

## Student Academic Integrity Procedure

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Contacts	policy@imc.edu.au		
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### 1. PURPOSE

This document aims to guide students on appropriate behaviour in all academic work, including assessment tasks and examinations. It also outlines the process involved in investigating, documenting and reporting academic misconduct at the Australian National Institute of Management and Commerce (the Institute). This document should be read in conjunction with the *Student Academic Integrity Policy*.

### 2. PROCEDURES

#### 2.1 Identifying Instances of Academic Misconduct

- a) All assessment tasks and assignments will be subject to testing using text-matching software (e.g., Turnitin) unless the Dean of School responsible for the unit grants an exemption.
- b) Text-matching software may be used in coursework award and non-award units in two ways:
  - i. text-matching software is used as the only method for assignment submission. Students submit to a text-matching assignment link and do not submit the assignment anywhere else; or
  - ii. students submit their assignment through an approved assignment submission system, with text-matching software available as an optional extra function. Students and staff can use the text-matching software to check student work, but assignment submission and return does not depend on the text-matching software.

- c) Students will be permitted to use Turnitin to check assignments during preparation and prior to final submission.
- d) Unit Coordinator/Lecturers/Tutors may request that students provide early drafts of a submitted assessment item. If a student cannot provide a draft, then suspicion may be raised about the authenticity of the work.
- e) Unit Coordinator/Lecturers/Tutors may request that a student provides a verbal defence of their written assessment task as evidence of the student's understanding of the task.
- f) If a student cannot provide a draft or a verbal defence of their work, then suspicion may be raised about the authenticity of the work.

## **2.2 Reporting Instances of Academic Misconduct**

- a) Any person may report an allegation of academic misconduct. All allegations must be in writing to the relevant Unit Coordinator or the Academic Integrity Officer.
- b) Where academic misconduct is suspected, the Unit Lecturer will summarise the key issues and evidence in writing and supply this material to the Academic Integrity Officer
- c) If cheating during an examination is found, the examination supervisor will complete an "Examination Incident Report" and submit this report to the Academic Integrity Officer.

## **2.3 Preliminary Review of Alleged Academic Misconduct**

- a) All relevant forms and reports regarding alleged academic misconduct will be submitted to the Academic Integrity Officer, who will determine whether there is sufficient evidence to convene the Academic Integrity Panel.
- b) The Academic Integrity Officer will notify the student in writing through their Institute email account within 5 working days that an allegation of academic misconduct has been made against them. Details of the alleged academic breach will also be included in the email. The student will be invited to respond to the allegations in writing.
- c) The student may be invited to attend an interview with the Academic Integrity Panel to discuss the allegation.

## **2.4 Formal Inquiry of Academic Misconduct**

- a) A student may choose not to respond to the allegation in writing and instead appear in person before the Academic Integrity Panel.
- b) If a student wishes to respond to the allegations in person, he or she is entitled to be accompanied by a support person.
- c) Any information supplied by a student to the Academic Integrity Panel at the interview will be recorded and form part of the material to be evaluated by the Academic Integrity Panel in relation to the allegation.

- d) If a student does not respond to the allegations in writing or in person, the formal inquiry will proceed in their absence.
- e) After an interview with the student, or in the absence of a response from a student, the Academic Integrity Panel will evaluate the evidence available and, if necessary, seek other input from relevant persons such as academic staff, other students and academic administrators to determine whether an allegation of academic misconduct can be substantiated.
- f) The Academic Integrity Panel will also investigate whether the student has previously breached this policy by checking the student's record in the Student Academic Misconduct Register. If there is evidence that the student has previously breached this policy, this information will be incorporated into the material considered by the Academic Integrity Panel in determining any penalty for breach of the policy.
- g) The Academic Integrity Panel in determining whether an allegation of academic misconduct has been substantiated will apply a "balance of probabilities" test., and will:
  - i. apply an open, impartial, and unbiased mind;
  - ii. base its findings and recommendations solely on the evidence collected prior to and presented in the interview, supplemented by further post-interview input from relevant persons;
  - iii. maintain complete confidentiality about the matter; and
  - iv. exclude evidence from anyone who has a personal relationship with the student or has direct or indirect financial or personal interest with the student or otherwise has a conflict of interest.
- h) If the Academic Integrity Panel finds that an allegation has not been substantiated on the balance of probabilities, the Academic Integrity Officer will supply a report on behalf of the Panel to the Dean of the School in which the student is enrolled. The Dean of the School in which the student is enrolled will inform the student of the outcome of the formal investigation of an allegation of academic misconduct.
- i) If the Academic Integrity Panel finds the allegation substantiated and that unintentional academic misconduct has occurred, the Panel will determine the penalty to be applied in accordance with clause 5.1 of this policy. The Academic Integrity Officer will supply a report on behalf of the Panel to the Dean of the School in which the student is enrolled.
- j) If the Academic Integrity Panel finds the allegation substantiated and that intentional academic misconduct has occurred, the Academic Integrity Officer will supply a report on behalf of the Panel to the Dean of the School in which the student is enrolled.
- k) The Dean will determine the penalty to be applied in accordance with clause 5.2 or 5.3 of this policy after a review of the evidence and the report.
- l) The student will be notified of the outcome in writing through their Institute email account within 5 working days of the formal inquiry.

- m) The student has 5 working days to lodge and appeal after receiving notice of a penalty.
- n) The Academic Integrity Officer will keep records of enquiries into allegations of academic misconduct by the Academic Integrity Panel and the penalties applied in each case. Records kept by the Academic Integrity Officer will be used to update the Academic Misconduct Register.

### **3. PENALTIES FOR ENGAGING IN ACADEMIC MISCONDUCT**

#### **3.1 Unintentional Academic Misconduct (including plagiarism)**

If it is determined by the Academic Integrity Panel that unintentional academic misconduct has occurred, one or more of the following actions may be approved by the Panel:

- The student is appropriately counselled, issued with a warning, and no marks deducted;
- The mark for the assessment task may be reduced by a maximum of 20%;
- The student may be required to rewrite and resubmit the assessment task for a maximum possible mark of 50%;

#### **3.2 Intentional Academic Misconduct (including plagiarism)**

If it is determined that intentional academic misconduct has occurred, one or more of the following penalties may be applied by the Dean:

- Reduce the mark for the assessment task by at least 60%;
- Require the student to rewrite and resubmit the assessment task for a maximum possible mark of 40%;
- Reduce the grade for the unit to the next lower grade; or
- Award the grade of Fail for the unit.

In the case of a student against whom an allegation of intentional academic conduct has been found to be substantiated and a penalty awarded under clause 3.2, that student is not eligible to make application for a re-sit examination within the terms of clause 6.3 of the Examination Policy and Procedures regardless of receiving a mark between 40%-49% in the unit, as a finding of intentional academic misconduct means that the student has not satisfactorily completed all assessment tasks in the unit as required by the Examination Policy and Procedure.

A record stating that the student has been counselled, including a description of the Policy breach, countersigned by the appropriate Unit Coordinator, will be placed in the student's file within the School.

A record stating that the student has committed a breach of the Student Academic Integrity Policy will be placed on the Academic Misconduct Register.

### **3.3 Extreme Cases of Academic Misconduct**

If it is determined that a student has engaged in repeated cases of intentional academic misconduct, or one case of extreme academic misconduct, then more severe penalties may be imposed. The Dean may recommend to the Academic Board:

- Exclusion from enrolment in a particular unit or course for a period up to two semesters;
- Expulsion from the Institute. This means that the student's enrolment is terminated, and the student will not be permitted to re-enrol any time in the future at the Institute.

The Dean will make his/her recommendation to the Academic Board for exclusion from enrolment in a unit or termination of candidature at the Institute after the 5-day student appeal period. Exclusion from enrolment in a unit, or termination of candidature at the Institute, requires approval of the Academic Board.

## **4. RECORDING ACADEMIC MISCONDUCT**

Records in hard copy are placed on the Academic Misconduct Register. They will be destroyed 3 years after a student has graduated or 5 years after the student was last enrolled at the Institute, whichever is the earlier. Students may have access to their records placed on the register.