

Academic Integrity Procedure

Colleges of Business and Technology (WA) Pty Ltd
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Document

Document Name	Academic Integrity Procedure
Brief Description	The Academic Integrity Procedure outlines the processes for reporting and investigating suspected instances of academic misconduct, and penalising and educating students who breach the Academic Integrity Policy. Curtin College aims to promote academic integrity across all campuses of Curtin College and to ensure that actions are undertaken in a consistent, efficient and equitable manner.
Responsibility	Academic Director CC
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Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
21/06/2019	1.0	Initial Release	Manager Quality and Compliance
12/08/2019	1.1	Minor updates	Manager Quality and Compliance
30/3/2021	1.2	Minor Updates	Academic Director
7/12/2021	1.3	Minor Updates	Academic Director
6/4/2023	2.0	Major Update	Academic Director

Related Documents

Name	Location
Academic Integrity Policy	Curtin College website and Curtin College 'H' Drive
Assessment and Moderation Policy	Curtin College website and Curtin College 'H' Drive
Assessment and Moderation Procedure	Curtin College website and Curtin College 'H' Drive
Appeals Policy	Curtin College website and Curtin College 'H' Drive
Appeals Process	Curtin College 'H' Drive
Student Complaints Policy	Curtin College website and Curtin College 'H' Drive
Student Code of Conduct	Curtin College website and Curtin College 'H' Drive

Contents

1. Purpose and Scope	3
1.1. Purpose	3
1.2. Scope	3
2. Procedure	3
2.1. Process following suspicion of an Academic Integrity Breach	3
2.2. Evaluation of a potential Academic Integrity Breach.....	3
2.3. Accidental Plagiarism Diversion and Education	4
2.3.1. Accidental Plagiarism.....	4
2.3.2. Accidental Plagiarism Process.....	4
3. Review	5
4. Records Management	5
Schedule A: Outcomes for Curtin College Student Breaches of Academic Integrity	6
Context.....	8
Outcomes.....	8

1. Purpose and Scope

1.1. Purpose

This procedure outlines the process for investigating a potential Academic Integrity Breach and where an Academic Integrity Breach has been found to have occurred, the penalties and educative steps that should be applied.

1.2. Scope

The procedure applies to all enrolled and prospective students at all campuses of Curtin College.

The teachers, Unit Coordinators, Discipline Leads, and Program Managers are responsible for the implementation of good academic integrity practices in their respective programs.

2. Procedure

2.1. Process following suspicion of an Academic Integrity Breach

2.1.1. In Study Period assessments

- Once a Curtin College staff member, who may be the classroom teacher or the Unit Coordinator, becomes aware that a breach of academic integrity may have occurred, the staff member must investigate and verify the nature and extent of the Academic Integrity Breach.
- Before completing an *Investigation of Potential Academic Integrity Breach Form*, a Curtin College staff member may wish to contact the student about the potential breach. Preferably, contact would be via an email sent through the student portal. Where a student is contacted at this stage, the student should be given at least five working days to respond before the matter is escalated via the *Investigation of Potential Academic Integrity Breach Form*.
- Where the Curtin College staff member deems the student has likely breached academic integrity, the teacher must complete the *Investigation of Potential Academic Integrity Breach Form* to be forwarded to the Program Manager or nominee.

2.1.2. End of Study Period examination

- Where a student is suspected of involvement in an Academic Integrity Breach during a final examination, the Unit Coordinator or nominee or examination invigilator must complete the *Investigation of Potential Academic Integrity Breach Form* or *Allegation of Exam Misconduct Reporting Form* to be forwarded to Student and Academic Services. The latter form will be the preferred form for use by sessional/casual exam invigilators.
- Upon receiving a form detailing a potential academic breach, and in consultation with the Academic Director or nominee, Student and Academic Services will place a grade of GNS (Grade Not Submitted) against the student's unit result until the matter is resolved.

2.2. Evaluation of a potential Academic Integrity Breach

- Staff will evaluate Academic Integrity Breaches at the direction of the Academic Director, either individually or as a panel. The evaluator of Academic Integrity Breaches will usually be the Program Manager. In some cases, particularly end-of-study-period examinations, the evaluator will be the Academic Director.

- Upon receipt of a form detailing a potential breach of academic integrity, Student and Academic Services will be responsible for investigating and informing the evaluator of any prior Academic Integrity Breaches by the student.
- Upon receipt of a form detailing a potential breach of academic integrity and within a reasonable timeframe, the evaluator must assess the case in light of the evidence, including any response from the student.
- Before determining any penalty or action, the evaluator must advise the student in writing and provide the student with an opportunity to respond to the complaint of breaching academic integrity. The notification must be via email and provide the student with 5 working days in which to respond.
- A student suspected of breaching academic integrity must be provided with an opportunity to respond to the allegation in a formal meeting with the evaluator. The meeting will be scheduled within 10 working days from notification via email.
- After the student has provided a response, and after any meeting has occurred, the evaluator, within a reasonable timeframe, will determine an outcome based on Schedule A.
- Where a student does not respond or attend a scheduled meeting, the evaluator may proceed to adjudicate the case and decide to either dismiss the case or recommend an outcome (Schedule A, attached) given the evidence provided.
- Irrespective of the outcome, the evaluator must complete the Investigation of Potential Academic Integrity Breach Form and forward it to Student and Academic Services. Student and Academic Services will update the Academic Integrity Breaches Register and the Program Manager (or as otherwise nominated by the Academic Director) will confirm the decision of outcome made by the evaluator.
- A student must be notified of the outcome in writing within 5 working days after an outcome has been decided. The Unit Coordinator and Program Manager must be notified of the final penalty (if any) to be applied to the student's work. Student Academic Services will be responsible for making these notifications.

2.3. Accidental Plagiarism Diversion and Education

2.3.1. Accidental Plagiarism

- "Accidental plagiarism" is defined as "Plagiarism that occurred only as a result of an unintentional failure to reference appropriately".
- Upon receipt of a form detailing a potential Academic Integrity Breach, a Discipline Lead, Program Manager, or Academic Director or nominee, in communication with the reporting teacher, may determine the cause of the breach as "accidental plagiarism", short-circuiting the "Evaluation of a potential Academic Integrity Breach" and instead following the "Accidental Plagiarism Process".
- A student can only be diverted through the Accidental Plagiarism Process on one occasion.
- If "Accidental plagiarism" is found for additional pieces of work submitted by a student before a previously activated *Accidental Plagiarism Process* has been completed for that student, the additional instances of "accidental plagiarism" may be treated as a single instance.

2.3.2. Accidental Plagiarism Process

- The Unit Coordinator or nominee must contact the student to inform of a determination of "accidental plagiarism".

- The student, within 15 working days or other prescribed timeframe, must complete any required outstanding Academic Integrity Units, as directed. Further, the student may be directed to, within the prescribed timeframe:
 - i. Attend one or more compulsory academic integrity workshops;
 - ii. Meet with a Student Learning Advisor or Program Manager or Discipline Lead or nominee to discuss referencing or other issues around the breach; and/or
 - iii. Resubmit their assignment with correct referencing to remedy the academic integrity breach.
- Where a student fails to comply with a direction as part of this *Accidental Plagiarism Process* within the prescribed timeframe, the academic integrity breach will be treated as if the *Accidental Plagiarism Process* was never invoked. The breach will instead be addressed via the application of penalties as per Section A of this procedure.
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- Upon the completion of this process, no academic integrity breach will be recorded against the student, although a record of diversion through this process will be kept.

3. Review

- This Procedure will be reviewed every two years by the Academic Director in line with the continuous improvement schedule, and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

4. Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Procedure	Academic Director	Policy HUB	Permanently	Archived once updated or reviewed

Schedule A: Outcomes for Curtin College Student Breaches of Academic Integrity

This schedule is pursuant to the Curtin College Academic Integrity Policy and Procedure.

The Program Manager, Academic Director, and/or nominee will determine the outcome for the Academic Integrity Breach by:

- Calculating the points for the conduct of the student,
- Calculating the points for the context of the Academic Integrity Breach,
- Adding the points together from the conduct and context, and
- Deciding on the appropriate penalty based on these factors.

Example Calculations Table

Points for Conduct	X points
Points for Context	Y points
Total Penalty (Points for Conduct + Points for Context)	X+Y Points

Conduct by the Student

Choose the appropriate conduct penalty by selecting one of the following:

		Points applied depending on seriousness			
		Less serious		More serious	
Plagiarism	Plagiarism that occurred only as a result of an unintentional failure to reference appropriately	2			
	Up to two plagiarised passages or components constituting up to 5% of the assessment task	2			
	As above but with critical aspects* plagiarised, OR up to four plagiarised passages or components constituting up to 20% of the assessment task		4		
	As above but with critical aspects* plagiarised, OR between 20% and 50% of the assessment task			6	
	As above but with critical aspects* plagiarised, OR more than 50% of the assessment task				8
	Submitting work previously submitted for assessment in any unit or course without permission of the Unit Coordinator	2			
Collusion	Up to two passages or components constituting up to 5% of the assessment task	2			
	As above but with collusion in critical aspects*, OR up to four passages or components constituting up to 20% of the assessment task		4		
	As above but with collusion in critical aspects*, OR between 20% and 50% of the assessment task			6	
	As above but with collusion in critical aspects*, OR more than 50% of the assessment task				8

Schedule A continued

		Points applied depending on seriousness				
		Less serious		More serious		
Contract Cheating	Asking someone else to complete all or part of an assessment on the student's behalf, OR Offering to write all or part of an assessment for a student OR Distributing their own assessment work to others, either directly or through a third party, with the intent to facilitate a breach of academic integrity				8	
	Submitting all or part of an assessment item that has been produced for the student and claiming it as the student's work, OR Producing all or part of an assessment for a student, OR Distributing their own assessment work for personal gain, either directly or through a third party, to facilitate a breach of academic integrity					16
Misrepresentation	Creating or providing false documentation in relation to assessment requirements or deadlines or special consideration, including falsifying assessment task submission receipts or medical certificates				8	
	Creating or providing false documentation in relation to <ul style="list-style-type: none"> a. Admission to Curtin College including providing false academic records b. Assessment outcomes c. Academic progress 					16
Cheating	Unauthorised possession of aids or information during an assessment (including examinations and tests) regardless of use of these in completing the assessment.		4			
	Failure to comply with directions about the assessment (e.g. speaking during examination), OR Unauthorised aids or information used in an assessment (including examinations and tests), OR Spoken or other forms of communication of information between students during the examination or test, unless authorised to do so			6		
	Providing a copy of an examination paper, or an assessment task that is to be completed under secure conditions to another person, OR Providing restricted information to another person relating to assessment without the approval of the supervisor or Unit Coordinator				8	
	Receiving restricted information from another person relating to assessment without the approval of the examination supervisor or Unit Coordinator					16
	Asking another person to take the student's place for an examination or other assessment task				8	
	Allowing another person to complete the examination or assessment task in the student's place or impersonating another student in an examination or assessment task					16

* Critical aspects are key ideas central to the assessment as determined by the Unit Coordinator

Context

Based on the student's history of Academic Integrity Breaches, select one of the following:

		Points applied depending on seriousness				
		Less serious			More serious	
Previous findings of breaches of integrity, allowing for time for appropriate skills development	First breach	2				
	Second breach			6		
	Third breach				10	
	Fourth breach or subsequent breaches					16

Outcomes

Points	
4 to 6	<p>Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following:</p> <ul style="list-style-type: none"> • Formal warning (no academic penalty) • Reduction of marks for the assessment by a stated amount • Assignment marked but with plagiarised sections treated as direct quotes, where student resubmits with references by a date determined by the Program Manager or nominee
7 to 9	<p>Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties:</p> <ul style="list-style-type: none"> • Reduction of marks for the assessment by a stated amount • Zero marks in relation to a specific component of the assessment task
10 to 14	<p>Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties:</p> <ul style="list-style-type: none"> • Zero marks in relation to a specific component of the assessment task • Zero marks for the assignment
15 to 18	<p>Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties:</p> <ul style="list-style-type: none"> • Zero marks for the assignment • Annulled grade (ANN) and zero marks for the unit
18+ points	<p>Students must participate in on-campus workshop(s) and/or online academic integrity program(s). Plus one of the following penalties:</p> <ul style="list-style-type: none"> • Annulled grade (ANN) and zero marks for the unit • Recommendation to the Academic Director to suspend the student for one or more study periods • Recommendation to the Academic Director to terminate the student

Upon request of a Program Manager in presenting compelling and/or compassionate reason, the Academic Director or nominee may determine an alternative outcome for an Academic Integrity Breach.

This approach is similar to Deakin College's Procedure and based on Deakin University's Student Academic Integrity Policy and Procedure and has been developed from 'Benchmark Plagiarism Tariff' by Peter Tennant and Gill Rowell, plagiarismadvice.org