

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

ACADEMIC INTEGRITY – SCHEDULE OF RESPONSES AND PENALTIES FOR ACADEMIC MISCONDUCT

Parent policy title	Academic Integrity Policy
Associated documents	Academic Integrity Statute 2015 Academic Integrity – Procedures and Responsibilities Academic Integrity - Guidelines for Handling Academic Misconduct Assessment Policy Academic Integrity Websites – Staff and Students Academic Integrity – Student Declaration Form

Table of Contents	
1	Determinations
2	Possible responses and penalties
3	Possible cases

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	
		Policy Database Document Reference Number X115011

1. DETERMINATIONS

These responses and penalties are to be applied by Academic Integrity Advisers (AIAs) and College Academic Misconduct Committees (CAMCs) when they have determined that student academic misconduct has taken place. These responses will be recorded on students' internal records. Outcomes of suspension or exclusion from the University for disciplinary reasons will be recorded on students' transcripts.

AIAs and CAMCs can also direct educational corrective action and academic counselling to take place if students have made acknowledgement or referencing mistakes whether or not academic misconduct has been intended.

AIAs and CAMCs must use discretion to apply responses and penalties after all the facts and circumstances of individual cases have been considered. While flexibility and discretion in imposing penalties is a case by case individualised decision, penalties must be aligned with the type and degree of academic misconduct and the circumstances involved.

Academic misconduct: as per the Statute includes

- a) cheating, plagiarism or any other conduct engaged in by a student with a view to gaining for himself, herself or another person an unfair or unjustified advantage in an examination or assessment, or in relation to or for a formal examination or assessment, whether such advantage occurs or not;
- b) conduct which constitutes a breach of any rules relating to a formal examination or assessment;
- c) conduct engaged in by a student with a view to gaining for himself, herself or another person an unfair or unjustified advantage in relation to any other requirements of a course or subject, including without limitation class attendance or participation requirements pertaining to placements, whether such advantage occurs or not; and
- d) any prescribed conduct.

The Statute further defines academic misconduct as being either serious or minor.

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Serious academic misconduct includes academic misconduct which

- a) is, or appears from the evidence to be, accompanied by a clear or demonstrable intention to flout or contravene the University's requirements for academic honesty (including those set out in this Statute and the AIP, the GRP or any other policy or procedure regarding academic misconduct);
- b) is, or appears from the available evidence to be, carefully and deliberately planned, repetitive, organised or systematic in nature; or
- c) is, or appears from the available evidence to be, significant in scale or scope

Minor academic misconduct means academic misconduct which, in all the circumstances, falls short of serious academic misconduct;

Cheating: per the Statute, means cheating in relation to a formal examination or assessment and includes a failure to comply with any reasonable direction or instruction of an officer, employee or agent of the University relating to the conduct of the formal examination or assessment.

2. POSSIBLE RESPONSES AND PENALTIES

The list of possible responses provided below is hierarchical, escalating from least to most severe. The AIAs and CAMCs can apply more than one response or penalty as appropriate.

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

<p>No Academic Misconduct Poor Scholarship</p>	<ul style="list-style-type: none"> • Dismiss the report and determine that the student has no case to answer; • Direct that the work (if any) to which the allegation of academic misconduct related be accepted for marking • Warning/reprimand for poor scholarship • Academic counselling, for example, receiving advice from an AIA or a Student Learning lecturer • Educational corrective action, for example, going to a workshop; doing an online module
<p>Substantiated Minor Academic Misconduct</p>	<ul style="list-style-type: none"> • Work marked down in accordance with a specified percentage • Re-sit / re-submit assessment* • Re-sit / re-submit assessment with grade limited to no more than pass* • Work not to be assessed and zero awarded for the work
<p>Substantiated Serious Academic Misconduct</p>	<ul style="list-style-type: none"> • Zero awarded for the work • Zero awarded for the subject • Another outcome appropriate to the case but with an impact less serious than suspension from the University • Suspension from the University without readmission not exceeding one year • Suspension from University without readmission not exceeding three years • Outcome of suspension from the University for disciplinary reasons to be recorded on student's transcript • Exclusion from the University without readmission • Referral to police in cases of fraud

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

3. POSSIBLE CASES

Minor academic misconduct involving students who have not previously studied at university in Australia can be due to the student's lack of familiarity with the University's requirements. In such cases, the AIA can use the opportunity to educate the student and reinforce the University's requirements rather than penalising the student. The AIA who directed an educational response would record a brief notice of such action in the central University record repository. Any repeat offence suggesting that the student is ignoring the educational advice would result in a penalty for academic misconduct.

Circumstances and considerations are taken into account when applying a response and penalty.

- Is the student new to tertiary study?
- Is the student new to study in Australia?
- Was the student educated overseas?
- Is this a first or repeat offence?
- Has the student completed the Academic Integrity Module (AIM)?
- Was the misconduct significant in scale or scope?
- Was the misconduct deliberate with a clear intention of cheating?
- Was the misconduct carefully and deliberately planned?
- Was the action intending to give the student a significant advantage?
- Was the action intending to give the student an unjustified advantage?

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Plagiarism		
Student A submits an assignment with several paragraphs of unreferenced quotations and poor paraphrasing.	<ul style="list-style-type: none"> • New to tertiary study/study in Australia, has not completed AIM • First offence • Misconduct not significant in scale or scope <p>Suggested responses</p> <ul style="list-style-type: none"> • Educational corrective action, complete AIM • Academic counselling • Warning/reprimand • Re-sit / re-submit assessment* • Work marked down in accordance with the percentage of copied text • Complete AIM 	
Student B submits an assignment with a high Turnitin similarity to the essay of a student in a previous cohort. Sections of text are identical.	<ul style="list-style-type: none"> • New to tertiary study/study in Australia, has not completed AIM • First offence • Misconduct not significant in scale or scope <p>Suggested responses</p> <ul style="list-style-type: none"> • Educational corrective action, complete AIM • Academic counselling • Warning/ reprimand • Re-sit / re-submit assessment* • Work marked down in accordance with a specified percentage of copied text • Work not to be assessed and zero awarded for the work 	<ul style="list-style-type: none"> • Not a first offence • Misconduct significant in scale or scope <p>Suggested responses</p> <ul style="list-style-type: none"> • Zero awarded for the work • Zero awarded for the subject

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Student C submits a minor thesis with several sections of text identical to internet and other sources.	<ul style="list-style-type: none"> • New to tertiary study/study in Australia, has not completed AIM • First offence • No clear intention of cheating • The misconduct not planned <p>Suggested responses</p> <ul style="list-style-type: none"> • Educational corrective action, complete AIM • Academic counselling • Warning/ reprimand • Re-sit / re-submit assessment* • Work marked down in accordance with a specified percentage of copied text 	<ul style="list-style-type: none"> • Not a first offence • Misconduct significant in scale or scope • Deliberate with a clear intention of cheating • The misconduct carefully and deliberately planned <p>Suggested responses</p> <ul style="list-style-type: none"> • Zero awarded for the work • Zero awarded for the subject
Student D's minor thesis contains results that were fabricated or changed by the student.	<ul style="list-style-type: none"> • Not significant in scale or scope • No significant advantage • No unjustified advantage <p>Suggested responses</p> <ul style="list-style-type: none"> • Educational corrective action, complete AIM • Academic counselling • Warning/ reprimand • Re-sit / re-submit assessment* • Work not to be assessed and zero awarded for the work 	<ul style="list-style-type: none"> • Misconduct significant in scale or scope • Significant advantage • Unjustified advantage <p>Suggested responses</p> <ul style="list-style-type: none"> • Zero awarded for the subject • Suspension from the University without readmission not exceeding one year • Suspension from University without readmission not exceeding three years • Another outcome appropriate to the case but with an impact less serious than suspension from the University • Exclusion from the University without readmission

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Self-Plagiarism		
Student E's assignment contains passages that are almost identical to those in an assignment which the student previously submitted for another subject.	<ul style="list-style-type: none"> • Not significant in scale or scope • No clear intention of cheating • No significant advantage • No unjustified advantage <p>Suggested responses</p> <ul style="list-style-type: none"> • Educational corrective action, complete AIM • Academic counselling • Warning/ reprimand • Re-sit / re-submit assessment* • Work not to be assessed and zero awarded for the work 	
Non-Text Copying		
Student F copies a design previously submitted by a student at another university	<ul style="list-style-type: none"> • Misconduct not significant in scale or scope • 	<ul style="list-style-type: none"> • Misconduct significant in scale or scope • Deliberate with a clear intention of cheating • The misconduct carefully and deliberately planned
	<p>Suggested responses</p> <ul style="list-style-type: none"> • Work not to be assessed and zero awarded for the work 	<p>Suggested responses</p> <ul style="list-style-type: none"> • Zero awarded for the subject • Suspension from the University without readmission not exceeding one year • Suspension from University without readmission not exceeding three years • Another outcome appropriate to the case but with an impact less serious than suspension from the University • Exclusion from the University without readmission

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Copyright and Video Use		
Student G infringes on copyright by taking work, working on it and then presenting it without properly acknowledging the source	<ul style="list-style-type: none"> • New to tertiary study/study in Australia, has not completed AIM • First offence • Misconduct not significant in scale or scope <p>Suggested responses</p> <ul style="list-style-type: none"> • Educational corrective action, complete AIM • Academic counselling • Warning/reprimand • Re-sit / re-submit assessment* 	
Cheating (Essay Purchasing)		
Student H buys an assignment from an “essay mill” and submits that work for assessment. Student I commissions work for remuneration and submits that work as his/her own for assessment.		<p>Suggested responses</p> <ul style="list-style-type: none"> • Work not to be assessed and zero awarded for the work <p>AND</p> <ul style="list-style-type: none"> • Exclusion from the University without readmission.
Student J sells/provides work to an “essay mill” or commission.		<p>Suggested responses</p> <ul style="list-style-type: none"> • Exclusion from the University without readmission

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Collusion		
Students K & L submit assignments that have a high Turnitin similarity with each other's texts.	<ul style="list-style-type: none"> Not significant in scale or scope Has not completed AIM No clear intention of cheating No significant advantage No unjustified advantage <p>Suggested responses (These could vary for each individual, depending on the nature of the collusion)</p> <ul style="list-style-type: none"> Educational corrective action, complete AIM Academic counselling Warning/reprimand Re-sit / re-submit assessment* Work not to be assessed and zero awarded for the work 	<ul style="list-style-type: none"> Misconduct significant in scale or scope Deliberate with a clear intention of cheating The misconduct carefully and deliberately planned <p>Suggested responses (These could vary for each individual, depending on the nature of the collusion)</p> <ul style="list-style-type: none"> Zero awarded for the work Zero awarded for the subject
Students M, N & O are in a study group and the work each student submits for individual assessment has a high Turnitin similarity. The task is not a formal group assessment.	<ul style="list-style-type: none"> Has not completed AIM Not significant in scale or scope No clear intention of cheating No significant advantage No unjustified advantage <p>Suggested responses (These could vary for each individual, depending on the nature of the collusion)</p> <ul style="list-style-type: none"> Educational corrective action, complete AIM Academic counselling Warning/reprimand Re-sit / re-submit assessment* Work not to be assessed and zero awarded for the work 	<ul style="list-style-type: none"> Misconduct significant in scale or scope Deliberate with a clear intention of cheating The misconduct carefully and deliberately planned <p>Suggested responses (These could vary for each individual, depending on the nature of the collusion)</p> <ul style="list-style-type: none"> Zero awarded for the work Zero awarded for the subject

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	
		Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Sharing and Social Media		
Student P “shared” with classmates by tweeting exam questions and uploading the answer to an assessment task to an online forum		<ul style="list-style-type: none"> • Misconduct significant in scale or scope Suggested responses <ul style="list-style-type: none"> • Suspension from the University without readmission not exceeding one year • Suspension from University without readmission not exceeding three years • Another outcome appropriate to the case but with an impact less serious than suspension from the University • Exclusion from the University without readmission

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Copying Code in Computer Science		
Student Q copied source-code and presented it for assessment without providing a proper citation.	<ul style="list-style-type: none"> • Not significant in scale or scope • Has not completed AIM • No clear intention of cheating • No significant advantage • No unjustified advantage 	<ul style="list-style-type: none"> • Misconduct significant in scale or scope • Deliberate with a clear intention of cheating • The misconduct carefully and deliberately planned
	<p>Suggested responses</p> <ul style="list-style-type: none"> • Educational corrective action, complete AIM • Academic counselling • Warning/ reprimand • Re-sit / re-submit assessment* • Work not to be assessed and zero awarded for the work 	<p>Suggested responses</p> <ul style="list-style-type: none"> • Zero awarded for the work • Zero awarded for the subject • Suspension from the University without readmission not exceeding one year • Suspension from University without readmission not exceeding three years • Another outcome appropriate to the case but with an impact less serious than suspension from the University • Exclusion from the University without readmission

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Examinations		
<p>The dictionary Student R takes into an exam is found to have pencilled notes in some of the margins.</p>	<ul style="list-style-type: none"> • Not significant in scale or scope • Has not completed AIM • No clear intention of cheating • No significant advantage • No unjustified advantage <p>Suggested responses</p> <ul style="list-style-type: none"> • Educational corrective action, complete AIM • Academic counselling • Warning/ reprimand • Work not to be assessed and zero awarded for the work 	<ul style="list-style-type: none"> • Misconduct significant in scale or scope • Deliberate with a clear intention of cheating • The misconduct carefully and deliberately planned <p>Suggested responses</p> <ul style="list-style-type: none"> • Zero awarded for the work • Zero awarded for the subject • Suspension from the University without readmission not exceeding one year • Suspension from University without readmission not exceeding three years • Another outcome appropriate to the case but with an impact less serious than suspension from the University • Exclusion from the University without readmission

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
Student S is found referring to notes in an exam where no notes are permitted.		<ul style="list-style-type: none"> • Misconduct significant in scale or scope • Deliberate with a clear intention of cheating • The misconduct carefully and deliberately planned <p>Suggested responses</p> <ul style="list-style-type: none"> • Zero awarded for the work • Zero awarded for the subject • Suspension from the University without readmission not exceeding one year • Suspension from University without readmission not exceeding three years • Another outcome appropriate to the case but with an impact less serious than suspension from the University • Exclusion from the University without readmission
Student T has organised for someone else to sit in their place in an exam		<ul style="list-style-type: none"> • Misconduct significant in scale or scope • Deliberate with a clear intention of cheating • The misconduct carefully and deliberately planned <p>Suggested responses</p> <ul style="list-style-type: none"> • Exclusion from the University without readmission • Referral to police in cases of fraud

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Type of Academic Misconduct	Minor Academic Misconduct Suggested Responses	Serious Academic Misconduct Suggested Responses
While on a work placement, student U falsely claimed to have completed a shift	<ul style="list-style-type: none"> • Not significant in scale or scope <p>Suggested responses</p> <ul style="list-style-type: none"> • Work not to be assessed and zero awarded for the work 	<ul style="list-style-type: none"> • Significant in scale or scope <p>Suggested responses</p> <ul style="list-style-type: none"> • Zero awarded for the subject • Suspension from the University without readmission not exceeding one year • Suspension from University without readmission not exceeding three years • Another outcome appropriate to the case but with an impact less serious than suspension from the University • Exclusion from the University without readmission • Referral to police in cases of fraud

* if this does not give the student an undue advantage

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	Policy Database Document Reference Number X115011

Status	<p>Minor revisions approved by Academic Board Executive 11 November 2020.</p> <p>Revisions approved by Academic Board 10 June 2015, minute reference (AB15/54(M)-480.3.3).</p> <p>Prior approvals: Minor change, including an update of web links, 7 October 2014. Minor change, 9 July 2012. Revisions approved by Academic Board 9 November 2011, Minute 453.3.2; endorsed by Education Committee 26 October 2011.</p> <p>Council, 10 May 2010, C10/36(M), Minute 398.13.2; Academic Board 14 April 2010, Minute 439.3.2; May 2007.</p> <p>The implementation of the latest version of these procedures supersedes all previous versions of these procedures.</p>
Approval Body	Academic Board
Initiating Body	Education Committee

DOCUMENT TYPE	X	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	011	
		Policy Database Document Reference Number X115011

Date effective	11 November 2020
Next review date	11 November 2021
Keywords	academic integrity, academic misconduct, cheating, serious academic misconduct, minor academic misconduct, Academic Integrity Advisers, College Academic Misconduct Committee.
Owner/sponsor	Deputy Vice-Chancellor (Education)
Author	Director, Quality and Standards
Contact person or area	David Morgan (d.morgan@latrobe.edu.au)