

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
Initial Issue Date	21/06/2019

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
6/2/2024	2.1	Adjustment of some penalties	Academic Director
15/03/2024	2.2	Major Update to the Procedure	Student & Academic Services Manager

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

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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 & Evaluation following suspicion of an Academic Integrity Breach

2.1.1. In Study Period assessments

Once a potential academic integrity breach is suspected the Teacher, teaching the unit will do the following:

- Investigate and verify the nature and seriousness of the potential academic integrity breach.
- Email the 'Potential Academic Integrity Breach for Assessment X, in Unit: X, detected' notification to the student via the Student Portal, giving them the opportunity (5 working days) to respond to the allegation.
 - The 'Potential Academic Integrity Breach for Assessment X, in Unit: X, detected' notification will inform the student of the following:
 - Potential Academic Integrity was detected in their recently submitted assessment.
 - Invite them to respond to the allegation within 5 working days either via email or in person.
 - Advising the student that if they do not take up the opportunity to respond to the allegation within the stated timeframe, the investigation will go ahead without their feedback.
 - Once the deadline has passed, the Teacher investigates the potential academic integrity breach, considering all the evidence.
 - Determine the severity of the breach.
 - Consult with the Unit Coordinator / Program Manager, for context and to determine the penalty.
- Complete the Investigation of Potential Academic Integrity Breach form and attach all relevant evidence which outlines the seriousness and type of breach, and the penalty imposed (as per Schedule A).
- Notify the student via the Student Portal using notification: 'Outcome of Academic Integrity Breach Investigation for Assessment X, in Unit: X '
- The 'Outcome of Academic Integrity Breach Investigation for Assessment X, in Unit: X 'Notification will include the following:
 - The nature of the breach.
 - Penalty imposed.
 - Right to appeal

Student and Academic Services will:

- Record the details outlined, penalties imposed on the Investigation of Potential Academic Integrity Breach Academic Integrity form on the Academic Integrity Breaches Register.
- Record the penalty points (if applicable) in the Student Management System.
- File the Investigation of Potential Academic Integrity Breach form in the student's eFile.

2.1.2. End of Study Period examination

Once a potential academic integrity breach is suspected by the Invigilator, they will do the following:

- Complete the Allegation of Exam Misconduct Reporting Form, on which outline the details of the misconduct, attaching any evidence that may have been collected at the time of detection.

Student and Academic Services will:

- Record the details of the potential breach on the Academic Integrity Breaches Register.
- Investigate if there has been any previous misconduct recorded.
- Forward the Investigation of Potential Academic Integrity Breach form to the relevant Program Manager.
- Record the outcome on the Academic Integrity Breaches Register.
- Record the penalty points (if applicable) in the Student Management System.
- File the Investigation of Potential Academic Integrity Breach form in the student's eFile.

Program Manager / Discipline Lead will:

- Invite the student to attend an interview (if applicable).
- Review the form, supporting documentation, and if available, the student's response.
- In consultation with the Academic Director, determine the outcome of the investigation and the penalty to be imposed (refer to Schedule A).
- Advise the Unit Coordinator and Student & Academic Services of the outcome of the investigation and the penalty to be imposed.
- Advise Student & Academic Services of any grade changes at the Board of Examiners.

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, Teacher 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	
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 <ol style="list-style-type: none"> Admission to Curtin College – such as false academic records. Assessment outcomes. Academic progress. 				16	

		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	
Cheating	Unauthorised possession of aids or information during an assessment (including examinations and tests) regardless of use of these in completing the assessment. OR Failure to comply with directions about the assessment (e.g. speaking during examination), OR (including examinations and tests), Spoken or other forms of communication of information between students during the examination or test, unless authorised to do so.				10		
	The use of unauthorised possession of aids or information during an assessment (including examinations and tests).					16	
	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	
	The unauthorised use of digital assistance (Translators, Generative AI, etc.) in a submitted assessment	<20% impact#		4			
		<50% impact#			6		
<80% impact#					10		
>= 80% impact#						16	

*** Critical aspects are key ideas central to the assessment as determined by the Unit Coordinator / Program Manager/ Academic Director**
Impact of the use of unauthorised digital assistance as determined by the Unit Coordinator / Program Manager/ Academic Director

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 mark for the assessment.
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 assessment. • 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