

## ACADEMIC INTEGRITY POLICY



Current version in effect from: 1 Apr 2024  
Approved by Council: 4 Dec 2019  
Revised by Council: 14 Dec 2022

### Related documents

Education Services for Overseas Students Legislative Framework (ESOS)

Higher Education Standards Framework (Threshold Standards) 2021 Part A section 5.2  
Academic and Research Integrity

TEQSA Academic Integrity Toolkit (2020)

TEQSA Good Practice Note: Addressing contract cheating to safeguard academic  
integrity (2017)

TEQSA Guidance Note on Academic Integrity (2019)

Regulation 9 Code of Conduct

*Academic Staff Policy*

*Assessment Policy*

*Appeals Policy*

*Privacy Policy*

### 1. Rationale and Objectives

1.1 Academic integrity is 'the moral code of academic life and endeavour. It involves using, generating and communicating information in an ethical, honest and responsible manner' (adapted from Monash University, 2013, quoted in TEQSA Guidance Note on Academic Integrity, 2019). Academic integrity is fundamental to the success and credibility of higher education both for individuals and institutions.

1.2 This Policy aims to ensure that:

- a) students and staff have a robust understanding of academic integrity and its fundamental value for learning, teaching and research
- b) students and staff act with academic integrity in all academic activities including learning, teaching and research
- c) students and staff are supported to understand and use practices that maintain academic integrity
- d) processes for dealing with actual or potential breaches of academic integrity are robust, consistent and fair
- e) academic integrity is monitored across the University in a consistent manner and data gained is used to improve the integrity of academic activities.

## **2. Scope**

- 2.1 This Policy applies to all members of the University as defined in Regulation 9 Code of Conduct.
- 2.2 This Policy is to be implemented in accordance with the general principles of the University's Code of Conduct, especially Regulation 9.3.1 and 9.3.2.

## **3. Principles**

- 3.1 Academic integrity is fundamental to the University's mission of excellence in learning, teaching and research, whereby students and staff develop knowledge, understanding and skills while demonstrating due regard for the work of others.
- 3.2 Students and staff of the University take responsibility for the academic integrity of their own work, including understanding what academic integrity is, and safeguarding against academic misconduct.
- 3.3 Staff involved in learning, teaching and research are expected to provide leadership in academic integrity and educate students to exercise integrity in their academic work.
- 3.4 The University's approach to academic integrity is, wherever possible, developmental and supportive of good practices, especially for students new to higher education who may inadvertently breach academic integrity.
- 3.5 The University responds to breaches of academic integrity in a timely, fair, transparent and consistent manner, ensuring procedural fairness.
- 3.6 Persons engaged in reporting or investigating allegations of academic misconduct are attentive to the care and wellbeing of those under investigation.
- 3.7 The University is committed to quality improvement and monitors breaches of academic integrity and seeks to address underlying causes.
- 3.8 The University ensures that outcomes and records of investigations of academic misconduct are kept secure and confidential.

## **4. Academic Integrity**

- 4.1 The University supports its members in promoting academic integrity by:
  - a) educating students on academic integrity during orientation, academic skills activities, and in classes, especially in first year units
  - b) requiring commencing students to complete a compulsory module on academic integrity
  - b) ensuring staff induction and professional development activities and materials include a focus on academic integrity
  - c) designing assessments that foster academic integrity and minimise the potential for student academic misconduct
  - d) discussing academic integrity annually at the Academic Board and at College Academic Committees and reviewing the implementation of this Policy.

- 4.2 All work by members of the University, whether for assessment, publication or use as a teaching or learning resource, must acknowledge the rightful owners of any material utilised. The University seeks to ensure this by requiring:
- a) students submitting work for assessment to verify that the work is their own, has not been submitted otherwise for credit, and makes due acknowledgment of the work of others, by completion of the declaration at Schedule A
  - b) Higher Degree by Research and Minor Thesis students submitting a thesis for examination to verify that the work is their own, has not been submitted otherwise for credit, and makes due acknowledgment of the work of others, by completion of the declaration at Schedule B
  - c) all members of the University publishing academic work or using the work of others in teaching or learning resources, to make due acknowledgment of the work of others and to observe copyright restrictions.

## 5. Definitions of Academic Misconduct

- 5.1 **Academic misconduct** is any breach of academic integrity by a member of the University which is covered by this section of the Policy.
- 5.2 **Cheating** or **Contract Cheating** is the submission of academic work that has been produced in whole or in part by someone other than the person who is being assessed, irrespective of the third party's relationship with the student and whether they are paid or unpaid, and is represented in whole or in part as the student's own work.
- 5.3 **Collusion** is gaining assistance from another person for the purposes of cheating, plagiarism or other form of academic misconduct.
- 5.4 **Copying** is reproducing and submitted the work of another student, with or without their knowledge.
- 5.5 **Ethical breach** is failure to comply with the *National Statement on Ethical Conduct in Human Research*
- 5.6 **Fabrication** is the deliberate misrepresentation or forgery of existing information or documentation and representing that to be real.
- 5.7 **Failure to comply** is failure to comply with examination or assessment rules or directions.
- 5.8 **Falsification** is the deliberate creation of purported or non-existing information or documentation and the representation of that as actual data.
- 5.9 **Illicit paraphrasing** is copying material word-for-word or using material closely paraphrased or summarised, rather than using it as a direct quote with citation.
- 5.10 **Irresponsible research** is activity which contravenes the *Australian Code for the Responsible Conduct of Research*
- 5.11 **Plagiarism** is the use by one person of another person's work as though it is the first person's own work without appropriate attribution. This includes (but is not limited to) circumstances where the first person:

- a) submits work for assessment written wholly or in part by another person whether for payment or not
- b) uses or paraphrases work from any source other than the person's own work, including a book, journal, newspaper article, set of lecture notes, current or past student's work or any other person's work
- c) when writing a computer program and presenting it as his or her own, incorporates the coding of a computer program written by another person
- d) uses a musical composition or audio, visual, graphic or photographic work created by another person
- e) uses realia created by another person, including an object, artefact, costume or model.

5.12 **Recycling** is the submission of academic work which has previously been presented for assessment or publication whether in whole or in substantial part in order to gain unfair advantage. An unfair advantage does not exist when, for example, an assessment task requires the revision, re-drafting or development of work previously submitted for assessment.

## 6. Reporting Academic Misconduct

6.1 A member of the University who considers that another member of the University may have breached academic integrity or committed academic misconduct as described in this Policy, even if inadvertently, is required to report the issue immediately to the relevant Authorised Officer using Schedule C.

6.2 A person who is external to the University who considers that a member of the University may have breached academic integrity as described in this Policy may report the issue to the relevant Authorised Officer using Schedule C.

6.3 If a student has reason to believe that their work has been plagiarised, copied, or otherwise used for academic misconduct, the student must report the matter immediately to their lecturer or Academic Dean.

6.4 A potential breach of academic integrity is reported confidentially to an Authorised Officer appointed by the Vice-Chancellor in accordance with Regulation 9.3.3 and as set out in the table below. Where the Authorised Officer has a conflict of interest which cannot be resolved, the Authorised Officer must refer the matter to the Alternate Authorised Officer in the table below, or request the Vice-Chancellor to appoint another Authorised Officer.

<i>Domain</i>	<i>Authorised Officer</i>	<i>Alternate</i>
Unit of study or assessment task	Academic Dean of the College hosting the unit	Academic Dean of another College
Higher degree by research	Dean of the School of Graduate Research	Chair of the Academic Board
Academic staff – minor breach	Principal of the staff member's College	Principal of another College

Academic staff – moderate breach	Principal of the staff member’s College	Principal of another College
Academic staff – major breach	Chair of the Academic Board	Deputy Chair of the Academic Board
Research involving human subjects	Chair of the Human Research Ethics Committee	Deputy Chair of the Human Research Ethics Committee
Any other matter	University Secretary, for referral to an Authorised Officer appointed by the Vice-Chancellor for the matter at hand	

## **7. Investigating Academic Misconduct – Probable Inadvertent Breaches by Students**

- 7.1 A staff member who identifies a potential minor breach of academic integrity by a student should consider whether the breach may be inadvertent, especially in the case of a first year student or a student new to higher education.
- 7.2 The staff member must report the case to the relevant Authorised Officer, and advise them that it may be an inadvertent breach.
- 7.3 The Authorised Officer must investigate the potential breach and decide whether there is evidence that a breach of academic integrity has occurred and the gravity of the breach.
- 7.4 The Authorised Officer must check College and University records to ascertain whether the student has previously been reported for a potential breach of academic integrity.
- 7.5 If the Authorised Officer decides that there is no breach, the matter ends. No Schedule C report is required.
- 7.6 If the Authorised Officer decides that there is a minor breach that is inadvertent, they must consult the staff member who reported the breach and agree on an educative strategy to ensure prevention of further incidents. This must include a meeting with the student to which the student is entitled to bring a support person who is not a legal representative. The Authorised Officer may or may not impose a penalty but must submit a report of the incident to the University Secretary using Schedule C for the purpose of ensuring the matter is recorded on the Academic Integrity Register as an inadvertent breach.
- 7.7 If the Authorised Officer decides that the breach is either not minor or not inadvertent, the procedures set out below apply.

## **8. Investigating Academic Misconduct**

- 8.1 The Authorised Officer is required to notify the person under investigation of the allegation that has been reported prior to commencement of the investigation.
- 8.2 Throughout the reporting, investigation and determination process, the care and wellbeing of the person who is alleged to have breached academic integrity is vital. The

Authorised Officer should consult with a appropriate colleague to ensure the welfare of that person is supported, while maintaining confidentiality.

- 8.3 The person under investigation must be given opportunity to respond to the allegation made against them. This may be done in writing or by a meeting with the Authorised Officer.
- 8.4 The Authorised Officer must investigate the potential breach and determine whether there is evidence that a breach of academic integrity has occurred.
- 8.5 If the Authorised Officer finds that there is no evidence of a breach of academic integrity has occurred, the Authorised Officer must report this finding to the person who reported the potential breach and to the person under investigation, and forward a report to the University Secretary using Schedule C.
- 8.6 If the Authorised Officer finds that a breach of academic integrity has or may have occurred, the Authorised Officer assesses the level of the breach of academic integrity by evaluating each of the following aspects a) to 3) on a scale of 1 (least serious) to 3 (most serious). Item f) may be valued as 0 (no mitigating circumstances) or in negative values from -1 to -3 (minor to significant mitigating circumstances, thus reducing the total assessment score):
- a) Intention (e.g. was the breach intentionally done, with awareness that it was a breach)
  - b) First, repeat or serial offence by the person
  - c) Academic level of alleged offender (e.g. first year undergraduate, postgraduate student, experienced scholar)
  - d) Quantity of total work affected by the breach of academic integrity
  - e) Potential for the breach of academic integrity to significantly change the assessment of the work
  - f) Mitigating circumstances
- 8.7 The Authorised Officer considers the total indicative assessment score in relation to the gravity of the breach of academic integrity using the following table. The indicative scores are intended to provide a consistent approach but are not a substitute for the academic judgment of the Authorised Officer who must decide the gravity of the breach.

<i>Score</i>	<i>Gravity</i>
1-5	Minor
6-10	Moderate
11-15	Major

- 8.8 Having decided the gravity of the breach the Authorised Officer may then
- a) apply a course of action, or

- b) apply a penalty, or
- c) request another Authorised Officer to apply a penalty

as described in this Policy and in accordance with the gravity of the breach of academic integrity.

8.9 The Vice-Chancellor may approve Schedules to this Policy to establish further guidelines on the classification of common cases of potential breaches of academic integrity of Minor or Moderate gravity provided that such guidelines are consistent with this Policy.

## 9. Minor and Moderate Breaches

### 9.1 Coursework students

Imposition of an appropriate penalty by an Authorised Officer as outlined in these procedures and within the scope of penalties defined in Regulation 9.4. Where the Authorised Officer listed in this table is different from the Authorised Officer who investigated and determined the breach of academic integrity, the latter must refer the matter to the former for imposition of the penalty.

Table 9.1 Breach of Academic Integrity – Coursework students		
<i>Type</i>	<i>Actions and Penalties</i>	<i>Authorised Officer</i>
<b>Minor</b>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Issue and record a written warning regarding the consequences of breaching University policy</li> <li>• Counsel the student and refer the student to services such as study skills support or to the library for assistance</li> <li>• If appropriate, adjust the student’s mark in the relevant assessment task to take account only of work which is in line with principles of academic integrity</li> <li>• Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	Academic Dean of a College
<b>Moderate</b>	<p>Any of the above and/or one or more of the following:</p> <ul style="list-style-type: none"> <li>• require the student to undertake additional and/or remedial work for the assessment and impose a maximum grade of Pass for the unit</li> <li>• require the student to undertake another form of assessment in lieu of the assessment work in question and potentially impose a maximum grade of Pass for the unit</li> <li>• downgrade the final grade overall in the unit</li> </ul>	Academic Dean of a College

	<ul style="list-style-type: none"> <li>• apply a Fail grade to the work, or part thereof, submitted for assessment</li> <li>• apply a Fail grade overall in the unit</li> <li>• refer the matter to the relevant Principal if one or more of the above penalties is insufficient to deal with the matter</li> <li>• undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	
<b>Major</b>	<ul style="list-style-type: none"> <li>• Initiate an Investigation and Determination process (see Section 8 of this Policy)</li> <li>• Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	Chair of Academic Board

## 9.2 Higher Degree by Research students (including Minor Thesis)

Imposition of an appropriate penalty by an Authorised Officer as outlined in these procedures and within the scope of penalties defined in Regulation 9.4. Where the Authorised Officer listed in this table is different from the Authorised Officer who investigated and determined the breach of academic integrity, the latter must refer the matter to the former for imposition of the penalty.

<i>Type</i>	<i>Actions and Penalties</i>	<i>Authorised Officer</i>
<b>Minor</b>	One or more of the following: <ul style="list-style-type: none"> <li>• Issue and record a written warning regarding the consequences of breaching University policy</li> <li>• Counsel the student and refer the student to services such as those of the School of Graduate Research or to the library for assistance</li> <li>• Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	Dean of the School of Graduate Research
<b>Moderate</b>	Any of the above and/or one or more of the following: <ul style="list-style-type: none"> <li>• require the student to rewrite and resubmit the thesis for examination</li> <li>• require the student to participate in an Oral Defence Panel</li> <li>• fail the student for the degree (or in the case of the Minor Thesis, the unit) for which the thesis under examination was submitted</li> </ul>	Chair of Examiners



	<ul style="list-style-type: none"> <li>undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	
<b>Major</b>	<ul style="list-style-type: none"> <li>Initiate an Investigation and Determination process (see Section 8 of this Policy)</li> <li>Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	Chair of Academic Board

### 9.3 Academic Staff

Imposition of an appropriate penalty by an Authorised Officer as outlined in these procedures and within the scope of penalties defined in Regulation 9.4. Where the Authorised Officer listed in this table is different from the Authorised Officer who investigated and determined the breach of academic integrity, the latter must refer the matter to the former for imposition of the penalty.

Table 9.3 Breach of Academic Integrity – Academic Staff		
<i>Type</i>	<i>Actions and Penalties</i>	<i>Authorised Officer</i>
<b>Minor</b>	One or more of the following: <ul style="list-style-type: none"> <li>Issue and record a written warning regarding the consequences of breaching University policy</li> <li>Counsel the staff member and refer the person to appropriate professional development</li> <li>Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	College Principal
<b>Moderate</b>	Any of the above and/or one or more of the following: <ul style="list-style-type: none"> <li>undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	College Principal
<b>Major</b>	<ul style="list-style-type: none"> <li>Initiate an Investigation and Determination process (see Section 8 of this Policy)</li> <li>Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 9</i>.</li> </ul>	Chair of Academic Board

## 10. Major Breaches – Investigation and Decision

10.1 Where a breach of academic integrity is assessed as Major, the matter must be reported immediately to the University Secretary and the Vice-Chancellor. Where a breach of

academic integrity involves the Vice-Chancellor, the matter is referred to the Chancellor for action, modifying these procedures as appropriate.

- 10.2 The Vice-Chancellor must appoint an Investigation Panel, ensuring that no member of the Panel has an association with the person alleged to have breached this Policy or an association with any College involved in the matter. The members of the Investigation Panel are:
  - a) Two members of the Council, usually including the Chair of the Academic Board
  - b) Two other persons with relevant expertise, either internal or external to the University.
- 10.3 The Vice-Chancellor must appoint one of the members as the Chair of the Investigation Panel.
- 10.4 Four members of the Investigation Panel constitute a quorum. All decisions of the Investigation Panel are made by majority vote of the members; the Chair has the casting vote in the event of a tied vote.
- 10.5 Minutes must be taken of all Investigation Panel meetings.
- 10.6 The Investigation Panel must meet as soon as possible after written notice of the potential breach has been made and usually not more than 10 working days later. All deliberations must be strictly confidential.
- 10.7 The Investigation Panel may solicit submissions in writing from any interested party and may undertake any other activity to ensure a fair, just and equitable outcome, while maintaining confidentiality as far as practicable.
- 10.8 The Investigation Panel must inform the member of the University alleged to have breached academic integrity of the allegation against them, and must invite that member to an interview by the Panel. The member may bring a support person to that meeting, but this person cannot be a legal representative.
- 10.9 The Investigation Panel determines an outcome and, where applicable, a penalty or penalties appropriate to the gravity of the matter. Outcomes may include:
  - a) a finding that the allegation was unsubstantiated
  - b) a finding that the allegation was substantiated or substantiated in part
  - c) training in this Policy and related matters
  - d) referral to other support services and strategies
  - e) counselling
  - f) further monitoring of the situation
  - g) statement of regret or apology, where appropriate
  - h) retraction of work, such as an academic publication
  - i) requirement to change processes or procedures

j) disciplinary action in accordance with Regulation 9.4

10.10 These findings must be communicated in writing to the Vice-Chancellor.

10.11 The Vice-Chancellor is responsible for informing the person who is the subject of the investigation of the outcome and of any penalty, and is responsible for ensuring that penalty is applied.

10.12 The Investigation Panel Chair must communicate a report on the matter with any other recommended actions for the University to the University Secretary.

## **11. Appeals**

11.1 A member of the University who is found to have committed a breach of academic integrity may appeal the decision through the University's Appeals Policy.

## **12. Reporting**

12.1 Schedule C to this Policy provides the standard form for reporting an actual or potential breach of academic integrity. On completion of an investigation process, the completed copy of Schedule C must be lodged with the University Secretary.

12.2 The University Secretary is responsible for maintaining the Academic Integrity Register which records actual breaches of academic integrity, and the total number of investigations conducted.

12.3 Information on the Academic Integrity Register is confidential to the University Secretary and Governance Officers. Deidentified information may be compiled for the purpose of meeting reporting requirements under this policy. Otherwise, information may only be shared by them:

- a) to support an investigation of a potential breach of academic integrity (for example, record of prior history of potential or actual breach)
- b) to support consideration of an appeal under the Appeals Policy
- c) to comply with external statutory or regulatory requirements
- d) to adhere to a direction of the Council.

## **13. Accountability and Improvement**

13.1 The Chair of the Academic Board with support of the University Secretary provides a summary report to the Academic Board annually on:

- a) practices to enhance academic integrity
- b) number of reports of potential breaches of academic integrity, deidentifying Colleges and individuals
- c) number of actual breaches of academic integrity by gravity, deidentifying Colleges and individuals
- d) issues identified
- e) recommended actions to strengthen academic integrity in the University.

13.2 The Academic Board must report annually to the University Council on the number of actual breaches of academic integrity and the penalties applied, deidentifying Colleges and individuals, and how it has monitored, reviewed and reported on strategies to promote academic integrity and minimise breaches of academic integrity.

**14. Date of Next Review**

14.1 This Policy must be reviewed no later than 31 December 2027.

### **Schedule A: Assessment Submission Declaration**

Approved by Academic Board: 15 November 2019

This declaration must be affirmed by every student of the University when submitting a written assessment task. In the case of a group project, all group members are required to affirm this declaration.

I declare that the material submitted for assessment is the result of my own work (or for group assessment, the work of the group of which I am a member). All sources on which it is based and any assistance received in completing the assignment have been acknowledged. Material has not been copied or purchased or written by someone other than me.

### **Schedule B: Thesis Declaration for Higher Degree Research and Minor Thesis Students**

Approved by Academic Board: 15 November 2019

Name:

Thesis Title:

I declare that:

- a) the thesis submitted for examination is the result of my own work
- b) all sources on which the thesis is based and any assistance received in completing the thesis have been acknowledged in the scholarly apparatus
- c) no material in the thesis has been copied or purchased or written by someone other than me
- d) any research involving human subjects has been approved by the Human Research Ethics Committee and is reported in the thesis in accordance with that approval.

## Schedule C: Academic Integrity Standardised Reporting and Outcome Form

Approved by Academic Board: 4 Jun 2021, 29 Apr 2022

*This form is for the purposes of recording the reception of a report regarding a possible breach of Academic Integrity, determination of evidence of a breach of Academic Integrity, determination of the gravity of the breach and reporting to the University Secretary and/or other Authorised Officers.*

*Please note, reports involving any members of the University that are categorised as incidents of conduct or misconduct are to be reported through the Conduct and Misconduct Policy.*

### Please complete details:

Name of Academic Dean:			
College / Entity:		Date	
Authorised Officer for case (select domain):			
<input type="checkbox"/>	Unit of study or assessment task: Academic Dean of the College hosting the unit	<input type="checkbox"/>	Academic Staff (minor, moderate): Principal
<input type="checkbox"/>	Higher degree by research: Dean of the School of Graduate Research	<input type="checkbox"/>	Academic Staff (major): Chair of the Academic Board
<input type="checkbox"/>	Research involving human subjects: Chair of the Human Research Ethics Committee	<input type="checkbox"/>	Any other matter: University Secretary (Vice-Chancellor appoints Authorised Officer)

### Step 1. Determining nature of report (please use check mark in squares to all that apply)

NB: The report must be considered a Breach of Academic Integrity using definitions in section 4 and 5 of the Academic Integrity Policy (*Academic Integrity Policy 6.5*)

#### a. Received Report (please tick boxes):

- Academic Dean has received a report concerning a possible Academic Integrity issue through internal member(s) of the University (required to report) or external person(s) to the University (may report) (*Academic Integrity Policy 6.3*).
- Academic Dean has consulted an appropriate colleague to support reported person(s) while maintaining confidentiality (*Academic Integrity Policy 6.4*).

#### b. Authorised Officer selection

- Academic Dean as receiver of the report has decided as to the domain of this report (*Academic Integrity Policy 6.3*).

#### Please select either b1. or b2.

- b1. Unit or assessment in coursework awards: (otherwise refer to b2. *Academic Integrity Policy 6.3*)
- b2. Other: Authorised Officer has been advised as above (no further action on the part of Academic Dean).

**c. Evidence or Non-Evidence of Breach**

Please complete either c1. or c2.

c1. No evidence has been found that a breach of Academic Integrity has occurred

Academic Dean has reported this finding to the person who reported the potential breach and forwarded this form as report to the University Secretary indicating that 'no breach' has occurred. (*Academic Integrity Policy 6.6*).

Please describe the nature of the report:

c2. Evidence has been found that a breach of Academic Integrity has occurred (please complete sections a and b, c, or d below).

Student Name:	
Student Number:	
Unit Code:	
Unit Level:	

**Step 2. Determining Level of Breach**

- a. For each of the items below, use the following scale:
  - 1 (least serious) to 3 (most serious) against each item, where item f) may be valued as 0 (no mitigating circumstances); or

- in negative values from -1 to -3 (minor to significant mitigating circumstances, thus reducing the total assessment score).

Item	Comments	Score
a) Intention (e.g., was the breach intentionally done, with awareness that it was a breach)		
b) First, repeat or serial offence by the person		
c) Equivalent score to academic level of alleged offender (e.g. first year undergraduate, postgraduate student, experienced scholar)		
d) Quantity of total work affected by the breach of academic integrity		
e) Potential for the breach of academic integrity to significantly change the assessment of the work		
f) Mitigating circumstances		
<b>Total Score:</b>		
<b>Gravity:</b>		

**Final Score Key:**

Final Score	Gravity
1-5	Minor
6-10	Moderate
11-15	Major



Please describe here the nature of the Breach:

**Actioning the response to a Breach of Academic Integrity**

*b. Action for a **Minor Breach** of Academic Integrity Coursework (Academic Integrity Policy 7.1)*

Please tick one or more of the following actions:

- Issue and record a written warning regarding the consequences of breaching University policy
- Counsel the student and refer the student to services such as study skills support or to the library for assistance
- If appropriate, adjust the student's mark in the relevant assessment task to take account only of work which is in line with principles of academic integrity
- Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under Regulation 9.

OR

c. Action for a ***Moderate Breach*** of Academic Integrity Coursework (*Academic Integrity Policy 7.1*)

Please tick one or more of the following actions:

- require the student to undertake additional and/or remedial work for the assessment and impose a maximum grade of Pass for the unit
- require the student to undertake another form of assessment in lieu of the assessment work in question and potentially impose a maximum grade of Pass for the unit
- downgrade the final grade overall in the unit
- apply a Fail grade to the work, or part thereof, submitted for assessment
- apply a Fail grade overall in the unit
- refer the matter to the relevant Principal if one or more of the above penalties is insufficient to deal with the matter
- Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under Regulation 9.

Please document here details of the investigation, assessment, and determination process for a minor or moderate breach of Academic Integrity in coursework. This is even when the matter is resolved without actioning section 2 b. or c. (*Academic Integrity Policy 6.3*).

OR

d. Action for a **Major Breach** of Academic Integrity Coursework

Please document here details of the investigation, assessment, and determination process for a minor or moderate breach of Academic Integrity in coursework and send this form to the Chair of Academic Board as Authorised Officer (*Academic Integrity Policy 8*).

**Step 4. Reporting**

Send this documentation of the reception, reporting and any investigation, assessment, and determination process through this form confidentially to University Secretary.

University Secretary, Hannah Hornsby: [hhornsby@divinity.edu.au](mailto:hhornsby@divinity.edu.au)

**Office Use Only**

Date Received		Actioned:	
Date Logged:		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No