

STUDENT ACADEMIC INTEGRITY POLICY AND PROCEDURE

(Current version: From March 2020)



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1 PURPOSE

- 1.1 This policy and procedure defines academic integrity and CQUniversity's expectations of students to act in a manner that upholds academic integrity and sets out the consequences of not meeting expected standards. It also sets out processes and the responsibilities of CQUniversity and its employees for promoting student academic integrity and for identifying and responding to student breaches of academic integrity.

2 SCOPE

- 2.1 Unless otherwise stated, this policy and procedure applies to all students in education, training and research, including:
- former students who were enrolled at the time an alleged conduct occurred
 - students who are or were CQUniversity employees enrolled as students
 - students undertaking coursework components in postgraduate research courses
 - students undertaking study on or off campus, including work-integrated learning at a third party organisation or study as part of an approved student mobility program or delivered in partnership with other providers.
- 2.2 This policy and procedure applies to employees whose role is to promote and support student academic integrity and to identify or respond to potential and proven breaches of student academic integrity.
- 2.3 The term 'employee' includes those employed by CQUniversity and the PT CQU Executive Business Training Centre.
- 2.4 This policy and procedure does **not** apply to:
- breaches of research integrity (i.e. research misconduct) by current or former students in the research or thesis component of postgraduate research courses, managed in line with the [Code of Conduct for Research](#) and the [Student Research Misconduct Policy and Procedure](#)
 - breaches of academic integrity or misconduct by employees acting in their capacity as an employee, managed in line with the employee [Code of Conduct](#), the [Code of Conduct for Research](#) and the [CQUniversity Enterprise Agreement](#), and
 - individuals undertaking fee-for-service, non-award professional development short courses.

Implementation

- 2.5 This policy and procedure applies from the study period (intake/term) and effective date as indicated:

Course/unit type	Study period and effective date
English language (ELICOS)/vocational education and training (VET)	March 2020 Intake, 2/03/2020
Enabling/higher education	Term 1 2020, 9/03/2020

3 POLICY

Academic integrity

- 3.1 **Academic integrity** is behaviour that is consistent with the values of honesty, trust, fairness, respect and responsibility in education, training and research. Upholding academic integrity also involves courage because it requires acting with honesty and integrity in academic work despite its challenges.
- 3.2 Academic integrity means acting honestly and responsibly when undertaking and presenting academic assessable work and research for review or assessment.
- 3.3 Acting honestly and with integrity in academic work means avoiding behaviour that breaches academic integrity, such as plagiarism, collusion, cheating and academic misconduct of any kind.

Commitment to academic integrity

- 3.4 Academic integrity is fundamental to protecting the quality and achievement of student learning, and the credibility, integrity and trustworthiness of student assessment and their qualifications. It is also fundamental to protecting CQUniversity's culture and values and the reputation of the University, its courses and qualifications, and its students and graduates.

- 3.5 CQUniversity commits to uphold academic integrity through measures to promote and maintain academic integrity and to prevent, identify and respond appropriately to student behaviour that breaches academic integrity.
- 3.6 CQUniversity considers student academic integrity as a shared responsibility. The University and its employees commit to supporting students to understand academic integrity and how to meet expected academic standards. Students are expected to develop academic integrity knowledge and skills and to use the support available to meet academic integrity standards.

Student responsibility to uphold academic integrity

- 3.7 Students are responsible for upholding academic integrity in all aspects of their work when undertaking education, training or research in their course or unit.
- 3.8 Students are responsible for their own learning and using the services, information and other support options available to understand the values of academic integrity and expected standards of academic behaviour.
- 3.9 Student responsibilities include:
- a) creating and expressing their own ideas in their academic work
 - b) acknowledging all ideas, words or work of others of any kind using the referencing approach approved for their course and/or units
 - c) completing assessment tasks independently and acknowledging the ideas and work of others where collaboration such as groupwork is approved
 - d) accurately reporting data and results in their academic work
 - e) being familiar with and complying with this policy and procedure
 - f) complying with procedures and reasonable instructions in exams and other assessment tasks
 - g) undertaking compulsory academic integrity training or information programs
 - h) promoting academic integrity in the University community through their own exemplary behaviour
 - i) taking reasonable steps to prevent their own work from being copied or used dishonestly
 - j) reporting activities they genuinely and reasonably believe may breach academic integrity
 - k) avoiding behaviour that breaches academic integrity, such as plagiarism, collusion, cheating, and academic misconduct of any kind.
- 3.10 The types of academic integrity breaches and examples of behaviour students must avoid are described in the [breaches of academic integrity](#) section.

University and employee responsibility to uphold academic integrity

Promoting academic integrity

- 3.11 CQUniversity will support students to learn expected academic standards because it recognises that each student's knowledge and skills in academic work and academic integrity differs when they first begin their studies at CQUniversity.
- 3.12 CQUniversity will implement educative measures to support employees and students to uphold academic integrity, including training and learning opportunities, academic learning services, information resources and communication.
- 3.13 CQUniversity and its employees are responsible for promoting academic integrity through a positive learning and research culture and academic practice that is consistent with the values of honesty, trust, fairness, respect and responsibility.

- 3.14 Schools, colleges and directorates with a teaching role are responsible for ensuring that:
- a) academics and teachers are trained in academic integrity and are familiar with relevant policies, information, resources and support available to them
 - b) strategies are implemented to prevent or minimise opportunities for academic integrity breaches (e.g. academic integrity education, assessment design and practice).
- 3.15 The Examination Office is responsible for ensuring that exam invigilators are trained and are familiar with exam-related policies and procedures and the academic integrity standards expected of students in exam conditions.
- 3.16 Academics and teachers are responsible for educating their students about expected standards of academic integrity in undertaking assessment tasks relevant to their course and unit and informing students of the information, resources and support available to them.

Identifying and responding to academic integrity breaches

- 3.17 CQUniversity will implement measures, including the procedures in this policy, for identifying, reporting, and responding appropriately to academic integrity breaches.
- 3.18 CQUniversity and its employees will respond to academic integrity breaches in a confidential, procedurally fair, equitable, transparent and timely manner.
- 3.19 CQUniversity and its employees will make decisions and apply outcomes and penalties in response to academic integrity breaches that are appropriate, fair and just, and which take into account the available facts and circumstances relevant to each student.
- 3.20 CQUniversity and its decision-makers may apply one or more outcomes or penalties listed in [Appendix 1](#) in response to academic integrity breaches.
- 3.21 CQUniversity and its employees will apply a corrective educational approach to academic conduct that requires improvement, but falls short of a breach of academic integrity (i.e. [inappropriate academic conduct](#)).

Breaches of academic integrity

- 3.22 A breach of academic integrity means conduct in academic work that is inconsistent with the values of academic integrity.
- 3.23 A breach of academic integrity often involves dishonesty, an intention to deceive or gain unfair advantage, or a careless disregard for expected standards and conduct in academic work.
- 3.24 A breach of academic integrity may be considered less serious (minor incident in an exam or other assessment task) or serious (academic misconduct) depending on the evidence available in relation to the conduct.
- 3.25 If evidence shows that plagiarism, collusion, cheating or academic misconduct of any kind has occurred, the conduct will be considered a breach of academic integrity.
- 3.26 If a student's academic work or conduct falls short of breaching academic integrity, but requires improvement, it may be considered [inappropriate academic conduct](#).
- 3.27 The processes implemented in response to potential breaches are set out in the [procedure](#) section. A simple overview of these processes are shown in [Appendix 2](#).
- 3.28 Definitions and examples of the types of academic integrity breaches are set out below.

Plagiarism

- 3.29 **Plagiarism** involves a student using other people's ideas, designs, images, graphs, tables, data, computer programs or coding, words or work of any kind and presenting it as their own without appropriate referencing (i.e. acknowledgment).

- 3.30 An example of plagiarism is copying or using another person's work of any kind in an assessment task without the use of quotation marks and without acknowledging the source using the referencing approach approved for the course or unit. Information about how to reference others' work is available at CQUniversity's website [What is referencing?](#).
- 3.31 Plagiarism includes **self-plagiarism**. This involves a student re-using all or part of their work previously submitted for assessment in any course or unit at CQUniversity or elsewhere without acknowledgement and approval. In higher education, this is not an accepted practice.
- 3.32 It is not self-plagiarism if re-using previously submitted work is approved by the unit coordinator or teacher for the assessment task and the source of information is referenced (e.g. approved re-submission of assessable work due to a student failing an assessment task). Approved re-use of previously submitted work may be accepted assessment design and practice in specific courses (e.g. VET certificate courses, some research higher degree coursework units).
- 3.33 Plagiarism includes '**washing**'. This is where Google Translate or other similar services are used to translate plagiarised work into another language and back into the original language. This is used to dishonestly present plagiarised work as the student's own work.
- 3.34 Plagiarism is a form of academic dishonesty and may be treated as a less serious breach (minor incident) or serious breach (academic misconduct) depending on its nature and context.
- 3.35 Plagiarism involving evidence of repeated, careless or intended dishonest conduct should be differentiated from **unintended plagiarism** (see the [inappropriate academic conduct](#) section).

Collusion

- 3.36 **Collusion** involves a student working with one or more people to produce assessable work and claims the work as their own where the collaboration is not acknowledged or approved.
- 3.37 Collusion includes but is not limited to the following examples of conduct:
- assisting another student to produce or [edit](#) all or part of the assessable work to be completed by the individual student
 - a student allowing another person to write or [edit](#) all or part of their work they are meant to complete on their own (minor [proofreading](#) by another person, if allowed for the assessment task, is not collusion)
 - a student allowing others to copy their work or answers in an exam or other assessment task
 - a student presenting groupwork as entirely their own.
- 3.38 Collusion is a form of academic dishonesty and cheating. It may be treated as a less serious breach (minor incident) or a serious breach (academic misconduct).
- 3.39 Collusion involving evidence of repeated, planned, careless, or intended dishonest conduct should be differentiated from **unintended collusion** (see the [inappropriate academic conduct](#) section).

Cheating

- 3.40 **Cheating** is when a student uses or attempts to use dishonesty or any means to gain or attempt to gain an unfair advantage in an assessment task. Student non-compliance with specified conditions and instructions in exams, tests or similar assessment tasks without reasonable excuse is also a form of cheating.
- 3.41 Cheating includes but is not limited to the following examples of conduct:
- contract cheating (see the [contract cheating](#) section)
 - collusion (see the [collusion](#) section)
 - copying or attempting to copy from another student or their work
 - communicating or attempting to communicate with another person during an exam/test who is not the exam/test supervisor (e.g. invigilator, teacher)

- e) bringing unauthorised materials, including notes, or devices into an exam or other supervised assessment task
- f) using any device, electronic or otherwise, such as mobile devices, telephones, and smart watches to circumvent exam or test conditions
- g) recording, communicating or distributing exam or test questions and/or answers to themselves or others
- h) leaving exam or test answer papers exposed to the view of other students
- i) tampering with exam materials
- j) accepting material from others that gives a student an unfair advantage in any assessment task
- k) providing material to other students to enable them to present it as their own work (see the [contract cheating](#) section)
- l) completing part or all of an assessment task for another person (see the [contract cheating](#) section)
- m) impersonating a student or a student arranging for another person to impersonate them in an exam, test or other assessment task (see the [contract cheating](#) section)
- n) uploading or downloading a student's academic work and/or CQUniversity assessment information online to enable a student to gain an unfair academic advantage (e.g. file sharing)
- o) making a false claim or giving false information to gain an unfair academic advantage (e.g. to obtain [academic credit](#), time extension/deferral for an assessment task) (see the [breaches of other policies involving academic work or achievement](#) section)
- p) falsifying (inventing and/or distorting) data, information or citations as part of an assessment task
- q) taking actions to prevent other students from completing their assessment task
- r) encouraging or influencing another person to cheat or collude in cheating.

Contract cheating

3.42 **Contract cheating** is where a student arranges, attempts to arrange, acquires, or allows any form of paid or unpaid academic work to be undertaken fully or partially by a third party and the student presents or presented the work as their own. Third parties include but are not limited to:

- a) essay-writing services
- b) friends, family or other students
- c) private tutors
- d) copyediting services
- e) agency websites
- f) providers offering their services via 'reverse classifieds'.

3.43 Types of third-party providers include:

- a) academic custom writing
- b) online labour markets
- c) pre-written essay banks
- d) file sharing sites
- e) paid exam takers¹.

3.44 Some examples of contract cheating services, paid or unpaid, are described in the [cheating](#) section.

3.45 Contract cheating commonly involves academic work in the form of essays and reports. It can also involve any type of assessable work, including another person impersonating a student in exams or in practical or online assessment tasks.

¹ Source: Victoria University's *Academic Integrity Policy* (13/07/2018).

- 3.46 Contract cheating is dishonest and a serious breach of academic integrity, which is treated as academic misconduct. Contract cheating often involves evidence of planning and/or an intention to act dishonestly.

Academic misconduct

- 3.47 **Academic misconduct** is a serious breach of academic integrity (i.e. the breach is not a minor incident).
- 3.48 Academic misconduct is any action or attempted action intended to or may result in an unfair academic advantage or disadvantage for a student or other member of the university community.
- 3.49 Academic misconduct may involve a range of behaviours including but not limited to:
- any kind of plagiarism, collusion, and/or cheating that is a serious breach of academic integrity
 - any act or omission that is academically dishonest or unlawful (e.g. using fraudulent information or bribery to gain unfair academic advantage such as [academic credit](#))
 - non-compliance with CQUniversity policies or procedures to gain unfair academic advantage (e.g. breach of CQUniversity's system security or password protection)
 - non-compliance, including late compliance with any direction, penalty or outcome, without reasonable excuse, decided in relation to this policy and procedure.

Inappropriate academic conduct

- 3.50 **Inappropriate academic conduct** is student conduct that does not involve evidence of carelessness, dishonesty or an intention to deceive, **and** falls short of breaching academic integrity, but requires improvement to ensure the student understands expected academic integrity standards.
- 3.51 Inappropriate academic conduct involves genuine attempts to follow the assessment requirements, but the student has made honest errors due to inadequate skills or understanding of expected standards, **and** they have not had a reasonable opportunity to learn expected academic integrity standards.
- 3.52 Such conduct might occur in the student's first term or period of study at CQUniversity; however, students are provided with education and information about academic integrity and are expected to learn and meet academic integrity standards.
- 3.53 Inappropriate academic conduct requires a corrective educational approach including a warning which is reported. An educative approach will assist the student to improve their academic integrity knowledge and skills.
- 3.54 Examples of inappropriate academic conduct include but are not limited to:
- unintended plagiarism
 - unintended collusion
 - unintended non-compliance with exam or test conditions.
- 3.55 **Unintended plagiarism** may be inadequate referencing in assessable work involving evidence of unintended, minor errors or incomplete but genuine attempts by a student to reference the work of others or the re-use of their own work. The evidence also shows the student has not yet had a reasonable opportunity to learn expected standards.
- 3.56 **Unintended collusion** may be inadequate student understanding of assessment task requirements for individual effort (e.g. poor knowledge or unclear expectations about [editing](#) assistance or groupwork) resulting in unintended collaboration on a minor scale. The evidence also shows the student has not yet had a reasonable opportunity to learn expected standards.
- 3.57 **Unintended non-compliance with exam or test conditions** may be conduct that is not consistent with written exam rules or invigilator instructions, and the evidence shows genuine error or inadequate understanding of expected strict exam/test conditions, rather than dishonesty or an intention to deceive or gain unfair advantage.

- 3.58 The process CQUniversity implements in response to inappropriate academic conduct is set out in the [procedure](#) section below and in [Appendix 2](#).

Breaches of other policies involving academic work or achievement

- 3.59 In line with the [Student Behavioural Misconduct Procedure](#), students must comply with expected standards of student conduct in all CQUniversity interactions.
- 3.60 Students are expected to be familiar with and comply with all CQUniversity policies that relate to their academic work. This includes policies about assessment and work-integrated learning, and policies aimed at protecting copyright, intellectual property, and information system and password security.
- 3.61 Students must ensure any claim they make or information they provide to CQUniversity is true and accurate (e.g. medical certificates, supporting information to request academic credit, admission, time extensions/deferrals, reviews of grade).
- 3.62 Student breaches involving fraudulent claims or information are managed as student misconduct in line with the Student Behavioural Misconduct Procedure.
- 3.63 Student breaches of other CQUniversity policies or procedures in relation to academic work or achievement may be managed in line with this policy and procedure and/or the Student Behavioural Misconduct Procedure.
- 3.64 Unlawful conduct will be referred to the Police or other relevant authority.

Outcomes and/or penalties for academic integrity breaches

- 3.65 Student academic conduct that requires improvement but is not deemed a breach of academic integrity may be treated as inappropriate academic conduct. Students will receive a corrective educational approach and warning to help them to improve their academic integrity knowledge and skills.
- 3.66 Breaches of academic integrity deemed a minor incident can result in one or more outcomes and/or penalties depending on the student's conduct and seriousness of the breach.
- 3.67 Serious breaches of academic integrity are deemed academic misconduct. This will result in one or more outcomes and penalties that may seriously impact a student's academic progress, enrolment, admission status, academic credit, qualification, and/or certification even if the student is no longer enrolled or has graduated.
- 3.68 For international students studying in Australia, penalties that impact their enrolment may result in the Australian Government reviewing the student's visa status.
- 3.69 Outcomes and/or penalties that may be applied in response to academic integrity breaches are listed in [Appendix 1](#).

4 PROCEDURE

Educating students about academic integrity

- 4.1 CQUniversity recognises that assessment requirements vary in different courses and units, and that students' academic integrity knowledge and skills also vary when they first study at CQUniversity.
- 4.2 In addition to this policy and procedure, CQUniversity will provide educational services, information resources and communications for all students to enable them to learn about the academic integrity standards expected of them.
- 4.3 Students are responsible for their own learning and using the services, resources, information and other support available to them to learn about and uphold academic integrity.
- 4.4 Students will be given information about expected academic integrity standards relevant to their course and units by their lecturer, teacher, trainer, supervisor, or exam invigilator.

- 4.5 The CQUni Handbook and other information sources are available to support student learning about academic integrity (e.g. unit Moodle sites, unit profiles/descriptions, student plans, learning material, assessment submission declarations and instructions).
- 4.6 CQUniversity delivers services to promote student academic integrity, including Academic Learning Centre (ALC) services; referencing website and guides; library resources; online and email communications; assessment originality checking software such as Turnitin; and academic integrity training programs such as the Epigeum Foundations of Academic Integrity (FAI) program.
- 4.7 VET and higher education students in courses at Diploma level or above must participate in academic integrity training on admission into their course and annually. Student access to the learning management system (Moodle) will be available after participating in the training. Students in other courses or units must participate in FAI or a similar training program when it becomes available.

Identifying and reporting potential academic integrity breaches

- 4.8 Employees with a genuine, reasonable suspicion that any person or group is or was involved in breaching academic integrity at CQUniversity must report the matter confidentially as soon as possible to either of the following:
- the relevant Unit Coordinator (higher education/enabling courses), Director of Studies (ELICOS), or Qualification Coordinator (VET) responsible for the unit in which the student's conduct is subject to review (if known), or
 - the Academic Integrity Unit (via aiadmin-lts@cqu.edu.au) for referral to the relevant Unit Coordinator, Director of Studies, Qualifications Coordinator, or another appropriate officer.
- 4.9 Exam invigilators must report incidents involving inappropriate academic conduct and potential breaches of academic integrity. Invigilators must submit the details in written exam incident reports confidentially at the end of the exam to the Examinations Office, which are sent to the Academic Integrity Unit for further action.
- 4.10 Students, former students and any member of the community with a genuine, reasonable suspicion that any person or group is or was involved in breaching academic integrity at CQUniversity are encouraged to report the matter as soon as possible.
- 4.11 Students, former students and community members can report the matter in line with the [Complaints Policy and Procedure](#). Complaints can be made confidentially and anonymously.
- 4.12 Such complaints will be referred to the Academic Integrity Unit to identify action to be taken.
- 4.13 If the reported conduct involves an individual or group of former student/s or graduate/s, the Academic Integrity Unit will notify the Provost (or nominee) and relevant decision-maker.
- 4.14 CQUniversity will consider all reports and complaints based on the information provided, confirm the substance of the information, and decide its response.

Responding to potential academic integrity breaches

Employee roles and responsibilities

- 4.15 The **case initiator** is the academic, teacher or manager responsible for considering whether to initiate an investigation into potential breaches of academic integrity and for gathering and submitting evidence relevant to potential breaches.
- 4.16 The case initiator is typically the Unit Coordinator (higher education/enabling courses), the Director of Studies (ELICOS), or Qualification Coordinator (VET) responsible for the unit in which the student's assessable work or conduct is under review, or the Academic Integrity Unit. If appropriate, the Dean of School may nominate another employee to be the case initiator.

- 4.17 The **case decision-maker** is responsible for considering all the available evidence, including the student's response (if any) to decide, on the balance of probability, if a breach occurred and provide reasons for their decision. The case decision-maker also decides the outcome/s and/or penalty/ies (if any) to be applied.
- 4.18 The decision-maker's role is to act impartially and independently when making their decisions.
- 4.19 The case decision-maker is typically the Deputy Dean (Learning and Teaching) in the relevant school (higher education, VET); the Dean, School of Graduate Research (research courses); the Director, CQUEnglish (ELICOS); the Director, College of Trades; or the Associate Dean, School of Access Education (enabling courses); or their nominee.
- 4.20 The case decision-maker may be an individual or a panel of individuals (see the [decision-making panels](#) section).
- 4.21 The case initiator may consult **advisors** who are employees other than the case decision-maker. An advisor may be a lecturer, teacher, trainer, assessor, exam invigilator, the Head of Course/Department, VET/ Discipline Manager or equivalent senior academic or teacher, or the Academic Integrity Unit who can help to identify potential breaches and action to be taken.
- 4.22 The **Academic Integrity Unit** coordinates case administration, initiates and refers cases as required, assists investigations if required, and maintains associated secure records on the Academic and Research Integrity (ARI) Database.

Consider if the student's conduct is a potential academic integrity breach

- 4.23 Before deciding to initiate an investigation, the case initiator will first consider if the student's conduct amounts to [inappropriate academic conduct](#) or a potential [breach of academic integrity](#) based on the initial evidence available.
- 4.24 The case initiator can contact the Academic Integrity Unit to confirm the student's enrolment record.
- 4.25 The case initiator may contact the student to discuss the student's submitted assessable work or academic conduct to help identify the nature of the conduct and appropriate action.
- 4.26 If the evidence indicates the conduct is inappropriate academic conduct, the case initiator will implement corrective education with the student and record details of their action in the ARI Database. The Academic Integrity Unit will send the student a warning letter informing them of expected academic standards. No further action is taken.
- 4.27 If an exam incident report indicates a student's conduct in an exam is inappropriate academic conduct, the Academic Integrity Unit may consult with the relevant academic, teacher or manager, before sending the student a warning letter informing them of expected conduct standards. The Academic Integrity Unit will record the exam incident report and attach the written warning in the ARI Database. No further action is taken.
- 4.28 An initial decision to treat the conduct as inappropriate academic conduct does not preclude initiating an investigation into the conduct if evidence becomes available to indicate a potential breach.
- 4.29 If the evidence indicates the conduct is a potential academic integrity breach (a minor incident of any kind or academic misconduct), the case initiator will initiate an investigation (case) into the student's conduct.
- 4.30 When considering if the student's conduct is a potential breach of academic integrity, case initiators should consider whether:
 - a) the available evidence suggests the conduct involves carelessness, dishonesty or an intention to deceive or unintended conduct that falls short of breaching academic integrity, but requires improvement (i.e. inappropriate academic conduct)
 - b) the student has been provided with or had access to information on the assessment requirements and a reasonable opportunity to have learned the expected academic integrity standards in the course or unit
 - c) the student has met the expected academic integrity standards appropriate to the course or unit (e.g. undergraduate or postgraduate higher education, VET, enabling, English language).

Initiating investigations into potential academic integrity breaches

- 4.31 If the conduct is a potential breach of academic integrity, the case initiator will initiate an investigation by submitting details of the potential breach in an incident report via the ARI Database.
- 4.32 The case initiator must attach all relevant information to the incident report, including details of the conduct and relevant documents such as assignments, Turnitin reports, contract cheating allegation reports, exam incident report, and any other supporting evidence.
- 4.33 Once an investigation is initiated, the case initiator will inform the student that:
- their assessable work or academic conduct is being investigated to consider if a breach of academic integrity has occurred
 - any marks the student may have already been given for an assessment task may change as a result of the investigation
 - they will be given further information as soon as possible, pending initial investigation
 - no decision will be made unless and until they have been given an opportunity to respond to any allegation of a potential breach of academic integrity, and
 - they can access CQUniversity's [student counselling](#) and [student advocacy](#) support services.
- 4.34 An initial decision to initiate an investigation does not preclude a decision not to proceed if the case was initiated in error or if the student's conduct is deemed to be inappropriate academic conduct to be resolved via corrective education.
- 4.35 If a decision from the investigation is not finalised before certification of grades/end of study period, the case initiator will ensure the student's or student cohort's result for the unit is recorded as Result Outstanding (RO) or equivalent result, if applicable, and inform the student/s.
- 4.36 A transcript hold will be placed on a student's or student cohort's record/s pending the final decision and outcome of the investigation, including the internal appeal period. The Academic Integrity Unit will arrange the transcript hold via the Student Records Team and notify the student.
- 4.37 If the investigation results in a finding that the student breached academic integrity, a sanction/s may be placed on the student's record for a specified period, which can restrict the student's access to their transcript (see [implementing the decision, outcomes and/or penalties](#) section).

Investigating potential academic integrity breaches

- 4.38 All potential breaches of academic integrity will be investigated in a confidential manner and as quickly as possible. [Information resources](#) are available in StaffNet for employees whose role is to investigate potential breaches.
- 4.39 The timeline for investigating and deciding a potential breach will vary depending on the nature and complexity of the case. Investigations into potential academic misconduct (e.g. contract cheating) can take longer than investigations into potential breaches involving a minor incident.

Inviting students to respond to potential breaches

- 4.40 The Academic Integrity Unit will send correspondence to the student that includes:
- sufficient details of the potential breach of academic integrity and available evidence to enable the student to understand the allegation/s and properly respond
 - an **invitation to respond** to the potential breach within seven working days of the date of the invitation
 - the possible outcomes and/or penalties that may be applied if the potential breach is proven, and
 - an indicative timeline for deciding the case and being notified of the final decision
 - a recommendation that the student seek independent advice and support, such as that offered by the CQUniversity Student Advocacy Officers.

Deciding potential academic integrity breaches and outcomes/penalties

Decision-making principles

- 4.41 The case decision-maker must act impartially, independently, and apply the following decision-making principles, which are:
- to undertake investigations or inquiries into potential breaches of academic integrity according to the principles of [procedural fairness](#)
 - to decide whether the student's assessable work or conduct is a breach of academic integrity in the context of the academic integrity standards and assessment practice or principles relevant to the course or unit
 - to decide whether the potential breach of academic integrity has occurred by applying the [balance of probability](#) standard of proof
 - to implement outcomes and/or penalties that are appropriate, fair and just taking into account the facts and circumstances relevant to each student, and
 - to protect student wellbeing and to protect and maintain standards of conduct in the workplace and the learning environment which allow CQUniversity to perform its roles and functions under the [Central Queensland University Act 1998](#) (Qld).

Conflicts of interest

- 4.42 If a case decision-maker has a real or perceived [conflict of interest](#) in relation to the case, the case decision-maker will be the Provost's nominee from among the pool of case decision-makers or another appropriately experienced, senior academic or manager.
- 4.43 Conflicts of interest will be managed in line with the [Conflict of Interest Policy and Procedure](#).

Decision-making panels

- 4.44 The case decision-maker may be an individual or a panel of at least three people. Panels may be formed via consultation with the Provost.
- 4.45 Panels will be used to decide cases of potential academic misconduct that are complex or sufficiently serious that may impact a student's enrolment or admission, or result in a penalty such as [revocation](#) of academic credit, an award (qualification), or documents certifying student/graduate achievement.
- 4.46 Panel membership will be the case decision-maker and two other equivalent managers with appropriate expertise and independence to decide cases of potential academic misconduct, e.g. from among the pool of case decision-makers. A panel may also include or seek advice from a specialist advisor.
- 4.47 At least one panel member must be independent of the school, college or directorate responsible for the unit/s in which the student has potentially breached academic integrity.

Deciding if the potential breach occurred

- 4.48 The Academic Integrity Unit will inform the case decision-maker (or nominee) when the investigation details and student response are available for their consideration. Employee [information resources](#) are available in StaffNet to support the decision-making process.
- 4.49 Before making their decision, the case decision-maker may offer the student an opportunity to attend an interview.
- 4.50 If the potential breach of academic integrity may involve academic misconduct, the student will be offered an opportunity to attend an interview.
- 4.51 Students who are invited to an interview will be given reasonable notice of at least five working days to prepare and to arrange for another person to attend with them to provide support (e.g. a friend, relative, student advocacy officer).

- 4.52 The support person may not speak on the student's behalf, unless the decision-maker allows it.
- 4.53 As the interview is an administrative proceeding, legal representatives are not permitted to attend to support the student.
- 4.54 The case decision-maker will consider all available information relevant to the case, including any response the student may have provided in writing or at interview, and decide if the potential breach of academic integrity occurred.
- 4.55 The decision will be a finding of one of the following:
- a) a serious breach of academic integrity occurred involving academic misconduct
 - b) a breach of academic integrity occurred involving a minor incident
 - c) the potential breach of academic integrity is not substantiated, but the conduct involves inappropriate academic conduct that requires improvement
 - d) the potential breach of academic integrity is not substantiated and is dismissed.

Deciding outcomes and/or penalties

- 4.56 After it has been decided if a breach occurred, the decision-maker will decide any outcomes and/or penalties to be applied.
- 4.57 [Appendix 1](#) sets out the outcomes and/or penalties that may be applied for breaching academic integrity. It also describes the outcomes that may apply for inappropriate academic conduct and if the allegation/s is dismissed.
- 4.58 Any actions or decisions to [revoke](#) academic credit, an award (qualification), and/or documents certifying student/graduate achievement, in response to substantiated academic misconduct, will be undertaken in line with this policy and procedure in conjunction with the policies and revocation provisions relevant to these actions and decisions. This includes but is not limited to the [Awards Policy and Procedure](#) and the [Credit for Prior Learning in Higher Education Policy and Procedure](#).
- 4.59 When deciding outcomes and/or penalties, the case decision-maker will consider relevant factors, including but not limited to the:
- a) **student's experience/skills:** e.g. whether the student has been provided with or given access to information about expected standards of academic integrity and should reasonably be expected to have the relevant level of knowledge and skills to understand and adhere to these standards
 - b) **student's history:** e.g. the student's prior history of breaching academic integrity (e.g. one or repeated breaches, similar breaches, recency and/or seriousness of previous breaches)
 - c) **type of breach:** e.g. minor incident, academic misconduct involving plagiarism, collusion, cheating, contract cheating or other serious misconduct
 - d) **student's evident intent:** e.g. evidence suggests the conduct is unintentional or accidental, intentional and planned, dishonest or deceitful; evidence of a 'ring-leader' role, payment, use of threats, pressure, bribery, or favours to gain advantage
 - e) **extent of breach:** e.g. the amount or proportion of the completed assessment task that is not the student's work, or the extent the completed assessment task is compromised
 - f) **impact or risk of impact of breach:** e.g. impacts or risks to the student, achievement of others, or the reputation of the course/qualification, CQUniversity or others
 - g) **decision-making principles** (see the [decision-making principles](#) section)

Implementing the decision, outcomes and/or penalties

- 4.60 The case decision-maker (or nominee) will notify the student in writing of the final decision, the reasons for the decision, and any outcome/s and or penalty/ies to be applied. Students will also be informed of any right to appeal the decision.

- 4.61 Decisions relating to current students will be implemented, subject to the internal appeal period (see the [decisions relating to current international students](#) section).
- 4.62 Decisions relating to former students will be implemented immediately (see the [appealing a decision](#) section).
- 4.63 Decisions to revoke academic credit, an award (qualification) and/or documents certifying student achievement will be implemented in line with relevant policies that may allow current or former students/graduates a specified time in which to respond to the intended revocation.
- 4.64 The Academic Integrity Unit will inform relevant CQUniversity units/employees of the decision so it can be implemented. Academic Board will be informed of decisions involving revocation.
- 4.65 If the student is found to have breached academic integrity, sanctions may be placed on a student's record to restrict their access to transcripts, results, admission, enrolments, facilities and/or systems depending on the penalty/ies applied (e.g. exclusion). The student will be notified of any sanctions applied.
- 4.66 The Academic Integrity Unit will record the decision, reason/s, and any outcomes and/or penalties in the ARI Database. The decision is recorded and outcomes/penalties applied where possible even if the student withdraws from the course or unit.
- 4.67 Inappropriate academic conduct and breaches of academic integrity deemed minor incidents are not part of the student's permanent record. Only substantiated academic misconduct will be recorded in the student's permanent record.
- 4.68 The Unit Coordinator, Qualifications Coordinator or Director of Studies (ELICOS) (or nominee) will ensure any penalty requiring a change of result or grade is implemented, i.e. updated in the relevant systems e.g. Moodle.

Decisions relating to current international students

- 4.69 Any decision to initiate suspension or cancellation ([exclusion](#)) of an international student's enrolment must be implemented in line with standards 9 and 10 of the [National Code 2018](#).
- 4.70 Any such decision must not be implemented until after the student is informed of their right to request an internal appeal and the internal appeal process is completed (see the [appealing the decision](#) section).
- 4.71 CQUniversity's International Office will be informed of any decisions to suspend or cancel (exclude) a student's enrolment.
- 4.72 If the internal appeal process upholds the decision to suspend or cancel (exclude) enrolment, the student will be advised of the need to seek advice from the Department of Home Affairs regarding the impact on their visa.
- 4.73 The CQUniversity's International Office will report any changes to the student's enrolment to the Department of Home Affairs in line with the National Code 2018.

Student non-compliance with decisions, outcomes and penalties

- 4.74 Student non-compliance, including late compliance, with any direction, penalty or outcome made or imposed under this policy and procedure without reasonable excuse:
 - a) may be deemed academic misconduct and result in a further outcome or penalty as listed in [Appendix 1](#), and/or
 - b) 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).
- 4.75 Students given a timeline to comply with a direction, penalty or outcome may request an extension of time.

- 4.76 An extension may be approved if the student provides documented evidence of a reasonable excuse to the case decision-maker (via the Academic Integrity Unit at academicintegrity@cqu.edu.au) within five working days of receiving notice of the direction, penalty or outcome. The student will be informed of the decision.

Restricted learning management system access

- 4.77 Students will not be allowed to access course/unit material on the learning management system (e.g. Moodle) for future terms/study periods until they successfully complete any compulsory learning program or training.
- 4.78 If system access is restricted for disciplinary reasons, this will not restrict access to the system relating to the term/study period in which the academic integrity breach occurred.

Managing external requests for student conduct reports

- 4.79 Requests for **student conduct reports** from former students or external organisations/bodies (e.g. for admission to practice law, a condition of employment) will be directed through the Corporate Governance Directorate.
- 4.80 These reports may include information about decisions, outcomes or penalties regarding a student's conduct. Any information provided will be in line with the [Information Privacy Policy and Procedure](#).

Appealing a decision

- 4.81 CQUniversity will ensure that current and former students and graduates are advised of their options for appeal at the time they are notified in writing of the decision regarding a breach of academic integrity.

Internal appeals

- 4.82 Current students may appeal a decision regarding a breach of academic integrity, including a related decision to [revoke](#) academic credit, an award (qualification), and/or documents that certify student achievement.
- 4.83 Current students can lodge an appeal in line with the [Academic Appeals Policy and Procedure](#) and are encouraged to seek assistance from CQUniversity's Student Advocacy Officers in preparing their appeal.
- 4.84 Former students and graduates are not eligible for an internal appeal, but can request an external appeal.

External appeals

- 4.85 Current students who lodged an internal appeal and are dissatisfied with the internal appeal decision can request an external appeal by making a complaint to an external complaints body.
- 4.86 Former students and graduates who are dissatisfied with a CQUniversity decision regarding a breach of academic integrity, or related decision to [revoke](#) academic credit, an award (qualification), and/or documents that certify student/graduate achievement, can request an external appeal by making a complaint to an external complaints body.
- 4.87 External complaints bodies include but are not limited to:
- Queensland Ombudsman (www.ombudsman.qld.gov.au)
 - Training Ombudsman (trainingombudsman.qld.gov.au) (for VET students).

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 Academic Board will maintain oversight of academic integrity at CQUniversity by:
- a) ensuring appropriate policies, processes, employee professional development, student support and other relevant strategies are in place to promote a culture of academic integrity and to respond to potential academic integrity breaches, and
 - b) monitoring periodic reports on the incidence of academic integrity breaches and taking appropriate action to identify the underlying causes to mitigate foreseeable potential risks to academic integrity.
- 5.2 The Provost (or nominee) will monitor and review this policy and procedure to ensure its continuing effectiveness in promoting academic integrity and responding to academic integrity breaches.
- 5.3 The Director, Educational Quality and Standards will ensure a secure, centralised academic and research integrity recordkeeping system is maintained to record academic and research integrity breaches, inappropriate academic conduct, and related CQUniversity decisions, outcomes and/or penalties.
- 5.4 All employees with responsibility for any aspect of promoting student academic integrity, and identifying and responding to potential academic integrity breaches, have a responsibility to comply and promote compliance with this policy and procedure.

Reporting

- 5.5 The Director, Educational Quality and Standards will ensure the incidence of and trends in relation to academic integrity breaches at CQUniversity are monitored and reported to the Vice-Chancellor's Advisory Committee and Academic Board (and nominated subcommittees) annually, at the end of each term, and/or as required.

Records management

- 5.6 The Academic Integrity Unit maintains the Academic and Research Integrity (ARI) Database as a secure, central recordkeeping repository for details of academic and research integrity breaches and related responses, decisions, outcomes and penalties.
- 5.7 Access to the ARI Database by authorised employees is controlled to maintain information security in line with the [Information Privacy Policy and Procedure](#). Employees who require access to the database must apply for written approval from the Director, Educational Quality and Standards (or nominee).
- 5.8 Employees who manage records relating to academic integrity breaches or inappropriate academic conduct must comply with the [Records Management Policy and Procedure](#).
- 5.9 These records must be retained for the minimum period specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).

6 DEFINITIONS

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

Terms and definitions

Academic credit: credit points or advanced standing in a course based on recognised prior learning.

Academic integrity: is defined in the [policy](#) section of this document.

Academic integrity breaches: types of breaches of academic integrity are defined in the [policy](#) section of this document.

ARI Database: Academic and Research Integrity Database.

Balance of probability: this is the relevant test in civil and administrative law to which allegations must be subjected. The balance of probability is based on 'clear and convincing evidence' that it is more likely than not that the allegation is true. This test is less demanding than the criminal law test of 'beyond reasonable doubt.' (Source: *Impossible to prove? Substantiating contract cheating*. Accessed on 13 May 2019, www.cheatingandassessment.edu.au)

Case decision-maker: the Deputy Dean (Learning and Teaching) in the relevant school (higher education, VET); the Dean, School of Graduate Research (research courses); the Director, CQUEnglish (ELICOS); the Director, College of Trades; the Associate Dean, School of Access Education or nominee will typically decide the case. For simplicity, the manager who decides the case is referred to as the 'case decision-maker' in this procedure. A panel formed to decide a case instead of an individual manager will be the case decision-maker.

Case initiator: the academic or teacher responsible for the unit or course will typically initiate the case, including but not limited to the Unit Coordinator (higher education/enabling courses); the Director of Studies (ELICOS); or the Qualification Coordinator (VET) or equivalent role in the College of Trades. For simplicity, the employee who initiates the case is referred to as the 'case initiator' in this procedure.

Editing: in the context of this policy, editing involves checking and suggesting changes to assessable work that goes beyond proofreading, and is unacceptable. An editor may identify errors, but must not make the changes. A student must make the actual changes to their own work. If authorised by their research or honours supervisor, students may work with an editor in line with the *Guidelines for editing research theses*, by the Institute of Professional Editors (www.iped-editors.org).

(Source: Adapted from the Macquarie University's *Academic Integrity Policy*, dated 20 February 2018.)

ELICOS: English language intensive courses for overseas students.

Exclusion: when a current or former student is excluded from attending course/unit related activities and/or denied access to CQUniversity systems and/or facilities for a specified period for disciplinary reasons. This may be either:

- **temporary exclusion:** a student is excluded from enrolling in units for a specified period (e.g. one, two or three terms/study periods). Access to systems and facilities may also be restricted. Conditions may be applied to subsequent unit enrolment/s, or
- **permanent exclusion:** a student's admission is cancelled and the student is excluded permanently from enrolling in units and applying for admission into a course/s. Access to systems and facilities will also be restricted.

National Code 2018: National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cwlth).

Procedural fairness: refers to "...the procedures used by decision-makers, rather than the actual outcome. It requires a fair and proper procedure be used when making a decision." "The rules of procedural fairness require:

- a hearing appropriate to the circumstances
- lack of bias
- evidence to support a decision, and
- inquiry into matters in dispute."

(Source: *Procedural fairness (natural justice)* guidelines, April 2019, Ombudsman Western Australia website, www.ombudsman.wa.gov.au)

Proofreading: in the context of this policy, editing involves a person identifying basic grammatical, spelling and punctuation errors in assessable work. This does not include rewriting text, changing words, or rearranging the structure of the content or text. A proof-reader may identify errors, but must not make the changes. A student must make the actual changes to their own work. While it is acceptable to have assessable work proofread, CQUniversity does not endorse any paid or unpaid proofreading services.

(Source: Adapted from the Macquarie University's *Academic Integrity Policy*, dated 20 February 2018.)

Revocation (revoke): occurs when a previously granted benefit to a CQUniversity student is cancelled. Among other things, this may occur due to a form of misconduct resulting in the student not meeting or no longer meeting the requirements to be granted the benefit. In this policy, examples of a benefit include academic credit, award (qualification), and/or documents certifying student academic achievement.

TEQSA: Tertiary Education Quality and Standards Agency.

Working days: refer to weekdays from Monday to Friday, excluding Australian public holidays. Excludes Saturday and Sunday.

7 RELATED LEGISLATION AND DOCUMENTS

[Academic Appeals Policy and Procedure](#)

[Awards Policy and Procedure](#)

[Central Queensland University Act 1998](#) (Qld)

[Central Queensland University Enterprise Agreement 2017](#)

[Complaints Policy and Procedure](#)

[Conflict of Interest Policy and Procedure](#)

[Credit for Prior Learning in Higher Education Policy and Procedure](#)

[ELICOS Standards 2018](#) (Cwlth)

[Grades and Results Policy](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (Cwlth)

[Information Privacy Policy and Procedure](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

[Student Behavioural Misconduct Procedure](#)

[Student Ombudsman Procedure](#)

[Student Research Misconduct Policy and Procedure](#)

Employee professional development and information resources

The following resources and guidelines are for employee access via StaffNet:

[Academic Integrity resources in Totara](#)

8 FEEDBACK

8.1 Feedback can be provided about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Learning and Teaching Committee
Advisory Committee to Approval Authority	N/A
Administrator	Provost
Next Review Date	26/02/2023

Approval and Amendment History	Details
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Notes	This document was formerly known as the Academic Misconduct Procedure (06/07/2018).

Acknowledgement

CQUniversity gratefully acknowledges its use or adaptation of information and ideas from several publicly available sources, including:

- Contract cheating and assessment design project website (www.cheatingandassessment.edu.au)
- Deakin University: Student Academic Integrity Policy (March 2019)
- Griffith University: Institutional Framework for Promoting Academic Integrity among Students (December 2017)
- La Trobe University: Academic Integrity Policy (November 2016)
- Macquarie University: Academic Integrity Policy (February 2018)
- Ombudsman Western Australia: Guidelines on procedural fairness (natural justice) (www.ombudsman.wa.gov.au)
- TEQSA Guidance Note: Academic Integrity (March 2019)
- University of Melbourne: Student Academic Integrity Policy (December 2019)
- University of South Australia: Academic Integrity website (staff resources) (www.unisa.edu.au)
- Victoria University: Academic Integrity Policy (July 2018).

10 APPENDICIES

Appendix 1: Outcomes and penalties

- 10.1 The following table sets out the outcomes and/or penalties that may be applied in response to substantiated breaches of academic integrity. It also sets out the possible outcomes in response to inappropriate academic conduct and suspected breaches that were unsubstantiated and dismissed.
- 10.2 Outcomes and/or penalties applied for academic misconduct may be applied to students, former students and graduates.
- 10.3 The outcomes and/or penalties applied will depend on the student's conduct and seriousness of the breach. More than one outcome or penalty may be applied. Decision-makers should consult the employee guideline for deciding outcomes and penalties.

Level	Type of conduct	Range of outcomes or penalties
0	No academic integrity breach (allegation unsubstantiated)	a) allegation is dismissed and no further action is taken.
1	Inappropriate academic conduct	a) corrective education (e.g. academic counselling/feedback, referral to the Academic Learning Centre or other learning service, deduction of marks according to assessment marking criteria/rubrics) AND b) a written warning
2	Academic integrity breach (minor incident)	a) downgrade the marks or standard of achievement for the assessable work. Any work with plagiarised content must be marked based only on the non-plagiarised content OR b) allow the student to re-attempt and re-submit all or part of the assessable work in a specified timeframe if they failed the assessment task. The maximum mark available for re-submitted work is no more than 50% or the pass mark specified in the unit profile, training and assessment plan or another similar document AND c) mandatory successful completion of the an academic integrity training program decided by CQUniversity (see restricted learning management system access section)
3	Academic integrity breach (academic misconduct), including: <ul style="list-style-type: none"> plagiarism collusion cheating (other than contract cheating) 	a) downgrade the marks or standard of achievement for the assessable work. Any work with plagiarised content must be marked based only on the non-plagiarised content. b) mandatory successful completion of an academic integrity training program decided by CQUniversity (see restricted learning management system access) c) failing result for the assessment task (i.e. zero marks) d) failing or not competent grade for the unit (i.e. zero result) e) withholding of grade for a maximum of one term/period of study
4	Academic integrity breach (academic misconduct), including: <ul style="list-style-type: none"> serious or multiple cases of plagiarism, collusion or cheating partial case of contract cheating 	a) failing result for the assessment task (i.e. zero marks) b) failing or not competent grade for the unit (i.e. zero result) c) withholding of grade for a maximum of one term/period of study d) temporary exclusion for a specified time (e.g. one or more terms/study periods) e) revocation of academic credit f) revocation of award (qualification) and/or documents certifying student/graduate achievement
5	Academic integrity breach (academic misconduct) including serious first or multiple cases of contact cheating	a) failing or not competent grade for the unit (i.e. zero result) b) permanent exclusion c) revocation of academic credit d) revocation of award (qualification) and/or documents certifying student/graduate achievement

Appendix 2: Overview of process for responding to academic integrity breaches

