

Academic Integrity and Student Conduct Procedure

1. Preamble

These procedures outline the constitution of panels and the investigative processes for resolving allegations.

2. Procedures

2.1 Investigation of Allegations of Breaches of Academic Integrity

- 2.1.1 The Course Coordinator will be responsible for conducting the investigation of any potential breaches of academic integrity that are identified by assessment markers or examination supervisors or other academic staff.
- 2.1.2 If the evidence before the Course Coordinator is that the student has committed a minor breach of academic integrity which is the result of unintentional poor academic practice and this is the first breach, the student shall not be referred to the Academic Integrity and Progress Committee (AIPC). The Course Coordinator will provide a warning to the student in writing, direct the student to the available academic integrity resources, and consider a referral to the Student Learning Support Adviser. The student will be warned that any future breaches of academic integrity will be referred to the AIPC. The student's work will be awarded a mark that reflects the poor academic practice. The Course Coordinator will record that the student was given a warning in the Institute register of academic integrity and misconduct outcomes.
- 2.1.3 If the Course Coordinator determines that there has been a breach of academic integrity subsequent to a prior warning or finding of misconduct, or an intentional initial breach has occurred, the student shall be referred to the AIPC.
- 2.1.4 The Chair, of the AIPC will consider the evidence and make a determination whether or not to send the allegation to a formal academic integrity hearing.
- 2.1.5 In a case where an academic integrity matter does not proceed to a formal hearing, reasons for the determination will be documented and communicated to the Course Coordinator.
- 2.1.6 Where an academic integrity allegation is sent for a formal hearing, a panel will be constituted of the Chair of the AIPC and two additional members of the AIPC who have no perceived or actual conflict of interest with the student or students concerned.

2.2 Investigation of Allegations of General Misconduct

- 2.2.1 A student or staff member who witnesses or otherwise becomes aware of possible misconduct by a student must report the concern or event to a Course or Program Coordinator, the Head of School, the Academic Registrar or another senior staff member.
- 2.2.2 The relevant staff member to whom the alleged misconduct is reported (the investigator) will investigate the incident or situation and may collect relevant evidence.
- 2.2.3 The investigator reports the possible misconduct and any evidence collected to the Chair of the Academic Integrity and Progress Committee (AIPC) within no more than 24 hours of the complaint or incident but may continue to investigate at the request of the Chair of the AIPC.
- 2.2.4 The Chair of the AIPC will consider the evidence and make a determination whether or not to send the allegation to a formal misconduct hearing.

- 2.2.5 In a case where a general misconduct matter does not proceed to a formal hearing, reasons for the determination will be documented and communicated to the original investigator and any students or staff involved in the incident or complaint.
- 2.2.6 Where a general misconduct matter is sent for a formal hearing, a panel will be constituted of the Chair of the AIPC and two additional members of the AIPC who have no perceived or actual conflict of interest with the student or students concerned. The Head of School does not participate in panel hearings.

2.3 Breaches of Academic Integrity and General Misconduct Hearings

- 2.3.1 A time will be scheduled for the panel to hear the evidence.
 - a) The student will be provided with all evidence ten working days prior to the hearing taking place
 - b) The student will have up to three working days prior to the hearing to provide a written response and/or further evidence
- 2.3.2 The student may attend the hearing and/or provide a written response
- 2.3.3 A student attending the hearing has the right to bring a support person providing the support person is not a practising lawyer.
- 2.3.4 At the commencement of the hearing, the Chair of the Panel will explain the hearing process to the student. The process is as follows:
 - a) The student will be provided the opportunity to speak
 - b) The panel will ask questions of the student
 - c) The student may ask questions of or seek clarification from members of the panel
 - d) The student will leave the hearing while the panel considers its decision. The outcome must be in line with outcomes specified in Schedule A.
 - e) The Panel's determination must be conducted in accordance with the requirements and principles of natural justice.
 - f) Where possible, the student will return to the hearing and be provided with the outcome. If not possible at the time, the decision will be communicated to the student within three working days.
 - g) All hearing decisions will be communicated in writing to students and the relevant Course Coordinator within 5 working days.
 - h) The Course Coordinator will ensure compliance with the recommendations of the Panel.
 - i) The Course Coordinator will communicate to the AIPC secretary the actions taken by the student to comply with the Panel recommendations. This will be recorded in the Institute register of academic integrity and misconduct outcomes.

3. Appealing the Decision

- 3.1.1 An appeal of a decision by the AIPC can be made as equivalent to a formal grievance in accordance with the SSP007 Student Grievance Policy.
- 3.1.2 All appeals must be in writing to the Head of School within five (5) working days of the notice of the decision.
- 3.1.3 Appeals can only be made on the following grounds:
 - a) due process was not followed
 - b) the evidence presented was not adequately addressed
 - c) there is new evidence that could not be made available at the time of the hearing
 - d) the outcome was too severe when compared with equivalent determinations
- 3.1.4 Supporting documents must be submitted with the appeal

- 3.1.5 The Head of School will consider the available evidence and decide to dismiss or uphold the appeal in accordance with the SSP007 Student Grievance Policy.
- 3.1.6 A student has the right to appeal the decision by the Head of School. The student must lodge an appeal through the Executive Director to the Grievance Appeals Committee within five (5) working days and in accordance with the relevant processes of the SSP007 Student Grievance Policy.
- 3.1.7 A new grievance cannot be raised regarding the outcome of a decision by the Grievance and Appeals Committee.

4. Records

- 4.1.1 The AIPC secretary will maintain a confidential register of academic integrity warnings and AIPC academic integrity and misconduct Panel outcomes
- 4.1.2 The AIPC secretary will take minutes at hearings and review meetings and maintain confidential records of relevant material.
- 4.1.3 A summary of all panel hearings and outcomes will be reported back to the full meeting of the AIPC twice per year.
- 4.1.4 A report on academic integrity and student conduct matters and hearings will be made to the Academic Board once per year by the Chair, AIPC.