Academic Misconduct Determination Guidelines

Contents

1.   Purpose

The purpose of these guidelines are to:

This guide aims to:

- Assist in determining the severity of academic misconduct by providing descriptions and examples for three levels: Low, Medium and High.
- Provide options for penalties depending on the level of severity.
- Encourage consistent application across the University and help ensure that, where possible, students across different schools receive the same level of penalty for the equivalent level of misconduct.

This guideline acknowledges, however, that varying levels of penalties within the range from the determination guide may apply depending on the program level being undertaken and evidence of mitigating circumstances. As such, it is not intended to replace the discretion of Executive Dean/nominee or Student Discipline Committee in imposing penalties but rather to establish some parameters of options within the parameters of the guide. Penalties for three or more incidents will be determined on a case-by-case basis by the Student Discipline Committee. Cases with a recommended penalty of exclusion will also be referred to the Student Discipline Committee.

This guideline also needs to be considered in context with the following two key documents:

- Academic Integrity Procedure
- Academic Misconduct Procedure

2. Severity Overview (on the balance of probabilities):

Severity Level	Description
Low	Not a deliberate attempt to gain advantage or a deliberate attempt to gain a minor advantage. Error in judgment and/or lack of understanding of good scholarship practice due to student's academic inexperience.
Medium	Deliberate attempt to gain a significant advantage (eg submit work completed by another student as part of an assessment). Carelessness in scholarship that is below the standard expected for the level being studied and/or the student's academic experience.
High	Deliberate attempt to gain a major advantage (eg outsource an assignment). Serious carelessness in scholarship that is well below the standard expected for the level being studied and/or the student's academic experience.

3. Penalty Range

Penalty	First breach Low	First breach Medium Second breach Low	First breach High Second breach Medium Third breach Any (students with a third or subsequent breach will have their case referred to the Student Discipline Committee)
Behavioural agreement	✓	✓ (in conjunction with other penalties)	✓ (in conjunction with other penalties)
Sit/resit Academic Integrity module	✓	✓ (in conjunction with other penalties)	✓ (in conjunction with other penalties)
Reduced assessment mark by 50% points	✓		
Additional academic integrity or other coursework	✓		
Opportunity to revise/resubmit on a Fail/Pass basis	✓ (in conjunction with other penalties)		
Failure of assessment piece	✓	✓	
Failure in course		✓	✓
Suspension			✓
Exclusion (cases with a recommended penalty of exclusion will be referred to the Student Discipline Committee))			✓

4. Examples of Academic Misconduct

Example 1: Plagiarism

Severity	Description
Low	Failure to acknowledge sources of quotations, ideas or data (including when paraphrasing) Poor referencing, including citing incorrectly; paraphrasing one paragraph by only changing a few words without changing the sentence structure of the original text; changing the sentence structure but not the words; and putting quotation marks around part of a quotation but not around all of it; Submitting the wrong assignment (where they can produce proof of the "correct one" and that it was completed prior to the submission date).
Medium	Copying and failing to acknowledge an amount of information from the internet/academic publications where that information forms a reasonable (ie 5-15%) part of the assignment Paraphrasing (5-15%) to disguise the extent of plagiarism Submitting an assignment incorporating significant material taken from other sources and without acknowledgement.
High	Submitting another's work and representing it as one's own Disguising plagiarism via double translation Unauthorised AI-facilitated content created for submission

Example 2: Resubmitting / recycling previously assessed work

Severity	Description
Low	Resubmitting previously submitted work (in part or in full) for separate credit without acknowledgement (self-plagiarism) from a subject previously studied
Medium	Resubmitting previously submitted work (in part or in full) for separate credit without acknowledgement (self-plagiarism) from a different subject
High	Uploading to third party websites (or other locations where students can access the work) completed and/or previously assessed work without permission

Example 3: Cheating

Severity	Description
Low	Continued writing after examination/test time is completed Exceeding the time allocation on an online test Bringing (but not using) unauthorised material into an examination because the student was unaware that it was a closed book examination Having (theoretical) access to unauthorised material or technology (eg a phone in a pocket but no access attempted)
Medium	Seeking unauthorised assistance with assignment Using unauthorised material in an examination. Receiving assistance on an assessment task that has the effect of making it someone else's work changing Communicating with another student during exams/tests but not on the exam/test itself (eg, asking the time)
High	Copying another student's work in an examination. Accessing, purchasing, exchanging or offering for purchase any item to be submitted as an assessment task. Accessing confidential examination information prior to an examination. Bearing notes in non-authorised locations (eg, on the body, in pens or smart devices). Sending, receiving or accessing or endeavouring to send, receive or access any source of stored electronic information during the examination unless specified by the examiner.

Example 4: Collusion

Severity	Description
Low	Working with one or more people (without the authorisation of teaching staff) to prepare and produce a piece of work that forms part of an assessment task. Allowing others to copy a relatively small part of a student's work for an assessment task.
Medium	Working with one or more people (without the authorisation of teaching staff) to prepare and produce a piece of work that forms a substantial part of an assessment task. Allowing others to copy a substantial part of work for an assessment task. Removing or endeavouring to remove from the examination room any question/answer/other paper, provided for use by the student during the course of the examination, or other material which is the property of the University, unless authorised by the examination supervisor and examiner. Seeking a lower or nil penalty for reported plagiarism by denial of a relationship with another student (s).
High	Seeking a payment for work prepared for another student(s).

Example 5: Bribes

Please note that the regulations regarding staff's acceptance of gifts are detailed in the Gifts, Benefits, Hospitality, Food and Beverages Policy.

Severity	Description
Low	
Medium	
High	Offering a staff member money, gifts, sexual or other favours to gain an advantage in assessment/examination marking

Example 6: Fabrication

Severity	Description
Low	
Medium	Making up sources for a bibliography/reference list Making up footnotes Falsely representing the proportion of individual work towards a group assignment Submitting a text/code-matching software originality report that falsely represents the originality of an assignment submitted for assessment
High	Claiming results of research where none have been found Claiming specific results from research where the findings are inconsistent or inconclusive Changing results of research Intentional and unauthorised falsification or invention of any information or experimental data in an assessable item or paper

Example 7: Fraud

Severity	Description
Low	
Medium	Giving a false excuse for missing an assignment deadline/examination and/or requesting a deadline extension/rearrangement
High	Having another person complete an assessment or test Forging a medical certificate for special consideration

Example 8: Facilitating academic dishonesty

Severity	Description
Low	Supplying an assessment item or part thereof to another, on the understanding it would not be copied for the purposes of submission
Medium	Providing a fellow student with a completed assignment where there would be potential that they will use the content dishonestly Uploading a copy of a subject outline or other subject or course materials to a website or server without the express permission of the University
High	Writing an assignment or part of an assignment for another student, whether for payment or not.

Version 8

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