic integrity support and/or training, specific to the breach and more broadly. Compulsory support and/or training ensures the student understands the error made, the importance of academic integrity and the consequences of another breach;and
 - confirmation of the processes of internal appeal via the Student Grievance and Appeals Procedures. Compulsory training ensures the student understands the error made and ensures the student understands the importance of academic integrity and the consequences of another breach.
 - Where an incident is deemed to be either Moderate or Serious, an Academic Misconduct Letter, signed by the Academic Dean and issued to the student, will provide the following:
 - details of allegations, allowing for a full understanding of the nature and severity of the allegation, including adjudicator details;
 - details indicating how the misconduct was determined;
 - the penalty imposed;
 - a statement requiring the student to undergo academic integrity support and/or training, specific to the breach and more broadly. Compulsory support and/or training ensures the student understands the error made, the importance of academic integrity and the consequences of another breach; and
 - confirmation of the processes of internal appeal via the Student Academic Appeals Procedures.
- In cases of serious misconduct, including contract cheating, warranting exclusion from the program for a defined period or rescission of an award, the President of the College will notify relevant authorities.

Whether the student has committed a Minor, Moderate, or Serious breach of Academic Integrity is determined after consideration of the factors detailed in the Academic Integrity Policy. Schedule 1 of the Academic Integrity Policy provides guidance on the indicative consequences/penalties against each of the levels of seriousness.

STUDENT APPEAL

A student who is deemed to have committed academic misconduct and has had a penalty imposed under the this Academic Integrity Procedure may challenge the decision or penalty on the grounds of inadequacies in the reporting and adjudication process. Appeals will be processed in accordance with the Student Academic Appeals Procedure and must be lodged within 20 days of notification of the Academic Dean of the misconduct decision and associated penalty.

In the case that the penalty imposed will result in a suspension or cancellation of the student's enrolment, before imposing a suspension or cancellation the College will:

- inform the student of that intention and the reasons for doing so, in writing, and
- advise the student of their right to appeal through the College's internal complaints and appeals process within 20 working days. This is required under Standard 10 of the National Code for Providers of Education and Training to Overseas Students 2018. The College applies this requirement to both overseas and domestic students.

IMPLEMENTATION and MONITORING

The Academic Dean is responsible for this procedure.

A report pertaining to Academic Integrity issues within the ACC is a standing item on the agenda of each Academic Board meeting. The report is presented to the Academic Board by the Academic Dean. The Academic Board Chair conveys comments and any recommendations arising from this report to the Board of Directors as part of the Academic Board Chair's report. A deidentified copy of the Academic Integrity Register is provided to the Academic Board after the conclusion of each semester with the documents for consideration and approval of grades for the semester.

All records of academic integrity breaches and the outcomes of the above procedures are retained in the College's Academic Integrity Breach Register. The Academic Dean undertakes a review of the Academic Integrity Breach Register each semester and reports any identified trends in the report to the Academic Board.

REVIEW

The ACC's *Academic Integrity Procedure – Students* is reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

RELATED POLICY DOCUMENTS

- Academic Integrity Policy
- Governance Framework
- Code of Conduct
- Student Grievance and Appeals Policy
- Student Grievance and Appeals Procedures.

VERSION CONTROL

Document: A003P Academic Integrity Procedures Students		
Responsible Officer: Academic Dean		
Initially Approved by: Academic Board		Date: 15 October 2018
Reviewed and approved by: Academic Board		Date: 2 September 2020
Reviewed and approved by: Chair of Academic Board		Date: 11 April 2023
Reviewed and approved by: Chair of Academic Board		Date: 16 May 2024
Version: V5.0	Replaces Version(s): V4.0	Next Review: April 2026
HESF	5.2 Academic and Research Integrity	
Nature of Change	<p>August 2020:</p> <ul style="list-style-type: none"> • Minor spelling, other text and formatting edits • Addition of definitions <p>April 2023</p> <ul style="list-style-type: none"> • Separation of the procedures from the policy and create separate procedures for students and staff • Updating terminology from subject to stream • Clarification of review period • Include the HESF reference in the Version Control Table <p>May 2024</p> <ul style="list-style-type: none"> • Amend the policy to clarify the allowable uses of IT platforms and remove the reference to specific IT platforms Studiosity and Grammarly. 	

Schedule 1. Table of Penalties for Breaches of Academic Integrity

The table below provides examples of indicative consequences/penalties against each of the levels of seriousness which is used by the Academic Dean in determining any penalties to be applied.

Consequence/Penalty		
Level - Minor (First Offense, Early in the Program)	Level - Moderate (Repeat Offenses but not deliberate or with wilful intent)	Level - Serious (Repeat offences; Deliberate and/or systematic with wilful intent)
<p>One or more below:</p> <ul style="list-style-type: none"> Resubmit assessment item or supplementary exam Percentage mark penalty for assessment item Submission of alternative assessment item Additional assessment item such as an essay on plagiarism Reduction in Standardised Grade or Pass Grade only for unit. 	<p>One or more below:</p> <ul style="list-style-type: none"> Zero marks for assessment task Completion of additional assessment items Additional hurdle requirements imposed Withholding of results until additional assessment items have been completed Fail grade or zero marks for unit Exclusion from the unit (for a specified period). 	<p>One or more below:</p> <ul style="list-style-type: none"> Fail grade or zero marks for unit Exclusion from the unit (for a specified period) Exclusion from Degree or Diploma program (for a specified period) Exclusion from the College (for a specified period). <p>Depending on the severity, consideration of:</p> <ul style="list-style-type: none"> Rescission of the award by the Board of Directors. Notification of relevant professional and/or legal authorities by the College President In the case of a student being involved in recurring breaches of Academic Integrity, the student will be warned that a further incident

<p>Official Record:</p> <ul style="list-style-type: none"> • A minor Incident Letter will be signed by the Academic Dean and issued to the student providing details of the incident, penalties applied and a statement requiring the student to undergo academic support and/or training in the area of academic integrity breach • The minor incident Letter will not be noted as part of the student’s permanent record, but will be recorded and maintained with the College’s Academic Integrity Breach Register, for future reference in the event of any further allegations/reports of academic misconduct. 	<p>Official Record:</p> <ul style="list-style-type: none"> • An Academic Misconduct Letter, signed by the Academic Dean and issued to the student will provide the following: <ul style="list-style-type: none"> – details of allegations, allowing for a full understanding of the nature and severity of the allegation, including adjudicator details; – details indicating how the misconduct was determined; – the penalty imposed; and – confirmation of no internal right to appeal (except where new evidence is available or due process was flawed) • All details of the misconduct, including student name and details, will be recorded and maintained with the College’s Academic Integrity Breach Register. 	<p>may result in the penalty of suspension. Aif a further incident occurs the student may be expelled.</p> <p>Official Record:</p> <ul style="list-style-type: none"> • An Academic Misconduct Letter, signed by the Academic Dean and issued to the student will provide the following: <ul style="list-style-type: none"> – details of allegations, allowing for a full understanding of the nature and severity of the allegation, including adjudicator details; – details indicating how the misconduct was determined; – the penalty imposed; and – confirmation of no internal right to appeal (except where new evidence is available or due process was flawed) • All details of the misconduct, including student name and details, will be recorded and maintained with the College’s Academic Integrity Breach Register • In cases of serious misconduct warranting exclusion from the program for a defined period or rescission of an award, the President of the College will notify relevant authorities.
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