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1 PURPOSE

- 1.1 This procedure establishes CQUniversity's principles and processes for managing alleged academic misconduct by enrolled and former students.

2 SCOPE

- 2.1 The scope of this procedure is broad, covering a wide range of behaviours and activities, including:
- plagiarism – the presentation of work, ideas or data of others as one's own, without appropriate acknowledgement and referencing including self-plagiarism
 - self-plagiarism – the presentation of one's own work for more than one assessment, without acknowledgement and referencing
 - cheating – fraud, dishonest or deceit of any kind in relation to an academic assessment
 - other academic misconduct – any other act or omission that can be regarded as academically dishonest (see section 3.3 in [identifying academic misconduct](#) and [definitions](#) for details)
 - non-compliance, without reasonable excuse, with any direction, penalty or outcome made or imposed under this procedure.
- 2.2 This procedure applies to enrolled and former students who are undertaking or have undertaken higher education undergraduate and postgraduate coursework courses and units and coursework units in postgraduate research courses. References to 'student' in this procedure may include 'former CQUniversity student', unless otherwise stated.
- 2.3 Staff who are enrolled or former students in coursework courses or units will be considered as staff members and dealt with under the current [CQUniversity Enterprise Agreement](#), in any consideration of academic misconduct.

- 2.4 Students enrolled in postgraduate research courses are covered under the [Student Research Misconduct Policy and Procedure](#), except when enrolled in coursework units as stated in section 2.2.

3 PROCEDURE

Academic integrity

- 3.1 CQUniversity values academic honesty and integrity, and demands ethical behaviour in all aspects of academic endeavours. The University investigates and deals with incidents of misconduct among its student community and by former students in a consistent manner, affording natural justice, and deciding outcomes and penalties that are appropriate, fair and just.
- 3.2 Academic integrity is a key principle underlying the CQUniversity's award of marks and grades for assessments and exams and students must ensure that the work they submit for assessment is their own, acknowledging the work, ideas, and data of others. As a self-accrediting higher education institution, the CQUniversity places the highest value on the integrity of its assessments, and will take steps to address academic misconduct as detailed in this procedure.

Identifying academic misconduct

- 3.3 Academic misconduct is defined as any action or attempted action that may result in an unfair academic advantage to one or more individuals. It covers a wide range of behaviours such as plagiarism, self-plagiarism, cheating, and any other act or omission that can be regarded as academically dishonest, including behaviours described in other relevant CQUniversity policies and procedures. Types of academic misconduct are described in [definitions](#).
- 3.4 Depending on the type of assessment, the assessor, examination invigilator or other member of staff who reasonably suspects a possible case of academic misconduct will bring it to the attention of the Unit Coordinator with appropriate supporting evidence. The relevant Deputy Dean (Learning and Teaching) or equivalent will be notified of any suspected academic misconduct by a former student.
- 3.5 The Unit Coordinator or nominee, in consultation with the assessor (where appropriate) and with the Learning and Teaching Services Officers (to establish the student's record), then determines whether academic misconduct has taken place.
- 3.6 In any complex cases, including those involving former students, the Deputy Dean (Learning and Teaching) or equivalent, in consultation with the Unit Coordinator, assessor (where appropriate) and Learning and Teaching Services Officers, may determine whether academic misconduct has taken place.
- 3.7 Any incident of plagiarism may be treated as a minor plagiarism incident, rather than as a formal case of academic misconduct, but only if all of the following criteria apply:
- a) the student has no prior record of academic misconduct, and
 - b) the student is in the early stages of their academic study at CQUniversity, defined as the first eight undergraduate units or first four postgraduate units at CQUniversity, and
 - c) the extent of plagiarism is considered to be within the acceptable margins by the Unit Coordinator and/or Deputy Dean (Learning and Teaching) or nominee, with the plagiarised content being minimal (typically, this determination would be based on interpretation of a Turnitin originality report).
- 3.8 All examination incident reports are sent to Learning and Teaching Services by the Examinations Office. Examination incidents not involving an allegation of cheating will be treated as minor examination incidents rather than a formal case of academic misconduct.

Reporting and recording

- 3.9 The Unit Coordinator or nominee has identified an alleged case of academic misconduct and completes an incident report within the Academic Misconduct Database, detailing the nature of the alleged case.
- 3.10 All appropriate details, including relevant assignments, Turnitin reports, and other supporting evidence, must be attached to the incident report within the Academic Misconduct Database for adjudication.

- 3.11 In situations where cases are pending at the time of grade finalisation, the Unit Coordinator is responsible for setting the student's grade to Result Outstanding (RO) until the Academic Misconduct adjudicating and penalising process has been completed.
- 3.12 The Examinations Office sends all examination incidents to Learning and Teaching Services. The Learning and Teaching Officers then complete an incident report for all incidents in the Academic Misconduct Database detailing the nature of the case.

Adjudicating and penalising

- 3.13 The governing principles of deciding outcomes and penalties for offences of academic misconduct shall be the following:
- a) to implement outcomes and penalise the behaviour in a manner which is fair and just in all of the circumstances, and
 - b) to protect and maintain standards of conduct and behaviour in the workplace and the learning environment which allow the University to perform its roles and functions under the *Central Queensland University Act 1998*.

Minor plagiarism incident

- 3.14 The student will be sent correspondence by Learning and Teaching Services with an invitation to respond to the allegation of a minor incident. The student is to respond within five working days of the date of the invitation. Any response from the student will then be taken into account by the Deputy Dean (Learning and Teaching) or nominee in reaching a final decision to:
- a) uphold the minor plagiarism incident
 - b) upgrade to academic misconduct, or
 - c) dismiss the case.
- 3.15 Where the final decision is upheld, the outcomes for a minor plagiarism incident shall be:
- a) a penalty of downgrading the marks or standard of achievement for item/s of assessment, based on the extent of plagiarism. The degree of plagiarism should be considered when applying the penalty and any mark awarded is to be based only on the non-plagiarised content of the submitted work, and
 - b) mandatory successful completion of the Foundations of Academic Integrity or other relevant learning program decided by CQUniversity (see [restricted Moodle access](#)).
- 3.16 Outcomes and penalties for academic misconduct are listed in [Appendix 1](#).
- 3.17 The number of marks deducted will be determined by the Unit Coordinator or nominee. The Unit Coordinator or nominee is ultimately responsible for ensuring the penalty is applied to the student's grade and updated in the relevant systems e.g. Moodle.
- 3.18 If upheld the student's name and details of the misconduct will be recorded centrally as a minor plagiarism incident by the Learning and Teaching Services Officer Team. The minor plagiarism incident will not constitute part of the student's permanent record.
- 3.19 The student will receive correspondence from the Deputy Dean (Learning and Teaching) or equivalent, or nominee. This letter will include details of the final decision and outcome, including any penalty applied.

Minor examination incident (no allegation of cheating)

- 3.20 The student will be issued with a formal warning for a minor examination incident.
- 3.21 The student's name and details of the misconduct will be recorded centrally as a minor examination incident by the Learning and Teaching Services Team. The minor examination incident will not constitute part of the student's permanent record.

Academic misconduct – all types other than minor plagiarism/minor examination incidents

- 3.22 The student (enrolled or former) will be sent correspondence with an invitation to respond from Learning and Teaching Services, to the allegation of academic misconduct. The student is to respond within five working days of the date of the invitation. Any response from the student will then be taken into account by the Deputy Dean (Learning and Teaching) or nominee in reaching a final decision to:
- uphold the academic misconduct
 - downgrade to a minor plagiarism/minor exam incident (if they meet the criteria), or
 - dismiss the case.
- 3.23 The Deputy Dean (Learning and Teaching) will determine the outcome, including any penalty in accordance with the listing in [Appendix 1](#). The Unit Coordinator or nominee is ultimately responsible for ensuring the penalty is applied to the student's grade and updated in the relevant systems e.g. Moodle. Outcomes and penalties for academic misconduct are listed in [Appendix 1](#).
- 3.24 The student's name and details of the academic misconduct will be recorded on the Academic Misconduct Database and will constitute part of the student's permanent record.
- 3.25 The student will receive a notice from the Deputy Dean (Learning and Teaching) or equivalent, or nominee. This notice shall contain the following information:
- details of the basis on which the misconduct was determined
 - the outcome including any penalty imposed, and
 - confirmation that there is no internal right of appeal, except for enrolled students in accordance with the [Academic Appeals Committee Terms of Reference](#) (e.g. new evidence is available or due process was not followed). Former students will be notified of a right to lodge a complaint (external appeal) to the [Queensland Ombudsman](#).

Non-compliance with directions, penalties and outcomes

- 3.26 Non-compliance, including late compliance, without reasonable excuse any direction, penalty or outcome made or imposed under this procedure:
- may be considered academic-related misconduct and result in a further outcome or penalty as listed in [Appendix 1](#), and/or
 - may not be considered an acceptable reason or special or exceptional circumstance beyond a student's control in relation to other CQUniversity policies and procedures (e.g. course or unit withdrawal without academic or financial penalty).
- 3.27 Students who are given a timeline to comply with a direction, penalty or outcome may request an extension of time if they provide documented evidence of a reasonable excuse to the Deputy Dean (Learning and Teaching) or nominated decision-maker within five working days of receiving notice of the direction, penalty or outcome.

Student appeal

- 3.28 An enrolled student can challenge the decision by lodging an appeal to be heard by the CQUniversity's Academic Appeals Committee, according to the [Academic Appeals Policy and Procedure](#). Students are encouraged to seek the assistance of the CQUniversity Student Advocacy Officer in preparing their appeal. All appeals lodged will be processed in accordance with the [Academic Appeals Policy and Procedure](#). This application should be submitted within 20 working days of notification of the outcome of the plagiarism or academic misconduct incident.
- 3.29 Former students dissatisfied with a CQUniversity decision regarding academic misconduct can lodge a complaint with the Queensland Ombudsman. Details on lodging a complaint are on the [Queensland Ombudsman website](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Pro Vice-Chancellor (Learning and Teaching) is responsible for this procedure.
- 4.2 Responsibilities for actions under this procedure are detailed throughout this document.

Reporting

- 4.3 The Pro Vice-Chancellor (Learning and Teaching) or nominee shall provide a report to the Vice-Chancellor's Advisory Committee and Academic Board of plagiarism and academic misconduct cases at the conclusion of each term.

Records management

- 4.4 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Cheating: fraud, dishonesty or deceit of any kind in relation to an academic assessment. Examples include:

- a) contract cheating, such as paying a company or person or asking a friend to write a paper or attend an exam, whether for payment or not (see contract cheating)
- b) copying or attempting to copy from other students in either an examination or assessment
- c) communicating with others during an examination
- d) bringing in any materials or devices into an examination that are not authorised
- e) tampering with examination materials
- f) leaving exam or test answer papers exposed to the view of other students
- g) colluding with other students in individual assessments
- h) allowing others to provide you with any material that gives you an unfair advantage in an assessment, including contract cheating
- i) providing material to other students to enable them to present it as a part or whole as their own work
- j) completing an assessment for another person or having another person assisting in the completion of your assessment
- k) taking an exam for another person or having another person take an exam for you
- l) providing forged or falsified medical or other documents to gain an academic advantage
- m) making a false claim in relation to an assessment or examination in order to obtain an unfair advantage
- n) falsification of data, information or citations as part of an assessment
- o) taking actions to prevent other students from completing their assessment work.

Contract cheating: is where an enrolled or former student arranges, attempts to arrange, acquires, or allows any form of paid or unpaid academic work (e.g. assessment, exam, research) to be undertaken fully or partially by another party and the student represents or represented the work as if it were their own. Contract cheating is also a form of plagiarism. Contract cheating is commonly in the form of essays and reports, but can also include all types of assessment work, including another party impersonating a student in exams.

Plagiarism: the presentation of work, ideas or data of others as one's own, without appropriate acknowledgment and referencing. Contract cheating is also a form of plagiarism (see [contract cheating](#)). Plagiarism also includes self-plagiarism. Examples include:

- a) the inclusion of one or more sentences from another person's work, or tables, graphs, images, designs, computer programs and any other data, ideas or work without the use of quotation marks and acknowledgment of the source and without referencing
- b) the use of one or more sentences from the work of another person where a few words have been changed or where the order of copied phrases/sentences has been changed
- c) copying the work of another student, with or without their agreement.

Self-plagiarism: the presentation of one's own work for more than one assessment without acknowledgment and referencing. Examples include the reuse of all or part of one's own work that has already been given academic credit, without acknowledgment.

6 RELATED LEGISLATION AND DOCUMENTS

- [Academic Appeals Committee Terms of Reference](#)
- [Academic Appeals Policy and Procedure](#)
- [Assessment Policy and Procedure \(Higher Education Coursework\)](#)
- [Central Queensland University Act 1998](#) (Qld)
- [Central Queensland University Enterprise Agreement 2017](#)
- [Student Behavioural Misconduct Procedure](#)
- [Student Misconduct Policy](#)
- [Student Research Misconduct Policy and Procedure](#)

7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|--|---|
| Approval Authority | Academic Board |
| Advisory Committee to Approval Authority | Learning and Teaching Committee |
| Administrator | Pro Vice-Chancellor (Learning and Teaching) |
| Next Review Date | 6/07/2021 |

| Approval and Amendment History | Details |
|--------------------------------------|--|
| Original Approval Authority and Date | Academic Board 25/09/2002 |
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| Notes | This procedure has replaced the Academic Misconduct Procedure (effective date 29/06/2017). |

9 APPENDIX 1: OUTCOME AND PENALTY OPTIONS

9.1 Options for all cases of minor plagiarism incidents:

- a) downgrade the marks or standard of achievement for item(s) of assessment, based on the extent of plagiarism. The degree of plagiarism should be considered when applying the penalty and any mark awarded is to be based only on the non-plagiarised content of the submitted work, and
- b) mandatory successful completion of the Foundations of Academic Integrity or other relevant learning program decided by CQUniversity (see [restricted Moodle access](#)).

9.2 Options for all cases of minor examination incidents:

- a) formal written warning.

9.3 Options for all cases of academic misconduct:

Once the adjudicator has taken into account the details of the case and whether the student has committed any other acts of academic misconduct, the adjudicator may impose one or more of the following options:

- a) formal written warning
- b) downgrade the marks or standard of achievement for item(s) of assessment, based on the extent of plagiarism. (The degree of plagiarism should be considered when applying the penalty and any mark awarded is to be based only on the non-plagiarised content of the submitted work.)
- c) mandatory successful completion of the Foundations of Academic Integrity or other relevant learning program decided by CQUniversity (see [restricted Moodle access](#))
- d) referral to the Academic Learning Centre (ALC) for mandatory academic integrity training (see [restricted Moodle access](#))
- e) failing grade for the item of assessment (i.e. zero marks)
- f) failing grade for the unit
- g) mandatory academic support session (a requirement to attend and complete to the satisfaction of the Student Experience Directorate, such as counselling and remedial courses on code of conduct, referencing and academic integrity as directed)
- h) academic probation
- i) withholding of results for a maximum of one term
- j) suspension from the CQUniversity
- k) expulsion from the CQUniversity, or
- l) such other outcome or penalty as authorised by Academic Board.

9.4 Restricted Moodle access:

Students will not be able to access course/unit material on the Moodle system for future terms until they successfully complete the required learning program or training. This will not restrict access to Moodle in the term to which the academic misconduct decision applies.