

DRAFT Student Academic Integrity procedure

(Current version: <https://policy.deakin.edu.au/document/view-current.php?id=79>)

Section 1 – Preamble

- (1) This Procedure is effective from XXXXXX.
- (2) This Procedure includes the following schedule: Schedule A: Outcomes for student breaches of academic integrity.

Section 2 – Purpose

- (1) This procedure sets out the processes for maintaining student academic integrity standards at Deakin University.

Section 3 – Scope

- (2) This procedure applies to students of the University as defined in the Student Academic Integrity policy at Section 6 – Definitions, and to all other learners or individuals that submit scholarly work for assessment by or through the University.
- (3) Where students conduct research, they must also comply with the [Research Conduct policy](#) and the [Research Integrity Breaches procedure](#).
- (4) This procedure applies to staff in relation to the promotion of student academic integrity standards and the detection and management of allegations of breaches of student academic integrity.

Section 4 – Policy

- (5) This procedure is pursuant to the Student Academic Integrity policy.

Section 5 – Procedure

Student education and support

- (6) The University provides education to students on:
 - a) the importance of academic integrity
 - b) student responsibilities under the Policy
 - c) how students can meet these responsibilities.
- (7) This education commences at the beginning of a student's enrolment and is reinforced throughout their studies.
- (8) Information about student academic integrity is approved by the Dean of Students and included in unit sites and on the current students' website. This information includes a statement on academic integrity standards, sources of support and outcomes that may apply if student academic integrity standards are breached.

Staff education and support

- (9) All staff, including sessional academic staff, complete a compulsory student academic integrity training module on appointment, and every two years subsequently.
- (10) Faculties ensure that new teaching staff are supported in the application of their student academic integrity training, and all staff are reminded at least annually about policy requirements regarding academic integrity standards.
- (11) Assessment tasks minimise the opportunity for breaches of academic integrity standards in accordance with the [Assessment \(Higher Education Courses\) procedure](#).

Detection of student academic integrity breaches

- (12) All staff have responsibility for detecting potential breaches of student academic integrity standards.
- (13) The Office of the Dean of Students maintains a repository of information that supports staff in understanding and maintaining currency of their knowledge of detection techniques.
- (14) The University also uses software to aid in the detection of possible breaches of student academic integrity standards, including but not limited to text-matching software, language analysis software, metadata investigation software and remote supervision software.

Academic Integrity Committees

- (15) Each Faculty Board, or the equivalent for Institutes established outside a Faculty, establishes an Academic Integrity Committee (the Committee) to receive and determine allegations of breaches of academic integrity standards for students enrolled in units offered by the Faculty or Institute.
- (16) The members of an Academic Integrity Committee are members of academic staff identified by the Faculty Board as suitable for that committee, with a senior academic staff member as Chair.
- (17) Academic Integrity Committee members are provided with relevant training by the Office of the Dean of Students, and other areas as appropriate.
- (18) The Office of the Dean of Students supports the work of Faculty Academic Integrity Committees, including providing Committee secretariat.

Early intervention for poor academic practice

- (22) An early intervention offers the student an opportunity to correct areas of poor academic practice, such as poor paraphrasing, that is not clearly intentional, without receiving an allegation of a breach of academic integrity.
- (23) To be eligible for an early intervention, a student must meet the following criteria:
 - a) be completing their first 8 credit points at an Australian institution
 - b) have received no more than two prior early interventions.

- (24) Student academic practice suitable for early intervention is determined by the Unit Chair, with the support of the Academic Integrity Committee Chair or their delegate and the Office of the Dean of Students where required.
- (25) Students eligible for an early intervention are offered the opportunity to correct areas of poor academic practice and resubmit their assessment within one week. The following conditions will apply to the resubmission:
 - a) Where the poor academic practice relates to less than 40% of the assessment task (as determined by the Unit Chair), the student may resubmit for the full range of marks available
 - b) Where the poor academic practice relates to more than 40% of the assessment task, as determined by the Unit Chair, the student may resubmit for a maximum mark of 50% for the assessment task.
- (26) All attempts at early intervention will be recorded in a system maintained by the Office of the Dean of Students.
- (27) Once determined to be eligible, the student will be notified of the early intervention by the Unit Chair or their delegate. The notification will include:
 - a. Details of the areas of concern in the submission (this may include a Turnitin similarity report)
 - b. The conditions applying to the resubmission as outlined in clause 25
 - c. The timeline and details associated with resubmission
 - d. Information on University services, particularly the Language and Learning advisors, that may support the students in understanding the early intervention process and academic writing skills.
- (28) After receiving the resubmission, the Unit Chair or their delegate determines whether the areas of poor academic practice have been sufficiently addressed and, if so, remarks the task.
- (29) If the student elects to challenge an early intervention, to not correct and resubmit, or resubmits without sufficiently addressing the areas of poor academic practice, the Unit Chair or their delegate reports the poor academic practice to the relevant Academic Integrity Committee (via the Office of the Dean of Students) for consideration as a suspected breach of student academic integrity standards.

Reporting a suspected breach of student academic integrity standards

- (1) Where a staff member develops a reasonable suspicion that a student has breached academic integrity standards, that suspicion must be investigated.
- (2) Student and the general public may make confidential protected disclosures of potential breaches of academic integrity standards through the Student Conduct portal. All disclosures so made will be investigated.
- (3) Investigation may be conducted by the Unit Chair and/or by the Office of the Dean of Students.
- (4) Where the information gathered as part of an investigation meets a minimum standard of evidence, a report of a suspected academic integrity breach is submitted for consideration by the relevant Academic Integrity Committee.

Academic Integrity Committee interventions

- (5) The Academic Integrity Committee Chair or their delegate reviews the report of a suspected academic integrity breach and determines whether there is sufficient evidence to proceed with an allegation.
- (6) Where sufficient evidence is identified, the Academic Integrity Committee Chair determines the level (tier) of the alleged breach:
 - a) *Tier 1*: poor academic practice or plagiarism that is not clearly intentional. Tier 1 allegations are referred through an early intervention process as outlined in clauses 22-27 or escalated to Tier 2 where the student is not eligible
 - b) *Tier 2*: allegations of breaches that typically would breach professional codes of ethics/conduct, including repeated instances of plagiarism, clearly intentional plagiarism, collusion, or other activities that would undermine the purpose of the student academic integrity policy, but do not meet the requirements of a Tier 3 breach
 - c) *Tier 3*: allegations of severe breaches, including contract cheating and academic fraud, as well as breaches that span across faculties, that may be indicative of a broader pattern of behaviour.
- (7) Where the Academic Integrity Committee Chair or their delegate decides to proceed with an allegation, the student is notified in writing.
- (8) The student notification includes:
 - a) the nature of the allegation
 - b) all evidence used as part of the allegation
 - c) a proposal for an academic intervention determined by the standard outcome associated with the breach (documented in Schedule A)
 - d) how the student can respond and the time in which this must occur
 - e) reference to support services and student advocacy that the student can choose to access.
- (9) The student may provide a written response within 5 working days which includes:
 - a) whether they admit to the breach
 - b) where they do not admit to the breach, information that evidences that a breach has not occurred
 - c) where they admit to the breach, whether they accept the proposal for the standard outcome or prefer to request a review meeting
 - d) where they request a review meeting, any mitigating circumstances they request the Committee consider, evidence of those mitigating circumstances and whether they would like to bring a support person
 - e) where they admit to the breach and accept the standard outcome, whether they would like to have a discussion with the Faculty Academic Integrity Committee Chair or their nominee to seek support.
- (10) Where the breach involves multiple students, such as allegations of collusion or submissions involving teamwork, if one student requests a review, all students involved in the breach will be asked to attend a review meeting.
- (11) Where students admit to the breach and accept the standard outcome, the allegation is substantiated and the standard outcome applied, excepting breaches under 37.
- (12) Where students do not respond to the allegation, do not admit to a breach or do not accept the standard outcome, a review meeting is scheduled.

Review Meeting

- (13) Reviews of Tier 2 allegations are considered by a single member Academic Integrity Committee.
- (14) Reviews of Tier 3 allegations are considered by a four-member Academic Integrity Committee and will include one representative from each Faculty.
- (15) All members of the Academic Integrity Committee present as part of a review will be guided by Academic Board Regulations 31 and 32 – Principles Guiding Decision Makers.
- (16) Where a student has responded to the allegation, the review meeting occurs no earlier than 5 business days after the student's response is received.
- (17) The review meeting is attended by the student, their support person if applicable, the Academic Integrity Committee and a secretariat.
- (18) At the review meeting, the student may add to the information they have provided evidencing that a breach has not occurred, or that there were mitigating circumstances that impacted their decision-making .
- (19) At the review meeting, the Committee may ask questions of the student to gather further information on the nature of the alleged breach, the circumstances around it and any other relevant information.
- (20) At any point during the review meeting, the Committee may request an adjournment to investigate new information that has been presented. The Committee reconvenes within 5 working days of the adjournment.
- (21) Once the student has been provided an opportunity to present their evidence and the Committee has determined they have enough information to make a decision, the Committee adjourns to deliberate.
- (22) The Committee decides whether the the allegation is substantiated based on the balance of probabilities (whether it is more likely than not). For multiple member Committees, the decision is a majority decision.
- (23) Where the allegation is not substantiated, it is considered dismissed by the Committee.

Outcomes for breaches of student academic integrity standards

- (24) Where a student admits to the breach and accepts the standard outcome, the outcome is applied within 5 working days of the student's response being received.
- (25) Where a review meeting is held and the allegation is substantiated, the Academic Integrity Committee determines:
 - a) the nature of the breach following breach definitions using the Student Academic Integrity policy
 - b) any mitigating or aggravating circumstances
 - c) the outcome defined by Schedule A.
- (26) The Office of the Dean of Students notifies the student within 5 working days, in writing, of:
 - a) the Academic Integrity Committee's decision, the outcome/s imposed and any other recommendations
 - b) the reasons for the decision, including the findings on material facts
 - c) their right to appeal to the University Appeals Committee and how to do so.

- (27) Records of allegations, including determination and outcomes, will be maintained by the Office of the Dean of Students, in accordance with the Student Academic Integrity policy.

Student self-reports

- (28) Students may self-report to the Office of the Dean of Students they may have breached academic integrity standards, unless a staff member has already raised concerns with the student about the potential breach.
- (29) A student who self-reports that they have breached academic integrity standards is invited to an interview with an Office of the Dean of Students staff member to discuss details of the self-reported breach. The student may bring a support person to this meeting.
- (30) After the meeting, a report of a potential breach of academic integrity standards is forwarded to the Faculty Academic Integrity Committee Chair for consideration.
- (31) The process follows the procedure outlined in clauses 31-50, with the exceptions that:
- a) while details of the self-report are recorded, no formal allegation is recorded in the student record
 - b) the student receives the standard outcome with mitigating circumstances applied.

Appeals

- (32) A student may appeal any decision to impose an outcome as a result of an academic integrity breach to the University Appeals Committee on one or more of the following grounds:
- a) a misapplication of process occurred that resulted in material disadvantage to the student
 - b) that the decision was manifestly wrong
 - c) the outcome imposed by the original decision-maker was manifestly excessive, inappropriate or not available in the circumstances
 - d) new evidence that was not known or available at the time of the original decision is now available and could have affected the outcome of the decision.
- (33) The student [lodges the appeal online](#) within 20 working days of being notified of the outcome, in accordance with the [Student Appeals procedure](#).

Continuing study and enrolment

- (34) A student alleged to have breached academic integrity standards may continue their academic studies during the management of the allegation and, if the allegation is substantiated, until the end of the University Appeals process.
- (35) Allegations are considered and, if substantiated, outcomes recorded regardless of whether the student withdraws from the unit or course.

Section 6 - Definitions

- a) Mitigating circumstances: circumstances faced by the student that impaired their decision-making. These include, but are not limited to, severe and acute mental distress or being the subject of blackmail or other coercion.
- b) Aggravating circumstances: circumstances where a student's actions are determined to be unethical beyond the nature of the breach in student academic integrity standards. These include, but are not limited to, the theft of information or devices from another person or student, ongoing breaches of integrity that would be indicative of a broader pattern of behaviour, blackmail or coercion, or managing or leading a business or organisation with the purpose to help others breach academic integrity.
- c) University working day: any day on which the University is open for business and excludes all Saturdays, Sundays, public holidays that are observed by the University and University holidays declared on an annual basis