

- PROCEDURE -  
**Academic Integrity**

# Procedure Statement

## Purpose

This procedure supports TAFE SA's Academic Integrity Policy by providing the mechanism for dealing with allegations of suspected and evident cases of academic misconduct thus ensuring academic integrity in all aspects of teaching and learning.

## Scope

This procedure applies to all TAFE SA staff and students engaged in any form of education and training activity and includes third party delivery partners.

## Procedure Detail

Academic misconduct can be categorised as:

- > plagiarism
- > collusion
- > contract cheating
- > bribery or coercion
- > fabrication or falsification of data
- > unauthorised use of notes, technology and devices in exam situations.

Where the allegation is against a staff member, the matter must be reported to the Educational Manager and the Human Resources Business Partner to be addressed as a separate process under the jurisdiction of the TAFE SA Respectful Behaviours Policy.

There is no statute of limitations for academic misconduct. Discovery of misconduct may be detected and acted upon at any time including before course commencement, during or after course completion and may have admission, credit, pathway and issuance implications. If suspected academic misconduct is identified, it must be investigated in accordance with this procedure.

## Procedure for Academic Misconduct

The following documents are matrices and flowcharts that form part of this Procedure. In the event of any inconsistencies between one of these documents and the text in this Procedure, the text will prevail.

| Attachment | Description  |
|------------|--|
| A          | Flowchart for Academic Misconduct                        |
| B          | Matrix: Academic Misconduct (New Student)                |
| C          | Matrix: Academic Misconduct (Continuing TAFE SA Student) |
| D          | TAFE SA Academic Misconduct Register                     |

## 1. Recording and investigating allegation of Academic Misconduct

### 1.1 Use of the TAFE SA Academic Misconduct Register.

- (a) All staff who are responsible for managing, investigating, or determining an allegation regarding Academic Misconduct, will record current, accurate and detailed records (including links to any documentary evidence that may be available) on the Academic Misconduct Register.

### 1.2 Concerns identified by staff, students, or the public.

- (a) The procedures for recording and investigating concerns of Academic Misconduct are illustrated in Attachment A.
- (b) Where staff or a student identifies or is made aware of a concern relating to possible Academic Misconduct the matter will be referred to the nominated Academic Integrity Officer of the program area who will record the concern in the Academic Misconduct Register.
- (c) The Academic Integrity Officer will within **7 days**:
  - (i) identify whether or not the alleged conduct relates to either:
    - Matrix: Academic Breach and Academic Misconduct (New Student) – Attachment B will apply
    - Matrix: Academic Breach and Academic Misconduct (Continuing Student) – Attachment C will apply;
  - (ii) identify whether the student has any previous adverse finding of Academic Misconduct at TAFE SA;
  - (iii) notify the lecturer of the Program Area to investigate the matter and conduct a student review for classification of a decision by a Tier 1 or Tier 2 Decision Maker, depending on the severity of misconduct.

## 2. Investigation of Academic Misconduct

2.1 Investigations are to be conducted as swiftly as practicable following the occurrence of the alleged misconduct, but in any event within **14 days** of the allegation being reported; having regard to the circumstances and subject matter of the allegation.

2.2 At any time during the investigation the lecturer may seek advice from relevant experts within TAFE SA, including the Business Unit Directors, Educational Manager, Principal Lecturer, Manager for Student Services and Manager of International Operations, provided such experts do not have a conflict of interest.

2.3 At any time during an investigation a lecturer conducting the investigation may refer the allegation to the Academic Integrity Officer for allocation to another lecturer or Principal Lecturer for reasons including:

- (a) Lecturer having a conflict of interest; or
- (b) Lecturer changing the nature of their appointment.

### 3. Student interviews

- 3.1 As part of the investigation, the lecturer conducting the investigation will take reasonable steps to interview the student.
- 3.2 Any student interview will be held as soon as practicable following the occurrence of the alleged misconduct, but in any event within **28 days** of the allegation being reported.
- 3.3 Interviews may be conducted in person, by telephone, teleconference, videoconference, or by any other means provided that the student's preference is considered when making that decision.
- 3.4 The student may be accompanied at any interview by a support person, who may be a friend or a family member.
- 3.5 The lecturer conducting the investigation may be accompanied by another staff member. That person may only act as an observer or a note-taker during the interview,
- 3.6 A student will be given reasonable notice and opportunity to attend an interview. If, after reasonable steps have been made to contact the student and the student fails to attend the interview, the lecturer conducting the investigation may conclude the investigation for consideration by the Tier 1 or Tier 2 Decision Maker.
- 3.7 The Tier 1 or Tier 2 Decision Maker will take into consideration any relevant written materials submitted by the student before coming to a decision.

### 4. Decisions, outcomes, and notifications

- 4.1 Following an investigation, the Tier 1 or Tier 2 Decision Maker will either:
  - (a) dismiss the allegation, if there is insufficient evidence to determine Academic Misconduct; or
  - (b) determine that an act of Tier 1 (Minor or Concerning) Academic Misconduct or Tier 2 (Serious) Academic Misconduct has occurred (as described in Attachments B and C).
- 4.2 A determination of Academic Misconduct is not based on the existence of any previous incident by the student. However, this may determine the appropriate outcome to be imposed. The Tier 1 or Tier 2 Decision Maker can make a decision based on the information within the Academic Misconduct Register (Attachment D).
- 4.3 The outcome(s) imposed will:
  - (a) be consistent with any guides or resources published by TAFE SA related to misconduct and outcomes;
  - (b) include mandatory outcome(s) (if applicable) as set out in Attachment B or C
- 4.4 Within **7 days** of concluding the investigation and coming to a decision, the Tier 1 or Tier 2 Decision Maker will record any dismissal or finding of Academic Misconduct and outcome imposed in the Academic Misconduct Register.
- 4.5 The Tier 1 or Tier 2 Decision Maker will notify:

(a) the student in writing, of the decision, reason for the decision and outcome(s) imposed; and

(b) the relevant lecturer of the decision and outcome(s) imposed.

4.6 The notice to the student will include information about their **right to appeal** the decision of The Tier 1 or Tier 2 Decision Maker in accordance with TAFE SA's Customer Resolution and Feedback Procedure. If the finding relates to an international student, and the outcome imposed is the suspension, exclusion, or expulsion of the student from TAFE SA, the notification to the student will also advise that:

(a) the suspension, exclusion or expulsion will be reported to any relevant government department or agency;

(b) the Student needs to seek advice from the relevant government department or agency on the potential impact on their student visa; and

(c) the suspension or cancellation will not take effect until TAFE SA's internal appeals process is completed.

## Definitions

| Term                         | Definition   |
|------------------------------|--|
| Academic Integrity           | A commitment, even in the face of adversity, to the fundamental values of honesty, trust, fairness, respect, responsibility, and courage (International Centre for Academic Integrity, 2014).  |
| Academic Misconduct          | Acting dishonestly in an assessment task or examination in order to gain an unfair advantage for themselves or other students.   |
| Academic Misconduct Register | A central register that records Tier 1 and Tier 2 instances of Academic Misconduct. Findings of Academic Misconduct will also be used to trace cases of repeated misconduct.   |
| Bribery or Coercion          | Persuading someone to act in one's favour by a gift of money or other inducement including the use of force or threats in order to gain any academic advantage.  |
| Collusion                    | A form of cheating where people work together in a deceitful or secretive way to develop a submission for an assessment task which has been restricted to individual effort.   |
| Continuing Student           | Any student who does not meet the definition of a New Student.   |
| Contract Cheating            | The practice of engaging a third-party to undertake part or all of an assessment tasks or other academic work on behalf of a student.<br><br>Examples include but are not limited to:<br><br>> outsourcing, purchasing, exchanging, selling, or offering to outsource, purchase, exchange, or sell any whole or part of an |

|                                     |  |
|-------------------------------------|--|
|                                     | <p>assessment task, whether pre-written or specially prepared, including through the unauthorised or improper use of internet or file-sharing sites;</p> <ul style="list-style-type: none"> <li>&gt; undertaking part or all assessment tasks for another student, or submitting an assessment task produced, in part or fully, by another person, including a friend, family member, current or former student, private tutor or a staff member; or</li> <li>&gt; impersonating another person or allowing a third party to impersonate oneself for the purposes of undertaking an examination or assessment task.</li> </ul> <p>Under the <i>Prohibiting Academic Cheating Services Act 2019</i> it is a criminal offence to provide or advertise an academic cheating service on a commercial basis.</p> <p><b>Contract cheating cases must be reported to Quality Partnerships who will contact the TEQSA Integrity Unit. The Unit will instigate further investigation in accordance with the <i>Prohibiting Academic Cheating Services Act 2019</i>.</b></p> |
| <b>Educational Response</b>         | <p>A response by the relevant Business Unit.</p> <p>Reflects the consequence of a Tier 1 (Minor) Academic Misconduct where a student will be required to:</p> <ul style="list-style-type: none"> <li>&gt; discuss their work with academic staff if they are uncertain about how to avoid subsequent breaches of academic integrity;</li> <li>&gt; undertake an alternative form of assessment to provide evidence of attaining the requirements of the component of study; and/or</li> <li>&gt; receive the lowest level of pass for the assessment activity.</li> </ul>  |
| <b>Fabrication or Falsification</b> | <p>Altering or making untrue statements in an academic context such as about academic records of attendance, participation or identity. Changing data or other information that is not one's own.</p>  |
| <b>New Student</b>                  | <p>A student enrolled in a TAFE SA courses at the time of the alleged academic misconduct who:</p> <ul style="list-style-type: none"> <li>&gt; has been enrolled for two or fewer teaching periods at TAFE SA in either a full-time or part-time capacity; and</li> <li>&gt; has not been found to have committed an act of academic misconduct at TAFE SA previously</li> </ul>   |
| <b>Penalty</b>                      | <p>Reflects the consequence of a Tier 1 (Concerning) or Tier 2 (Serious) Academic Misconduct where a student can be subject to:</p> <ul style="list-style-type: none"> <li>&gt; failing the assessment; and/or</li> <li>&gt; suspension (suspends the enrolment as a student for a temporary period); or</li> </ul>  |

|                            |   |
|----------------------------|---|
|                            | <ul style="list-style-type: none"> <li>&gt; exclusion (restricts a student from class or use of a facility for a temporary period); or</li> <li>&gt; expulsion (terminates a student's right to enrol in TAFE SA).</li> </ul> <p>The application of the above penalties depends on the severity of the misconduct.</p>  |
| <b>Plagiarism</b>          | <p>Intentionally or unintentionally presenting someone else's academic work or ideas as your own without attributing appropriate acknowledgement and reference to the true author or creator. It is a type of intellectual theft.</p> <p>Plagiarism includes copying either identically, substantially or in essence:</p> <ul style="list-style-type: none"> <li>&gt; sentences or whole passages of written text or material from electronic resources without appropriate paraphrasing and referencing the original source or writer</li> <li>&gt; another person's ideas, creative work, images, sounds, computer code or software</li> <li>&gt; another student's assessment tasks in whole or in part, unless this is specifically allowed in the course outline</li> <li>&gt; submitting work completed by several people or in a group as your own individual work.</li> </ul> |
| <b>Procedural Fairness</b> | <p>A just and proper decision-making process that is appropriate to the circumstances, where decisions are made without bias, are supported by evidence, and communicated with adequate notice and with valid reasons.</p>  |
| <b>Program Area</b>        | <p>An area within TAFE SA which has ownership and responsibility for delivery and supervision of a course or a unit.</p>  |
| <b>Type of Misconduct</b>  | <p><u>Tier 1a (Minor)</u></p> <p>An unintentional offence. The academic misconduct could be by a first year or new student to TAFE SA. This could also be their first misdemeanour. (Requires an Educational Response)</p> <p><u>Tier 1b (Concerning)</u></p> <p>Negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage. (Requires an Educational Response and/or Penalty imposed)</p> <p><u>Tier 2 (Serious)</u></p> <p>A deliberate and planned attempt to gain academic advantage where otherwise marks would not have been awarded. (Requires an Educational Response and/or Penalty imposed)</p>   |

## Roles and Responsibilities

| Position                              | Responsibility  |
|---------------------------------------|---|
| Academic and Quality Committee        | The Committee is a sub-committee of the TAFE SA Board. It provides advice to the Board on compliance and quality matters relating to quality teaching and learning and receives report on academic integrity. It oversees the conduct and outcomes of courses and qualifications provided by TAFE SA to raise quality standards beyond compliance.  |
| Higher Education Academic Board       | The Board is a sub-committee of the TAFE SA Board. It maintains TAFE SA wide oversight and initiates action (where necessary) on academic standards and quality assurance processes for higher education accredited courses.  |
| Educational Manager                   | <p>Ensures an environment of academic integrity.</p> <p>Supports and trains all staff involved in the detection of and response to Academic Misconduct to respond in a fair, consistent, transparent, and timely manner in accordance with TAFE SA's policies and procedures.</p> <p>Reports cases of academic misconduct to the Academic Governance Committee, Academic and Quality Committee and/or the Higher Education Academic Board.</p> <p>Acts as a Tier 2 Decision Maker on allegations of Academic Misconduct and determines the appropriate educative interventions and penalties (excluding suspension and expulsions).</p> <p><b>Where the recommended penalty is a suspension or an expulsion, the matter shall be referred to the Chief Executive for determination.</b></p> |
| Principal Lecturer/Course Coordinator | <p>Promotes Academic Integrity by supporting learning and assessment good practice and adhering to the Professional Conduct Standards outlined in the Code of Ethics for the South Australian Public Sector.</p> <p>Supports lecturers during the process of managing suspected or evident academic misconduct.</p> <p>Analyses trends relating to allegations and findings of academic misconduct and advises the relevant lecturers about appropriate educational interventions.</p> <p>Oversees the development and implementation of appropriate academic integrity education within the program or teaching area in collaboration with the Centre for Educator Practice.</p> <p>Ensures that all cases of academic misconduct are managed consistently with this policy.</p>           |



|                                   |  |
|-----------------------------------|--|
|                                   | <p>Ensures that all records relating to allegations and investigations into academic misconduct are secure and confidential.</p> <p>Acts as a Tier 1 Decision Maker on allegations of Academic Misconduct and determines the appropriate educative interventions and penalties.</p>  |
| <b>Academic Integrity Officer</b> | <p>The program area or faculty staff member who is nominated as the key contact and coordinator responsible for Academic Integrity matters.</p> <p>This person plays a crucial role in maintaining academic integrity within the program or faculty as outlined in this Policy and helps ensure that allegations of academic misconduct are responded to appropriately and recorded in the Academic Misconduct Register.</p>   |
| <b>Lecturer</b>                   | <p>Adheres to the Professional Conduct Standards outlined in the Code of Ethics for the South Australian Public Sector.</p> <p>Ensures class norms are established at the outset of a course relating to academic integrity and the behavioural expectations as set out in the Student Code of Conduct, along with consequences of not abiding by these norms.</p> <p>Provides agreed and published class norms for greater consistency in response to classroom management issues by different staff working with the same student group.</p> <p>Ensures students are aware of acknowledgement and referencing practices that apply to each assessment task.</p> <p>Facilitates and/or provides mechanisms for students to provide a declaration of ownership with each assignment or assessment task submitted.</p> <p>Consistently and diligently uses available tools and methods to detect academic misconduct. This may include the use of TAFE SA approved and supported text matching tools (e.g., Turnitin) to assist in determining if plagiarism has occurred.</p> <p>Investigates and manages cases of academic misconduct with:</p> <ol style="list-style-type: none"> <li>a. an educative approach to suspected academic misconduct</li> <li>b. consistent and fair judgement.</li> </ol> <p>Advises the Principal Lecturer (or Academic Integrity Officer) of reportable instances of contract cheating and/or other illegal practices.</p> |
| <b>Student</b>                    | <p>Acts honestly and truthfully in all dealings with TAFE SA and ensures academic work is their own.</p> <p>Where another's work is used by consent, the source will be acknowledged according to the referencing guidelines for the course.</p>   |

|   |  |
|---|--|
|   | <p>Where applicable, each submitted assignment or assessment will include a declaration of ownership.</p> <p>Ensures their work is not copied by another student unless they have given specific permission. If it is suspected that work has been copied without permission, inform the lecturer immediately.</p>   |
| <b>Employer</b>   | <p>Ensures that the learning environment within the workplace supports academic honesty and integrity.</p> <p>In addition to remunerated employees, the employer's 'staff' can include apprentices, trainees, and students on work experience/vocational placement. Staff may be part of learning and assessment at the work site or external to the work site.</p> <p>If the employer becomes aware or suspects academic misconduct, they must advise their key contact within TAFE SA as soon as possible.</p> |
| <b>Third party provider</b>   | <p>Ensures the requirements of this Policy and the Academic Integrity Procedure are implemented when delivering to students on TAFE SA's behalf.</p>   |
| <b>Support staff</b><br>(e.g., from Student Experience, International Unit, Admissions, Centre for Educator Practice) | <p>Help students and staff to understand the importance of academic integrity and assist them through the process where academic misconduct occurs.</p> <p>Maintain academic integrity throughout the whole student lifecycle i.e., from admission through to issuance.</p>  |

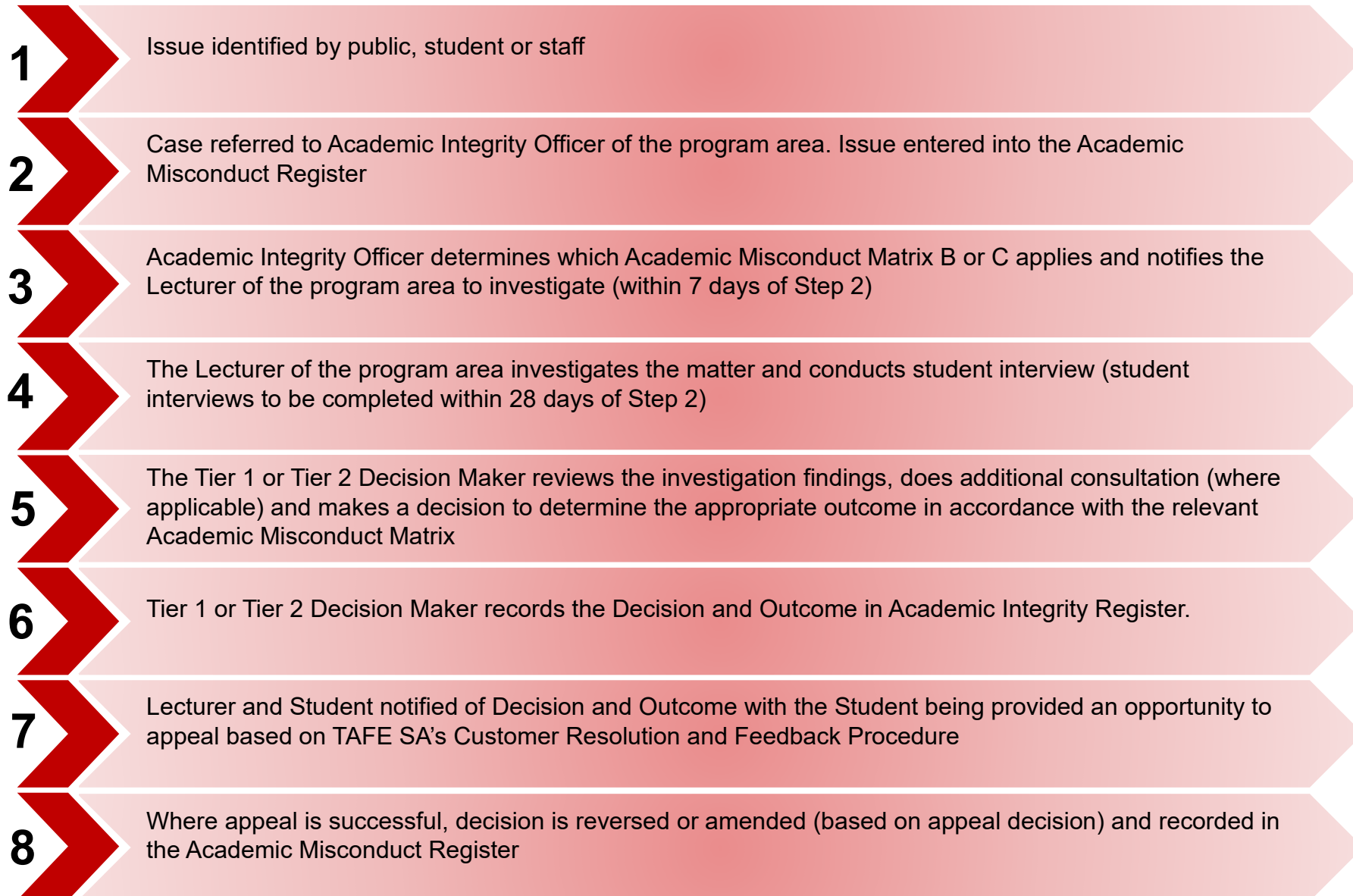
## Associated Documents and References

| Reference Number   | Document/Reference Title  |
|--|---|
| TBD  | Academic Integrity Policy   |
| PPMF TAFESA 164  | Customer Resolution and Feedback Procedure  |
| PPMF TAFESA 136  | Student Conduct and Disciplinary Policy   |
| PPMF TAFESA 1012   | Assessment Policy   |
| PPMF TAFESA 140  | Information Management – Records Management Policy  |
| PPMF TAFESA 1021   | International Students: Attendance and Course Progress Policy   |
| PPMF TAFESA 188  | Fraud and Corruption Policy and Procedure   |
| PPMF TAFESA 1010   | Respectful Behaviours Policy  |
| <i>TAFE SA Rules</i>   | <a href="https://in.tafesa.edu.au/office_of_ce/documents/Attachment2-ConfirmedTAFESARules.pdf">https://in.tafesa.edu.au/office_of_ce/documents/Attachment2-ConfirmedTAFESARules.pdf</a> Note item 2.5 |
| <i>Student Code of Behaviour</i>                             | <a href="https://www.tafesa.edu.au/apply-enrol/before-starting/student-policies/student-code">https://www.tafesa.edu.au/apply-enrol/before-starting/student-policies/student-code</a>                 |
| <i>Academic Integrity Guidance Note</i>                      | <a href="https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity">https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity</a>                   |
| <i>TEQSA Academic Integrity Toolkit</i>                      | <a href="https://www.teqsa.gov.au/academic-integrity-toolkit">https://www.teqsa.gov.au/academic-integrity-toolkit</a>   |
| <i>Code of Ethics for the South Australian Public Sector</i> | <a href="https://publicsector.sa.gov.au/policies-standards/code-of-ethics/">https://publicsector.sa.gov.au/policies-standards/code-of-ethics/</a>   |
| <i>TEQSA Act Amendment</i>                                   | The Prohibiting Academic Cheating Services Act 2019 amends the <i>Tertiary Education Quality and Standards Agency Act 2011</i>  |

## Document Control

|                  |                |   |   |
|------------------|----------------|---|---|
| Approved by      |                |   |   |
| Policy Owner     | Penny Johnston | Title   | Executive Director,<br>Academic Development |
| Contact person:  | Anna Cirillo   | Telephone   | 0438 236 026                                |
| Responsible Unit |                | Quality Partnerships (Higher Education and Schools) |   |
| Version number   |                | 1.2   |   |
| Date of approval |                | 14/10/2021  |   |
| Next Review Date |                | 14/10/2023  |   |
| PPMF ID          |                | PPMF   TAFESA   1185                                |   |

## ATTACHMENT A- Flowchart for Academic Misconduct



## ATTACHMENT B - Academic Misconduct: New Student Matrix

| CRITERIA                             |   | Minor Misconduct   | Concerning Misconduct   | Serious Misconduct   |
|--------------------------------------|---|--|---|--|
| <b>Form or extent of the conduct</b> |   | Student conduct which by its form and/or extent represents an act of <b>minor and unintentional</b> Plagiarism   | Student conduct which by its form and/or extent represents a <b>moderate or concerning breach</b> of academic integrity   | Student conduct which by its form and/or extent represents a <b>significant or serious breach</b> of academic integrity  |
| <b>FORM OF CONDUCT</b>               | <b>PLAGIARISM</b><br><i>Indicative examples</i> | <ul style="list-style-type: none"> <li>Copied some elements of written text (i.e., sentences, paragraph, or isolated paragraphs) or other source material (e.g., computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing or acknowledgement</li> </ul> | <ul style="list-style-type: none"> <li>Copied some elements of written text (i.e., sentences, paragraph, or isolated paragraphs) or other source material (e.g., computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing or acknowledgement</li> <li>Copied some elements of another Student's assignment</li> <li>Duplicated some elements of Student's own work (self-plagiarised) that has been:                             <ul style="list-style-type: none"> <li>published, without proper referencing in the submitted assessment task; or</li> <li>submitted for an assessment task at another time or at another institution, without Lecturer's permission</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Deliberately copied sections or essential elements of written text or other source material (e.g., computer code, designs, figures, multimedia, artefacts) without referencing or acknowledgement – repeat offence</li> <li>Copied sections or essential elements of another Student's assignment</li> <li>Duplicated sections or essential elements of one's own work (self-plagiarised) that has been:                             <ul style="list-style-type: none"> <li>published, without proper referencing in the submitted Assessment Task; or</li> <li>was submitted for an assessment task at another time or at any other institution, without the Lecturer's permission</li> </ul> </li> </ul>  |
|                                      | <b>OTHER CONDUCT</b><br><i>as applicable</i>    |  | <ul style="list-style-type: none"> <li>Received inappropriate editorial assistance from another person on a written assessment task</li> <li>Worked with one or more people on an assessment task when an individual response was required</li> <li>Completed a group assessment task with assistance from another group or other groups when an individual group response was required</li> <li>Misrepresented contributions of individual members to a group Assessment Task</li> </ul>   | <ul style="list-style-type: none"> <li>Submitted an Assessment Task produced, in part or fully, by a third party or undertook an Assessment Task, or part thereof, for another Student</li> <li>Accessed, exchanged, offered for purchase, or sold an assessment item or task</li> <li>Impersonated another Student or allowed a third party to impersonate them in an assessment task</li> <li>Fabricated or falsified content and/or cited and referenced non-existent sources</li> <li>Fabricated or falsified documents (e.g., medical certificates, police reports, academic records) for purposes of assessment</li> <li>Stole another Student's work</li> <li>Coerced, blackmailed, intimidated, or facilitated coercion blackmail or intimidation of another person, or offered or accepted a bribe for an assessment outcome of grade.</li> </ul> |

Source: Edith Cowan University, Griffith University Academic Integrity Framework, TEQSA Academic Integrity Toolkit

## ATTACHMENT B - Academic Misconduct: New Student Matrix

| CRITERIA   | Academic Breach   | Concerning Academic Misconduct   | Serious Academic Misconduct   |
|--|---|--|---|
| <b>Intent of Student</b>   | There is no basis to suggest that the conduct was intentional   | The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage  | The conduct was due to a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded   |
| <b>Impact of conduct</b><br><i>Assessment integrity and TAFE SA reputation</i> | Student made a genuine attempt to address learning outcomes, however, Student's ability is unclear as work, to some extent, relies on that of others  | Student's ability is unclear as work, to some extent, relies on that of others or previous work to address learning outcomes   | Student's ability is not demonstrated as work relies largely or entirely on that of others or previous work or fabricated content and/or sources; or Student's conduct has the potential to undermine assessment integrity more broadly or impact the reputation of TAFE SA   |
| <b>OUTCOME(S)</b>  | <p><i>One or more of the following</i></p> <ul style="list-style-type: none"> <li>• Give the Student a written warning</li> <li>• Require the Student to engage in educational interventions</li> <li>• Require resubmission of an assessment task with the maximum possible mark reduced to the pass mark</li> </ul> | <p><i>One or more of the following</i></p> <ul style="list-style-type: none"> <li>• Give the Student a written warning</li> <li>• Require the Student to engage in educational interventions</li> <li>• Deduct marks in line with the severity of the Academic Misconduct</li> </ul> | <p><i>Optional</i></p> <ul style="list-style-type: none"> <li>• Require the Student to engage in educational interventions</li> </ul> <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> <li>• Deduct marks in line with the severity of the Academic Misconduct</li> <li>• Disallow any marks for the assessment task which the Academic Misconduct relates to</li> <li>• Record a Fail by the Student in the relevant unit or subject</li> <li>• * Suspend the Student from TAFE SA, for no more than 12 months</li> <li>• * Expel the Student from TAFE SA</li> </ul> <p>* Refer to Chief Executive for determination</p> |
| <b>Decision Maker</b>  | <b>Principal Lecturer/Course Coordinator – Tier 1 Decision Maker</b>  | <b>Principal Lecturer/Course Coordinator – Tier 1 Decision Maker</b>   | <b>Educational Manager – Tier 2 Decision Maker</b>  |

## ATTACHMENT C - Academic Misconduct: Continuing Student Matrix

| CRITERIA   |   | Concerning Academic Misconduct  | Serious Academic Misconduct  |
|--|---|---|--|
| <b>Form or extent of the conduct</b>   |   | Student conduct which by its form and/or extent represents a <b>moderate or concerning breach</b> of academic integrity   | Student conduct which by its form and/or extent represents a <b>significant or serious breach</b> of academic integrity  |
| <b>FORM OF CONDUCT</b>   | <b>PLAGIARISM</b><br><i>Indicative examples</i> | <ul style="list-style-type: none"> <li>Copied some elements of written text (i.e., sentences, paragraph, or isolated paragraphs) or other source material (e.g., computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing or acknowledgement</li> <li>Copied some elements of another Student's assignment</li> <li>Duplicated some elements of Student's own work (self-plagiarised) that has been:               <ul style="list-style-type: none"> <li>published, without proper referencing in the submitted Assessment Task; or</li> <li>submitted for an assessment task at another time or at another institution, without the Lecturer's permission</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Copied sections or essential elements of written text or other source material (e.g., computer code, designs, figures, multimedia, artefacts) without referencing or acknowledgement</li> <li>Copied sections or essential elements of another Student's assignment</li> <li>Duplicated sections or essential elements of one's own work (self-plagiarised) that has been:               <ul style="list-style-type: none"> <li>published, without proper referencing in the submitted assessment task; or</li> <li>submitted for an assessment task at another time or at another institution, without the Lecturer's permission</li> </ul> </li> </ul>  |
|  | <b>OTHER CONDUCT</b><br><i>as applicable</i>    | <ul style="list-style-type: none"> <li>Received inappropriate editorial assistance from another person on a written assessment task</li> <li>Worked with one or more people on an Assessment task when an individual response was required</li> <li>Completed a group assessment task with assistance from another group or other groups when an individual group response was required</li> <li>Misrepresented contributions of individual members to a group Assessment task</li> </ul>   | <ul style="list-style-type: none"> <li>Submitted an assessment task produced, in part or fully, by a third party or undertook an assessment task, or part thereof, for another Student</li> <li>Accessed, exchanged, offered for purchase, or sold an assessment item or task</li> <li>Impersonated another Student or allowed a third party to impersonate them in an Assessment task</li> <li>Fabricated or falsified content and/or cited and referenced non-existent sources</li> <li>Fabricated or falsified documents (e.g., medical certificates, police reports, academic records) for purposes of assessment</li> <li>Stole another Student's work</li> <li>Coerced, blackmailed, intimidated, or facilitated coercion blackmail or intimidation of another person, or offered or accepted a bribe, for an assessment outcome or grade</li> </ul> |
| <b>Intent of Student</b>   |   | The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage   | The conduct was due to a deliberate and planned attempt to gain advantage where otherwise marks may not have been awarded  |
| <b>Impact of conduct</b><br><i>Assessment integrity and TAFE SA reputation</i> |   | Student's ability is unclear as work, to some extent, relies on that of others or previous work to address learning outcomes  | Student's ability is not demonstrated as work relies largely or entirely on that of others or previous work or fabricated content and/or sources; or Student's conduct has the potential to undermine assessment integrity more broadly or impact the reputation of TAFE SA.   |

Source: Edith Cowan University, Griffith University Academic Integrity Framework, TEQSA Academic Integrity Toolkit

## ATTACHMENT C - Academic Misconduct: Continuing Student Matrix

|                       | Concerning Academic Misconduct   | Serious Academic Misconduct   |
|-----------------------|--|---|
| <b>OUTCOME/S</b>      | <p><b>First offence of Academic Misconduct</b><br/><i>One or more of the following</i></p> <ul style="list-style-type: none"> <li>• Give the Student a written warning</li> <li>• Require the Student to engage in educational interventions</li> <li>• Deduct marks in line with the severity of the Academic Misconduct</li> <li>• Disallow any marks for the assessment task which the Academic Misconduct relates to</li> </ul> <p><b>Second offence of Academic Misconduct</b><br/><i>Optional</i></p> <ul style="list-style-type: none"> <li>• Require the Student to engage in educational interventions</li> </ul> <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> <li>• Deduct marks from the relevant assessment task</li> <li>• Disallow all marks for the assessment task which the Academic Misconduct relates to</li> <li>• Record a Fail by the Student in the relevant unit or subject</li> </ul> <p><b>Third offence of Academic Misconduct</b><br/><i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> <li>• Disallow all marks for the assessment task which the Academic Misconduct relates to</li> <li>• Record a Fail by the Student in the relevant Unit or subject</li> </ul> <p><i>Mandatory</i></p> <ul style="list-style-type: none"> <li>• * Suspend the Student from TAFE SA, for no more than 12 months; or</li> <li>• * Expel the Student from TAFE SA</li> </ul> <p>* Refer to Chief Executive for determination</p> | <p><b>First offence of Academic Misconduct</b><br/><i>Optional</i></p> <ul style="list-style-type: none"> <li>• Require the Student to engage in educational interventions</li> </ul> <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> <li>• Disallow all marks for the assessment task which the Academic Misconduct relates to</li> <li>• Record a Fail by the Student in the relevant Unit</li> <li>• * Suspend the Student from TAFE SA, for no more than 12 months</li> <li>• * Expel the Student from TAFE SA</li> </ul> <p><b>Second offence of Academic Misconduct</b><br/><i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> <li>• Disallow all marks for the assessment task which the Academic Misconduct relates to</li> <li>• Record a Fail by the Student in the relevant Unit or subject</li> </ul> <p><i>Mandatory</i></p> <ul style="list-style-type: none"> <li>• * Suspend the Student from TAFE SA, for no more than 12 months; or</li> <li>• * Expel the Student from TAFE SA</li> </ul> <p>* Refer to Chief Executive for determination</p> |
| <b>DECISION MAKER</b> | <b>Principal Lecturer/Course Coordinator –<br/>Tier 1 Decision Maker</b>   | <b>Educational Manager –<br/>Tier 2 Decision Maker</b>  |

Source: Edith Cowan University, Griffith University Academic Integrity Framework, TEQSA Academic Integrity Toolkit



## ATTACHMENT D - Academic Misconduct Register

|                           |                                    | Notes |
|---------------------------|------------------------------------|-------|
| Date                      |                                    |       |
| Course                    |                                    |       |
| Lecturer                  |                                    |       |
| Program Area/Faculty      |                                    |       |
|                           | <b>Student Details</b>             |       |
| Student ID                |                                    |       |
| Student name              |                                    |       |
| New or continuing student |                                    |       |
|                           | <b>Academic misconduct details</b> |       |
| Misconduct category       |                                    |       |
| Details                   |                                    |       |
| Communication sent yes/no |                                    |       |
|                           | <b>Interview with student</b>      |       |
| Date                      |                                    |       |
| Details                   |                                    |       |
|                           | <b>Outcome</b>                     |       |
| Educational Response*     |                                    |       |
| Penalty**                 |                                    |       |
| Student appeal yes/no     |                                    |       |
|                           | <b>Appeal Outcome</b>              |       |
| Successful/unsuccessful   |                                    |       |
|                           | <b>Status</b>                      |       |
| Open/closed               |                                    |       |

\*For Tier 1a (Minor) misconduct

\*\*For Tier 1b (Concerning) and Tier 2 (Serious) misconduct

### Misconduct category

Plagiarism

Collusion

Contract cheating

Bribery or coercion

Fabrication or falsification of data

Unauthorised use of notes or technology in exam

### Misconduct type

Tier 1a (Minor)

Tier 1b (Concerning)

Tier 2 (Serious)