Academic Integrity & Student Misconduct Procedure

Version: 7.0  Effective Date: 13 August 2018
Procedure Code: PR-037  Related Policy Code: STU-021 & STU-008
Related Policy Name: Academic Integrity Policy - Higher Education & Student Misconduct Policy - Higher Education

Purpose:

This procedure is related to the Academic Integrity Policy - Higher Education and the Student Misconduct Policy - Higher Education and sets out the processes to be followed in order to handle incidents of academic dishonesty or plagiarism or other forms of student misconduct at the College.

Definition of “College” – In the higher education sector, the Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.

Scope:

- All subjects and courses
- All Academic staff
- Library staff
- Student Services staff

Procedure:

Training of Staff and Students

All staff and students need to be aware of the various policies, procedures, guides and training materials available to them in relation to academic dishonesty, plagiarism, and student misconduct.

Staff

Heads of Department (HODs) and Associate Heads of Department (A-HODs) are responsible
for ensuring that all academic staff:

a) Know where to locate all relevant policies, procedures, guidelines and training materials relevant to student integrity and misconduct; and

b) Can locate and explain the content of relevant materials to students including:

- Academic Integrity Policy - Higher Education
- APA Referencing Guideline
- Assessment Policy - Higher Education
- Definitions of terms such as Plagiarism and Academic Dishonesty
- Grievance & Complaints policies (Domestic & International)
- Library training materials on plagiarism and referencing
- Student Code of Conduct - HE
- Student Misconduct Policy - Higher Education
- Turnitin® software

On commencement of employment with the College, academic staff complete an induction that includes an introduction to the above-listed policies and their associated procedures. This induction process will inform staff of where to locate College policies and procedures electronically.

In addition, HODs and A-HODs will take responsibility for directing staff to all other materials such as the APA Referencing Guideline, instructions for Turnitin, other library training materials (e.g. LibGuides) that students have access to, and any other relevant training materials made available by the College. These materials may be located via the Library site on the College’s website, or via the Academic Hub on the Learning Management System (LMS), or via other centralised repositories used by the College.

HODs and A-HODs will work with academic staff when allegations of plagiarism or academic dishonesty occur, and with the Director, Student Services & Retention in instances of other student misconduct. They will also ensure that academic staff are kept up-to-date with any changes or additions to materials related to these matters. This may occur by various means including but not limited to:

- Dissemination of information electronically
- Academic Leadership Team meetings
- Departmental meetings
- Training workshops / meetings
Students

When a student enrols into a course with the College, they are required to read and sign an enrolment form. The enrolment form includes a link to Policies, Procedures, Forms and FAQs on the College website and a declaration that the student has read these. In addition, all students receive an email from a College Admissions Adviser once they have enrolled, which among other things, advises them of the relevant Student Handbook and where to locate it.

The Student Services team and Library team organise various free study skills workshops for students usually scheduled during orientation and throughout the first year of study. Whilst these sessions are not compulsory, it is recommended that students attend to familiarise themselves with the formal learning environment. These sessions include information on:

- Plagiarism and its consequences
- Guidelines on assessment submission
- Referencing academic work

Students also have access to a range of training materials via the LMS, LibGuides & website.

It is expected that, particularly in the first semester of study, academic staff will remind students prior to assessment about referencing, plagiarism and academic dishonesty issues and direct them to relevant materials for further information.

Detecting Plagiarism

It is the responsibility of all academic staff to detect instances of plagiarism and refer those instances for processing under this Procedure as soon as possible after assessment submission deadlines, but in no instance more than two (2) weeks after assessment submission. Lecturers/tutors may become aware of a potential instance of plagiarism either via the Turnitin software or via other means which may include comparisons with other student’s work or comparisons with published or non-published work not identified by Turnitin.

For further information on detection of plagiarism, please see the Academic Integrity Policy - Higher Education.

As stated earlier in this procedure, all academic staff will have access to information on what Turnitin is and how it can be used to detect possible instances of plagiarism. Staff should refer to the definitions of plagiarism found in the Academic Integrity Policy - Higher Education.

In all instances where Turnitin returns a ‘similarity score’ of 15% or more, or if a staff member becomes aware of plagiarism or other academic dishonesty by other means, they must report this to the respective SL / A-HOD / HOD on their campus in writing within 24 hours in alignment with the Student Misconduct Record - Work Instructions.
Addressing Allegations of Academic Misconduct

Within 24 hours of receipt of the referral from the Lecturer / Tutor, the SL / A-HOD / HOD will access the student’s record to identify any previous incidences of plagiarism or academic dishonesty, and will discuss the case with the Lecturer / Tutor involved to make a judgement about whether the matter is negligent or dishonest plagiarism. Definitions of these terms can be found in the Academic Integrity Policy - Higher Education. If the SL / A-HOD / HOD determine that an allegation of plagiarism will be pursued, the SL / A-HOD / HOD will advise the Lecturer / Tutor not to mark the assessment until an outcome is reached, as resubmission of the assessment is likely.

**Negligent Plagiarism**

Within two (2) days of making a determination of negligent plagiarism, the SL / A-HOD / HOD will address the allegation by providing written feedback to the student via email and documented in the student record (the detail required in that communication is outlined in the Student Misconduct Record - Work Instructions). The feedback will include:

- advice to the student of where they’ve gone wrong in terms of negligent plagiarism, i.e., why what they have done is deemed to be plagiarism;
- a direction to review the Academic Integrity Policy - Higher Education and other relevant training materials and to complete an indicated tutorial activity and provide proof of completion;
- advice that this matter has been recorded on their student file as a warning, and that any future instances of plagiarism or academic dishonesty will be taken seriously.

The SL / A-HOD / HOD will follow up this written communication with a phone call to confirm the student’s receipt of the email and to offer a meeting to discuss the matter and provide additional support. The SL / A-HOD / HOD will document this phone call in the student record (as per the Student Misconduct Record - Work Instructions).

In most instances, the SL / A-HOD / HOD will also require the student to resubmit their work. In these instances, the staff member shall advise the student of this in writing along with the above feedback. Resubmission may be without penalty or, in cases where a resubmission without penalty would give unfair advantage to the student, may carry a penalty of up to 10% of the total mark for the assessment. If the 10% penalty is assessed, it must be approved by the A-HOD / HOD and that approval documented in the student record with the outcome.

**Dishonest Plagiarism**

The SL / A-HOD / HOD will refer allegations of dishonest plagiarism to the Director of
Education (DOE) via entry of the details of the allegation into the student record within 24 hours of determining that it's an allegation of dishonest plagiarism (as per the Student Misconduct Record - Work Instructions). The relevant supporting evidence should be attached to the student record. The communication in the student record will be flagged by the SL / A-HOD / HOD for follow up within two (2) working days per the Student Misconduct Record - Work Instructions.

The DOE will review the allegation and supporting evidence with the A-HOD / HOD, along with any information of previous incidents that may be on the student’s record, and will take one of the following actions within two (2) working days:

1. dismiss the allegation; or
2. put the allegation to the student.

1. **Dismiss the allegation** - if it is decided to dismiss the allegation, this would mean that there is little or no evidence to support the allegation and there are no clear grounds for the allegation to be put to the student.

The DOE will record the incident on the student’s record (as per the Student Misconduct Record - Work Instructions), making it clear that the allegation was dismissed and the grounds for dismissal. The DOE will then advise the SL / A-HOD / HOD of the decision and request that they advise the staff member who initially reported the incident.

2. **Put the allegation to the student** – if the allegation is not dismissed, the student will be contacted by the DOE either via telephone or in writing and be given the right to reply to the allegation within 10 working days (this may be either in writing, via an organised meeting, or in some instances may occur verbally during the telephone conversation).

If an organised meeting is to take place, the student has the right to bring a supporting person with them, and the DOE may invite any other person who can inform discussions. The DOE should advise the student of who will be in attendance at the meeting.

If the student replies to the allegation (in whatever format), the DOE will record the response and any additional supporting evidence on the student’s record. All evidence will then be taken into consideration, and the DOE will choose either option (a) or (b) below within five (5) working days of the student reply:

   a) confer with the A-HOD / HOD to assess the penalty, make a decision on the matter and advise the student (and the SL / A-HOD / HOD where relevant) of the outcome and any associated penalty/ies; or

   b) refer the matter to the Student Misconduct Committee - HE.

If the student does not reply to the allegation within the stated timeframe, the DOE will, within
five (5) working days choose either option (a) or (b) above.

The DOE may at any time during their deliberations, request information or advice from others who may be able to assist with the investigation.

All actions and communications should be recorded in the student record by the DOE.

**Option A**

In making a decision on the allegation, the DOE and A-HOD / HOD will need to consider an outcome and / or penalty that takes into consideration the seriousness of the allegation and the best possible action(s) to remedy the situation. Options for outcomes and penalties may include, but not be limited to, those listed under the heading **Outcomes & Penalties** in this procedure.

When handling instances involving international students, the DOE should seek the advice and guidance of the National Compliance Manager to ensure that any outcome / penalties are in accordance with international student policies. Outcomes that may impact on the student’s visa should be considered very carefully.

The DOE will then advise the student of the outcome and any penalties in writing within 10 working days. If the outcome requires any alterations to the student’s academic records, this should be assigned to the relevant staff member to complete. The DOE will also advise the SL / A-HOD / HOD of the outcome and update the student’s record.

**Option B**

Allegations of student misconduct may be referred to the Student Misconduct Committee - HE if the student appeals the decision of the DOE, or if the allegations are considered to be of a serious nature that could have a significant impact on the student or the reputation of the College. In this instance, the case will be referred to the Director, Student Services & Retention (DSSR) for referral to the Student Misconduct Committee - HE.

As the secretariat of the committee, the DSSR will invite members to participate in the ad hoc committee in accordance with the membership stated in the **Academic Governance Framework**. The committee will convene within 10 working days of the referral.

The committee will convene and investigate the allegation in accordance with their Terms of Reference (as stated within the **Academic Governance Framework**). They may require students and staff involved in the allegation to attend a meeting or provide information on request. In such instances, the DSSR as the secretariat will contact relevant parties with the request.

The committee will determine an outcome and will notify the student in writing of this outcome.
and any associated penalties within 10 working days. The DSSR will be responsible for forwarding the committee’s outcome to the student and updating the student’s record. If the outcome requires any alterations to the student’s academic records, this should be assigned to the relevant staff member to complete. The DSSR will also advise the SL / A-HOD / HOD of the outcome, who will in turn advise the relevant academic staff member.

**Academic Dishonesty**

It is the responsibility of all academic staff to detect instances of academic dishonesty. Staff may become aware of a potential instance of academic dishonesty (besides plagiarism) by any number of means. Refer to the definition of Academic Dishonesty found in the *Academic Integrity Policy - Higher Education* to determine the types of activities that constitute academic dishonesty.

In alignment with the *Student Misconduct Record - Work Instructions*:

- In instances where a staff member becomes aware of a potential instance of academic dishonesty, they must report this to the respective SL / A-HOD / HOD on their campus either verbally or in writing within 24 hours.
- Within 24 hours of receipt of the referral, the SL / A-HOD / HOD will access the student’s record to identify any previous allegations of plagiarism or academic integrity, and will then refer the allegation to the DOE. The process followed from that point forward will be the same as the procedure for Dishonest Plagiarism as detailed above.

**Outcomes & Penalties**

**Negligent Plagiarism**

Possible outcomes determined by the decision-maker for allegations found to be Negligent Plagiarism may include, but are not limited to, the following:

- allegations made against the student are dismissed
- a formal written warning via email or letter and recorded on student’s file
- student is required to attend further academic counselling / support sessions
- resubmission of the relevant assessment item / without penalty or, in cases where a resubmission without penalty would give unfair advantage to the student, a penalty of up to 10% of the total mark for the assessment or
- a combination of the above.

**Dishonest Plagiarism & Other Academic Dishonesty**

Possible outcomes determined by the decision-maker for allegations found to be Dishonest
Plagiarism or other forms of Academic Dishonesty may include, but are not limited to, the following:

- any of the outcomes listed above for Negligent Plagiarism
- fail or downgrade the mark for the relevant assessment task or subject
- requested written apology to those involved
- student to attend alternative class sessions based on availability of timetabled classes
- immediate withdrawal of the student from an examination
- exclude the student from representing the College at any College activity for a period of time (e.g. University Games, educational expos)
- exclude the student from representing the student body on College governing bodies
- probationary enrolment for a period up to 12 months, subject to the student's ongoing good behaviour and / or other conditions as determined by the decision-maker
- suspend the student's enrolment from the College for a specified period of time, not exceeding twelve (12) months (known as a specified exclusion period)
- cancel credit or enrolment for any relevant subject with no remission of fees
- withhold results
- inability to graduate until the matter is resolved
- exclude the student from the College permanently; or
- a combination of the above.

Student Appeals

If the student is not satisfied with the outcome determined by the DOE, they must respond to the written notification of the outcome within 10 working days requesting an investigation by the Student Misconduct Committee - HE. Refer to the process under Option B of this Procedure.

If the student is not satisfied with the outcome of the Student Misconduct Committee - HE, they must lodge a grievance in accordance with Stage 4 of either the Grievance Policy - Domestic Students - Higher Education for domestic students or the Complaints and Appeals Policy - International for international students.

Related Procedures:

None

Definitions: N/A
Further Information:

Related Policies:  
- Academic Integrity Policy - Higher Education
- Complaints and Appeals Policy - International
- Deferring, Suspending or Cancelling Enrolment Policy – International
- Grievance Policy - Domestic Students - Higher Education
- Student Code of Conduct - HE
- Student Misconduct Policy – Higher Education

Benchmarking:  
N/A

Supporting Research and Analysis:  
N/A

Related Documents:  
- Academic Governance Framework
- Student Misconduct Record - Work Instructions

Related Legislation:  
- Higher Education Standards Framework (Threshold Standards) 2015

Guidelines:  
- APA Referencing Guideline
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| **Contact:**          | Director of Education  
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| **Approval Body:**    | Director of Education |
| **Policy Status:**    | Updated and de-harmonised |
| **Responsibilities for Implementation:** |  
- Director of Education  
- Director, Student Services & Retention  
- Heads of Department  
- Associate Heads of Department  
- Academic staff  
- Library staff  
- Student Services staff |
| **Key Stakeholders:** |  
- Academic staff  
- Students |