

# Academic Integrity and Student Conduct Policy and Procedures

<b>Policy name</b>	Academic Integrity, Progress, and Misconduct Policy
<b>Policy number</b>	TLP004
<b>Date approved</b>	29 May 2019
<b>Approving body</b>	The Academic Board
<b>Responsible officer</b>	Head of School
<b>Implementation officer</b>	Academic Integrity and Progress Committee Chair
<b>Next review date</b>	November 2021
<b>Linked policies</b>	Assessment Policy Student Grievance Policy Academic and Non-Academic Matters Academic Progress and Review Policy Academic Integrity and Progress Committee ToR

## 1. Purpose of this policy

The purpose of this policy is to uphold the values of the Cairnmillar Institute (the Institute) of respect, integrity, honesty, collaboration, and professionalism. This policy frames expected behaviours of staff and students that align with these core values.

Identified in this policy is the Institute's expectations for:

- Academic integrity
- An equitable and inclusive study and work environment
- Respect of the differences in cultural norms, expectations and values which may be practiced by those from diverse backgrounds
- Personal integrity suited to professionals in training.

## 2. Scope

This policy applies to staff and students of the Institute in the carriage of activities in relation to matters of integrity and conduct.

## 3. Policy

### 3.1 The Institute will uphold its core values and commitment to a culture of integrity and good conduct by:

- a) Ensuring staff and students are provided with appropriate training on issues of integrity
- b) Informing students of what constitutes breaches of academic integrity
- c) Providing an environment that is aimed at being free from all forms of discrimination and harassment
- d) Informing students of what constitutes breaches of good conduct (general misconduct)
- e) Minimizing opportunity for breaches of integrity to occur
- f) Ensuring integrity is upheld through course design and assessment standards
- g) Ensuring breaches of academic integrity and good conduct are dealt with fairly and in a timely manner

### 3.2 The Institute will have a Student Code of Conduct, which will:

- a) highlight the expectations for good conduct
- b) be reviewed by the Head of School at the end of each calendar year
- c) be provided to students who will, at the commencement of a course of study, be required to sign a statement of agreement to abide by the Student Code of Conduct

## 4. Responsibilities

### 4.1 Staff will:

- a) Comply with this policy
- b) Be aware of their integrity and good conduct responsibilities
- c) Demonstrate integrity and good conduct to students
- d) Ensure assessments are designed in accordance with integrity guidelines

### 4.2 Students will:

- a) Comply with this policy.
- b) Be aware of their integrity responsibilities

- c) Only submit work that is their own for assessment
- d) Take reasonable steps to ensure their work is not copied by others
- e) Act in a manner that is free from all forms of discrimination, bullying and sexual harassment

## 5. Breaches of Academic Integrity

**5.1 The Institute expects staff and students to comply with this policy; however, there may be instances of failure to adhere to the policy. These breaches include:**

<b>Plagiarism</b>	is the use of another person's words, ideas, concepts or research findings without appropriate acknowledgement.
<b>Collusion</b>	is when more than one person work together to submit any work as if it were authored by an individual.
<b>Cheating</b>	is dishonest behaviour undertaken to gain an unfair advantage over others.

## 6. General Misconduct

**6.1 Failure to adhere to policy on good conduct include the following:**

<b>Sexual harassment</b>	Is any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated
<b>Discrimination</b>	is disadvantaging a person because of their race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.
<b>Bullying</b>	is verbal, physical, social or psychological abuse of any person or group of people in the educational setting (including placement settings)
<b>Fraud</b>	is when a person seeks unfair advantage through dishonest behaviour by providing false or altered information.
<b>Refusal to accept legitimate direction</b>	is when an enrolled student fails to take legitimate direction from academic or supervising staff, or the manager or principal of an agency where a student is placed.

<b>from academic staff and supervisors</b>	
<b>Breaches of Institute Policies</b>	Breaches of other Institute Policies can be considered under General Misconduct

## 7. Procedures

These procedures outline the constitution of panels and the investigative processes for resolving allegations.

### 7.1 Investigation of allegations of breaches of academic integrity

- a) The Course Coordinator will be responsible for conducting the investigation of any potential breaches of academic integrity that are identified by assessment markers or examination supervisors or other academic staff.
- b) The Course Coordinator will consider the evidence gathered during the investigation before making a formal allegation of a breach of academic integrity to the Academic Integrity and Progress Committee (AIPC).
- c) The Chair, AIPC will consider the evidence and make a determination whether or not to send the allegation to a formal academic integrity hearing.
- d) In a case where an academic integrity matter does not proceed to formal hearing, reasons for the determination will be documented and communicated to the Course Coordinator.
- e) Where an academic integrity allegation is sent for formal hearing, a panel will be constituted of the Chair, AIPC and two additional members of the AIPC who have no perceived or actual conflict of interest with the student or students concerned.

### 7.2 Investigation of allegations of General Misconduct

- a) A student or staff member who witnesses or otherwise becomes aware of possible misconduct by a student must report the concern or event to a Course or Program Coordinator, the Head of School, the Academic Registrar or another senior staff member.
- b) The relevant staff member to whom the alleged misconduct is reported (the investigator) will investigate the incident or situation and may collect relevant evidence
- c) The investigator reports the possible misconduct and any evidence collected to the Chair of the Academic Integrity and Progress Committee (AIPC) within no more than 24 hours of the complaint or incident but may continue to investigate at the request of the Chair, AIPC.
- d) The Chair, AIPC will consider the evidence and make a determination whether or not to send the allegation to a formal misconduct hearing.
- e) In a case where a general misconduct matter does not proceed to formal hearing, reasons for the determination will be documented and communicated

to the original investigator and any students or staff involved in the incident or complaint.

- f) Where a general misconduct matter is sent for formal hearing, a panel will be constituted of the Chair, AIPC and two additional members of the AIPC who have no perceived or actual conflict of interest with the student or students concerned.

### **7.3 Breaches of Academic Integrity and General Misconduct Hearings**

1. A time will be scheduled for the panel to hear the evidence.
  - a) The student will be provided with all evidence ten working days prior to the hearing taking place
  - b) The student will have up to three working days prior to the hearing, to provide a written response and/or further evidence
2. The student may attend the hearing and/or provide a written response
3. A student attending the hearing has the right to bring a support person providing the support person is not a practicing lawyer.
4. At the commencement of the hearing, the Chair of the Panel will explain the hearing process to the student. The process is as follows:
  - a) The student will be provided the opportunity to speak
  - b) The panel will ask questions of the student
  - c) The student may ask questions of or seek clarification from members of the panel
  - d) The student will leave the hearing while the panel considers its decision. The outcome must be in line with outcomes specified in Schedule A.
  - e) The Panel's determination must be conducted in accordance with the requirements and principles of natural justice.
  - f) Where possible, the student will return to the hearing and provided with the outcome. If not possible at the time, the decision will be communicated to the student within three working days.
  - g) All hearing decisions will be communicated in writing to students within 5 working days.

## **8. Appealing the decision**

1. An appeal of a decision by the AIPC can be made as equivalent to an Appeal of a Decision by the Head of School in accordance with the SSP007 Student Grievance Policy.
2. All appeals must be in writing to the Executive Director within five (5) working days of the notice of the decision.
3. Appeals can only be made on the following grounds:
  - a) due process was not followed

- b) the evidence presented was not adequately addressed
  - c) there is new evidence that could not be made available at the time of the hearing
  - d) the outcome imposed was too severe when compared with equivalent determinations or precedent
- 4. Supporting documents must be submitted with the appeal
- 5. The Executive Director will consider whether grounds for appeal have been met and will determine if a Grievance and Appeals Committee will be convened in accordance with the SSP007 Student Grievance Policy.
- 6. For matters that remain unresolved either following a hearing by the Grievance and Appeals Committee or a decline to convene the Grievance and Appeals Committee, the relevant processes of the SSP007 Student Grievance Policy will apply.
- 7. A new grievance cannot be raised regarding the outcome of a decision by the AIPC or the Grievance and Appeals Committee.

## 9. Records

1. The Academic Registrar and AIPC secretary will maintain a confidential register of academic integrity and misconduct outcomes.
2. The AIPC secretary will take minutes at hearings and review meetings and maintain confidential records of relevant material.
3. A summary of all panel hearings and outcomes will be reported back to the full meeting of the AIPC twice per year.
4. A report on academic integrity and student conduct matters and hearings will be made to the Academic Board once per year by the Chair, AIPC.

# Schedule A: Schedule of Outcomes

## Breaches of Academic Integrity, and General Misconduct

- A warning
- Academic skills development
- Resubmission of a task for a capped grade of 50% of the total mark
- Allocation of a zero mark for the task
- Allocation of a zero mark for the unit
- Placing the student on probation
- Suspension from the course
- Exclusion from the course
- Exclusion from the Institution
- Counselling