



# Academic Integrity and Academic Misconduct Procedure

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<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"> <li>➤ Academic Integrity and Academic Misconduct Policy</li> <li>➤ Code of Conduct</li> </ul>		

# Academic Integrity and Academic Misconduct Procedure

## Purpose

The purpose of the *Academic Integrity and Academic Misconduct Procedure* is to provide mechanisms for Lyons College to promote and uphold Academic Integrity and to deal with any allegation or incidences of breaches of Academic Integrity and/or Academic Misconduct.

## Scope

This Procedure applies to all Lyons College staff and students.

## Accountabilities

Lyons College has the following Governance bodies and Academic Staff who are involved in the management of allegations and occurrences of Academic Misconduct. Their roles and responsibilities are outlined below.

Board	<ul style="list-style-type: none"> <li>➤ Accountable for assuring itself that the occurrence and nature of allegations or incidences of breaches of Academic Integrity and/or Academic Misconduct are monitored and action is taken to address any underlying causes for both VET and higher education operations.</li> </ul>
Academic Board	<ul style="list-style-type: none"> <li>➤ Set the institutional guidelines for Lyons College higher education operations to promote principles and practice of Academic Integrity through the <i>Academic Integrity Policy</i> and <i>Academic Integrity and Academic Misconduct Procedure</i>.</li> <li>➤ Develop other strategies to promote Academic Integrity among all higher education staff and students.</li> <li>➤ Monitor and have oversight of the implementation of the Policies and Procedures relating to Academic Integrity and Academic Misconduct for higher education.</li> <li>➤ Take appropriate action for higher education operations when instances of Academic Misconduct are proven, particularly against academic staff found guilty of Academic Misconduct and reporting these to the Board.</li> <li>➤ Investigate the underlying causes of Academic Misconduct in higher education operations and take the appropriate action to address the underlying causes and reporting these to the Board.</li> <li>➤ Be the ultimate decision making body for higher education Academic Misconduct proceedings in the internal review process under the <i>Academic Integrity and Academic Misconduct Procedure</i>.</li> </ul>

<p>Learning and Teaching Committee</p>	<ul style="list-style-type: none"> <li>➤ Report to the Academic Board (AB) on the implementation of the Policies, Procedures and Frameworks relating to Academic Integrity and Academic Misconduct in higher education.</li> <li>➤ Report to the AB any instances where, in higher education operations, Academic Misconduct has been proven, the nature of the Academic Misconduct and what actions were taken.</li> <li>➤ Analyse and report to the AB any advice/suggestions associated with the underlying causes of Academic Misconduct within higher education operations.</li> <li>➤ Ensure that teaching and learning practices for higher education at Lyons College reflects the relevant risks to Academic Integrity.</li> <li>➤ Be a decision making body for Academic Misconduct in the internal review process under the <i>Academic Integrity and Academic Misconduct Procedure</i>.</li> </ul>
<p>Dean</p>	<ul style="list-style-type: none"> <li>➤ Promote the principles and practice of Academic Integrity set out in the <i>Academic Integrity Policy</i> and <i>Academic Integrity and Academic Misconduct Procedure</i> to all higher education Academic Staff and students.</li> <li>➤ Ensure that higher education Academic Staff promote the principles and practice of Academic Integrity set out in the <i>Academic Integrity Policy</i> and <i>Academic Integrity and Academic Misconduct Procedure</i>.</li> <li>➤ Maintain the Academic Misconduct Register ensuring that all allegations and incidences of Academic Misconduct in the higher education operations are recorded and reported to the Board through the AB.</li> <li>➤ Be an investigating officer and decision maker for Academic Misconduct in higher education operations under the <i>Academic Integrity Policy</i> and <i>Academic Integrity and Academic Misconduct Procedure</i>.</li> </ul>
<p>VET Manager</p>	<ul style="list-style-type: none"> <li>➤ Promote the principles and practice of Academic Integrity set out in the <i>Academic Integrity Policy</i> and <i>Academic Integrity and Academic Misconduct Procedure</i> to all VET Academic Staff and students.</li> <li>➤ Ensure that VET Academic Staff promote the principles and practice of Academic Integrity set out in the <i>Academic Integrity Policy</i> and <i>Academic Integrity and Academic Misconduct Procedure</i>.</li> <li>➤ Maintain the Academic Misconduct Register ensuring that all allegations and incidences Academic Misconduct in VET operations are recorded and reported to the Board through the CEO.</li> </ul>

<p>Academic Staff</p>	<ul style="list-style-type: none"> <li>➤ Promote the principles and practice of Academic Integrity set out in the <i>Academic Integrity Policy</i> and <i>Academic Integrity and Academic Misconduct Procedure</i> to all students.</li> <li>➤ Understand the requirements of the <i>Academic Integrity Policy</i> and the <i>Academic Integrity and Academic Misconduct Procedure</i> and continually ensuring students are reminded of their obligation in this regard.</li> <li>➤ Maintain a high ethical standard when conducting training, teaching and learning, assessments, or conducting or participating in research or scholarly activities.</li> <li>➤ Monitor and detect occurrences and allegations of Academic Misconduct for both students and Academic Staff.</li> <li>➤ Report any occurrences and allegations of Academic Misconduct to the Dean or VET Manager.</li> <li>➤ Provide mentoring and guidance to students where there is a concern that they may breach the <i>Academic Integrity Policy</i> or be guilty of Academic Misconduct.</li> <li>➤ Where appropriate, use text comparison software (such as Turnitin) to detect potential cases of plagiarism and to act on the results in accordance with the <i>Academic Integrity Policy</i> and <i>Academic Integrity and Academic Misconduct Procedure</i>.</li> </ul>
<p>Students</p>	<ul style="list-style-type: none"> <li>➤ Uphold the principles of Academic Integrity in the pursuit of their academic endeavours.</li> <li>➤ Take responsibility for their own actions and for acting with Academic Integrity.</li> <li>➤ Inform themselves of Lyons College’s expectations and guidelines for Academic Integrity and Academic Misconduct set out in Policies and Procedures.</li> <li>➤ Ask for assistance or guidance when faced with questions or dilemmas concerning Academic Integrity or Academic Misconduct.</li> <li>➤ Only submit work which is their own, and appropriately reference and acknowledge the thoughts, ideas, findings and/or work of others.</li> <li>➤ Maintain Academic Integrity when their work is shared with others for any reason.</li> <li>➤ Report any suspected allegations or incidences Academic Misconduct to Academic Staff.</li> <li>➤ Provide honest feedback when completing Peer Evaluation Forms, particularly when there may be issues related to other students who are “free riding”.</li> <li>➤ Provide feedback and suggestions to Academic Staff on ways how to better promote and enhance students’ understanding of Academic Integrity and Academic Misconduct.</li> </ul>

## Definitions

**Academic Integrity** means pursuing academic endeavours in an honest and ethical manner, ensuring that information, theories, written text and ideas which are not original are acknowledged and referenced appropriately. Academic Integrity can also be defined as ‘a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action’ (International Centre for Academic Integrity, 2014).

**Academic Misconduct** means a breach of Academic Integrity. This includes pursuing academic endeavours in a dishonest and unethical manner, with the intention of circumventing the assessment process and gaining an unfair and unwarranted advantage. Examples of Academic Misconduct include, but are not limited to:

- Assisting another person to engage in Academic Misconduct
- Cheating
- Collusion
- Contract Cheating
- Falsifying or fabricating data used in the course of academic endeavours
- “Free riders” in group scenarios and group assessments
- Plagiarism
- Providing falsified or fabricated documents to obtain credit and/or recognised prior learning

**Academic Staff** means all permanent, casual, sessional or contract staff involved in the delivery or assessment of any higher education or VET unit or course of study offered by Lyons College.

**Cheating** means acting in a dishonest and unethical manner with the intention of violating or breaching the principles of Academic Integrity to gain an unfair advantage. Examples of Cheating include, but is not limited to:

- Contract Cheating
- Collusion
- copying or attempting to copy from other students in an exam
- copying or attempting to copy from another student’s assignment or assessment
- unauthorised communication during an exam, including verbal, non-verbal, electronic or any other communication intended to avoid detection
- bringing and/or utilising any unauthorised materials, devices or equipment into an exam
- providing material to other students to present it as a part or whole as their own work
- receiving material from other students to present it as a part or whole as one’s own work
- completing or assist in the completion of an assessment for another person or having another person assist oneself in completing one’s assessment
- sitting an exam for another person or having another person sit an exam for oneself
- falsifying data, information or citations in an assessment

**Collusion** means assisting or attempting to assist another student to act dishonestly in relation to an assessment or part of an assessment, or not adhering to the regulations set for a specific learning experience, examination, or assessment.

**Contract Cheating** means using someone else to complete an assessment on your behalf, regardless of whether any payment is involved.

**“Free rider”** refers to a student who does not contribute adequately or appropriately when working in a group scenario or on a group assessment. This may create an unfair advantage where the “free rider” receives marks for work that they have not made an appropriate contribution towards.

**Plagiarism** is defined in the Oxford dictionary as “the practice of taking someone else's work or ideas and passing them off as one's own”. Acts of Plagiarism include:

- not acknowledging or referencing other’s work correctly or at all;
- paraphrasing someone else’s work where it is obvious that the work is copied;
- paraphrasing and submitting work based on work which has previously been submitted; and
- cutting and pasting from various sources and claiming the work as original.

### Promotion of Academic Integrity

Lyons College will facilitate and promote Academic Integrity and the principles of Academic Integrity set out in the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* through the following:

- Ensuring the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* are publicly available on the Lyons College website.
- Providing students and prospective students the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* in the relevant Student Handbook prior to admission.
- Ensuring that Student Agreements refer to and provide links to the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*.
- Ensuring that students are provided with an introductory session on Academic Integrity, Academic Misconduct, the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* on Orientation.
- Providing students with regular refresher training on Academic Integrity, Academic Misconduct, the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* on Orientation.
- Ensuring that students are informed and aware of their own obligations and responsibilities for understanding what constitutes good Academic Integrity, Academic Misconduct and assessment and examination requirements.
- Ensuring that students are aware of what constitutes Academic Misconduct, the process for investigating allegations of Academic Misconduct and potential penalties if found guilty of Academic Misconduct.

- Where available, providing students access to student specific similarity detecting software through Moodle, Lyons College’s Learning Management System, and encourage them to self-assess their work prior to submission.
- Requiring students to provide a signed coversheet with assessments where they attest to the authorship of the assessment, ensuring that students are aware of potential penalties if they are found guilty of a breach of Academic Integrity or are guilty of Academic Misconduct.
- Requiring students to complete a Peer Evaluation Form for group assessments, in particular to identify if any members of the group are “free riding”.
- Providing ongoing professional development and training to Academic Staff on Academic Integrity, Academic Misconduct, the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* on Orientation.
- Providing Academic Staff resources and information in best practices for promoting and maintaining Academic Integrity through benchmarking and external referencing against comparable providers.
- Providing Academic Staff access to academic staff specific similarity detecting software to assess and provide reports on students’ work after it has been submitted.
- Senior Academic Staff providing guidance and mentoring to other Academic Staff and students about Academic Integrity, Academic Misconduct, the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*.
- Ensuring that Academic Staff who design assessments do so in a manner that minimises the risk of Academic Misconduct. Measures to reduce the risk of Academic Misconduct can include, but are not limited to:
  - ◆ the use of unique case studies;
  - ◆ include verbal presentations as a potential assessment task;
  - ◆ requiring student provide progress drafts at specific times prior to final submission;
  - ◆ not re-using previous assessment tasks from prior study periods; and
  - ◆ including invigilated and controlled assessments such as quizzes and exams.

### **Detecting Student Breaches of Academic Integrity and Student Academic Misconduct**

Generally, the detection of Academic Misconduct by students will be the responsibility of Academic Staff. This is due to Academic Staff having first-hand knowledge of the student, their previous work and their academic capabilities.

Academic staff have various mechanisms available to them to detect potential Academic Misconduct by students. These include, but are not limited to:

- academic staff specific similarity detecting software providing a report on a students’ assessment suspecting plagiarism;
- noticing a significant inconsistency with a current assessment and a students’ prior performance and grades;

- noticing similarity with work submitted by another student;
- noticing similarity with work previously submitted by the student themselves;
- noticing that a student has not submitted the required assessment specific details such as outlines, drafts, or preparatory work;
- noticing a student's behaviour during an exam;
- noticing a student bringing, accessing or utilising any unauthorised materials, devices or equipment in an exam; and
- noticing if students are communicating or attempting to communicate during an exam, including verbal, non-verbal, electronic or any other communication intended to avoid detection.

On some occasions, it is possible that allegations of Academic Misconduct may be reported by students or non-academic staff. In this case, the Academic Staff member dealing with allegations will need to ensure that details of the person who reported the matter remains confidential.

Where there is the suspicion or allegation of Academic Misconduct, the Academic Staff member responsible for the student will need to follow the procedure set out in this *Academic Integrity and Academic Misconduct Procedure*.

### **Investigating Student Academic Misconduct**

Lyons College has categorised three levels of student Academic Misconduct, Low, Medium and Serious. This will determine who the investigating officer will be under this *Academic Integrity and Academic Misconduct Procedure*. The levels will also determine the potential penalties if there is a finding of Academic Misconduct on the part of a student. This is explained in more detail in Appendix 1: Levels of Student Academic Misconduct, Potential Penalties and Investigators.

Where Academic Staff suspect or detect student Academic Misconduct, they will need to determine the level of the misconduct by completing Academic Integrity Investigation and Reporting Form (Appendix 2). Lyons College will investigate allegations or detection of student Academic Misconduct and take the appropriate actions if a student is guilty of Academic Misconduct.

If the matter can be resolved informally, the Academic Staff member must inform Academic Progressions and provide them with details of the suspicion or allegations. It must record on the Academic Integrity Investigation and Reporting Form (Appendix 2) and saved on Meshed by Academic Progressions, even if no formal investigation is undertaken. This is to ensure that repeated incidences of Low Level Student Academic Misconduct are recorded and dealt with appropriately.

Where an allegation or occurrence of Academic Misconduct is investigated, the student's enrolment status will remain unchanged until the matter has been finalised. Only after finalisation of the investigation can Lyons College impose sanctions or take disciplinary action affecting the student's enrolment status.

Discretion and confidentiality must be paramount when investigating allegations and incidences of Student Academic Misconduct.

The process for the investigation of allegations of Academic Misconduct are as follows:



1. Assess the level of alleged Academic Misconduct;
2. Appoint an investigating officer;
3. Gather required evidence on completing Academic Integrity Investigation and Reporting Form (Appendix 2);
4. Arrange and invite student for a meeting;
5. Conduct the investigation meeting; and
6. Finalise decision, record outcome on Meshed and Academic progressions to inform the student

### **Assessing the level of alleged Academic Misconduct**

When assessing the level of alleged Academic Misconduct, the Academic Staff member should refer to **Appendix 1: Levels of Student Academic Misconduct, Potential Penalties and Investigators** in the *Academic Integrity and Academic Misconduct Procedure*. This table outlines how the three levels of Academic Misconduct are categorised and also provides details of who should investigate the allegation as well as potential penalties if there is a finding of Academic Misconduct.

The Academic Staff member will need to assess whether the alleged Academic Misconduct constitutes a Low, Medium or Serious breach. In making an assessment, the Academic Staff member must check the Academic Misconduct Register to determine if the student has had any previous allegations or incidences of Academic Misconduct.

If the breach is at a Low level and is the first allegation or incidence for a student, the Academic Staff member may deal with the allegation informally with no formal investigation is required. In this case, the Academic Staff member must counsel and warn the student that future incidences of Academic Misconduct may result in disciplinary action. The student may be required to attend refresher training on Academic Integrity and Academic Misconduct.

Regardless whether a formal investigation is conducted or not, the Academic Staff member must report the matter to the VET Manager or the Dean and provide details of the alleged or incidence of Academic Misconduct. Academic Progressions must record details of the alleged or occurrence of Academic Misconduct in the Academic Misconduct Register, even if no formal investigation is undertaken. This is to ensure that repeated incidences of Low Level Student Academic Misconduct will be detected and dealt with appropriately.

If the allegation or occurrence of Academic Misconduct is a a repeated Low level, or a Medium or Serious level, the Academic Staff member must determine that an investigation is warranted. At this point, the Academic Staff member must liaise with the VET Manager or Dean to determine who the investigating officer will be.

### **Appointing an Investigating Officer**

Once the Academic Staff Member has determined an investigation is warranted, they must communicate with the VET Manager or Dean to determine who the most appropriate investigating officer would be. The Academic Staff member, along with the VET Manager or Dean, must use the guidelines set out in **Appendix 1: Levels of Student Academic Misconduct, Potential Penalties and Investigators** when determining the appropriate investigating officer.

In determining the appropriate investigating officer, the VET Manager or Dean must take into account the level of the alleged Academic Misconduct. For Low level Academic Misconduct, the investigating officer could be a trainer/assessor or lecturer, however the VET Manager and Dean must ensure that any investigating officer has the skill and experience to properly conduct the investigation.

The Academic Staff member who raises the Academic Misconduct may be appointed the investigating officer. As the level of the Academic Misconduct increases from Low to Medium to Serious, the seniority and level of potential investigating officers also increases to reflect the nature of the Academic Misconduct.

Once the investigating officer is appointed, the investigating officer must collect evidence required to make a decision.

### **Gathering the required evidence**

The investigating officer must gather and collate evidence of the alleged Academic Misconduct. Evidence can include:

- report from academic staff specific similarity detecting software suspecting plagiarism;
- Academic Staff noticing a significant inconsistency with a current assessment and a students' prior performance and grades;
- Academic Staff noticing similarity with work submitted by another student;
- Academic Staff noticing similarity with work previously submitted by the student themselves;
- Academic Staff noticing a student bringing, accessing or utilising any unauthorised materials, devices or equipment in an exam; and
- Academic Staff noticing if students are communicating or attempting to communicate during an exam, including verbal, non-verbal, electronic or any other communication intended to avoid detection.

Where the evidence relates to an Academic Staff member suspecting behaviour indicating Academic Misconduct, they may be required to participate in an interview with the investigating officer or to provide a written statement.

Once the investigating officer has collected and collated the evidence, they must assess if there is sufficient evidence to proceed with an investigation. If there is not sufficient evidence to warrant proceeding with the investigation, the investigating officer must provide a report and have the details recorded in the Academic Misconduct Register.

### **Arranging and inviting the student for a meeting**

If the investigating officer determines that there is sufficient evidence to proceed with the investigation, they must arrange a meeting for the student to attend.

The student must be given at least ten (10) business days' notice of the intended meeting. The invitation will be sent via email and text message. The student will be asked to respond to the invitation within five (5) business days of receiving the invitation. In arranging the meeting, the investigating officer must provide the following details to the student:

- the date, time and location of the meeting;
- who from Lyons College will be attending the meeting;
- the nature and specific details of the alleged Academic Misconduct and the potential penalties for a finding of Academic Misconduct;
- what evidence is being considered, and where appropriate, provide copies to the student;
- provide the student a copy of the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*;
- provide the student with a copy of the *Code of Conduct* and *Bullying, Harassment and Discrimination Policy*;
- inform the student that they will be given the opportunity to present their case, that the interview will be conducted with mutual respect and that inappropriate behaviour will not be tolerated;
- invite the student to provide a written submission and/or evidence at least two (2) business days prior to the scheduled meeting which will be considered at the meeting;
- inform the student of their right to have a support person (who is not a legal representative) attend the meeting with them (this could be the Student Representative for VET or higher education); and
- provide the student a copy of the *Student Support, Welfare and Wellbeing Policy and Procedure* reminding the student of the services available to them.

If the student does not respond within five (5) business days of receiving the invitation, a reminder email and text message will be sent. The investigating officer will also attempt to call and speak to the student. These contact attempts will be recorded in the student's file on Meshed.

If there has been no response from the student at the date and time of the scheduled meeting, the investigating officer will refer the matter to the VET Manager or Dean. At this stage, the VET Manager or Dean will determine if there is a finding of Academic Misconduct and what penalty, if any, will be applied. This will be recorded on the Academic Misconduct Register as well on the student's file on Meshed.

The student will receive notification of the outcome via email and a letter in the mail within five (5) business days of the decision by Academic Progressions. The student will also be provided with a copy of the *Student Complaints and Appeals Policy and Procedure* and informed of their rights of appeal under that Policy and Procedure.

### **Conducting the investigation meeting**

If the student has responded and attended the interview, the investigating officer must consider the following before making a determination:

- all evidence gathered by Lyons College Academic Staff;
- any written submission made by the student;
- any evidence provided by the student;
- any statement made by the student or anyone else during the interview;
- the age, knowledge and experience of the student;

- the intentionality of the students actions (did the student act intentionally or not); and
- the nature, seriousness and recurrence of any alleged Academic Misconduct of the student.

The investigating officer must allow the student a fair and reasonable opportunity to make their case and provide evidence. The investigating officer must act in a professional manner and treat the student with respect. The student will also be expected to act in a reasonable and respectful manner.

### **Finalise decision, record outcome and inform student**

Once the investigating officer has considered all of the evidence, submissions and verbal statements, they are required to make a determination. The final determination must include whether the investigating officer believes the student is guilty of committing Academic Misconduct, and any penalties that will be imposed if there is a finding of Academic Misconduct.

The student will receive notice of the decision via email and a letter in the mail within five (5) business days of the investigating officer making a final determination. The student will also be provided a copy of the *Student Complaints and Appeals Policy and Procedure* and informed of their rights of appeal under that Policy and Procedure.

The Academic Staff member who initiated the investigation will be informed of the outcome via email within five (5) business days of the investigating officer making a final determination.

The investigating officer will notify the Academic Progressions of the final determination within five (5) business days. Academic Progressions must record the details appropriately in the Academic Misconduct Register.

## **Investigating Staff Academic Misconduct**

Lyons College considers Academic Staff committing Academic Misconduct or breaching the Academic Integrity Policy as an extremely serious issue.

Academic Staff are expected to promote and uphold Academic Integrity and not claim ownership of someone else's concepts or ideas. They should also ensure that if they are sourcing and referencing, they provide appropriate acknowledgement. Failure to do this may be considered Academic Misconduct.

Findings of Staff Academic Misconduct may result in one of the following disciplinary actions:

- The Academic Staff member is issued with a warning letter;
- The Academic Staff member may require supervision for a period of time;
- The Academic Staff member may be required to attend remedial training;
- Suspension of employment; and
- Termination of employment.

This is not an exhaustive list, and other appropriate outcomes are open to the decision maker at their discretion. In making a decision regarding disciplinary action for a finding of Staff Academic Misconduct,

the decision maker must take into account all factors of the incident. The severity of the disciplinary action must reflect the nature and recurrence of the Staff Academic Misconduct.

Where the disciplinary action is for suspension or termination of employment, this must be ratified and endorsed by the CEO for VET Academic Staff or the Academic Board for higher education Academic Staff.

Where an allegation or occurrence of Staff Academic Misconduct is investigated, the Academic Staff member's employment status will remain unchanged until the matter has been finalised. Only after finalisation of the investigation can Lyons College impose sanctions or take disciplinary action affecting the Academic Staff member's employment status.

Discretion and confidentiality must be paramount when investigating allegations and incidences of Staff Academic Misconduct.

All allegations or incidences of Staff Academic Misconduct must be reported to the VET Manager or the Dean immediately. All allegations or incidences of Staff Academic Misconduct must be recorded in the Academic Misconduct Register. All allegations or incidences of Staff Academic Misconduct will be dealt with through the following procedure:

1. Commence investigation of the alleged Staff Academic Misconduct
2. Gather required evidence
3. Arrange and invite Academic Staff member for a meeting
4. Conduct the investigation meeting
5. Finalise decision, record outcome and inform the Academic Staff member

### **Commence investigation of the alleged Staff Academic Misconduct**

Allegations of Staff Academic Misconduct will be investigated by the VET Manager (for VET Academic Staff), the Dean (for higher education Academic Staff) or the CEO. All allegations or incidences of Staff Academic Misconduct must be recorded in the Academic Misconduct Register and reported to the AB and Board.

The investigating officer determine whether there is merit to the allegation of Staff Academic Misconduct. Where there is sufficient evidence to warrant an investigation, the investigating officer will coordinate the collection of evidence or as appropriate parties to provide statements.

### **Gather required evidence**

The investigating officer must gather any evidence that may be relevant to the alleged Staff Academic Misconduct. The investigating officer may also conduct interviews with anyone who may be able to assist them in making a determination.

### **Arrange and invite Academic Staff member for a meeting**

The investigating officer will arrange a meeting with the Academic Staff member.

The Academic Staff member must be given at least ten (10) business days' notice of the intended meeting. The invitation will be sent via email and text message. The Academic Staff member will be asked to respond to the invitation within five (5) business days of receiving the invitation. In arranging the meeting, the investigating officer must provide the following details to the Academic Staff member:

- the date, time and location of the meeting;
- who from Lyons College will be attending the meeting;
- the nature and specific details of the alleged Staff Academic Misconduct and the potential penalties for a finding of Academic Misconduct;
- what evidence is being considered, and where appropriate, provide copies to the Academic Staff member;
- provide the Academic Staff member a copy of the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*;
- provide the Academic Staff member with a copy of the *Code of Conduct* and *Bullying, Harassment and Discrimination Policy*;
- inform the Academic Staff member that they will be given the opportunity to present their case, that the interview will be conducted with mutual respect and that inappropriate behaviour will not be tolerated;
- invite the Academic Staff member to provide a written submission and/or evidence at least two (2) business days prior to the scheduled meeting which will be considered at the meeting; and
- inform the Academic Staff member of their right to have a support person (who is not a legal representative) attend the meeting with them.

### **Conduct the investigation meeting**

At the meeting, the investigating officer must consider the following before making a determination:

- all evidence gathered;
- any written submission made by the Academic Staff member;
- any evidence provided by the Academic Staff member;
- any statement made by the Academic Staff member or anyone else during the meeting;
- the age, experience, position and seniority of the Academic Staff member; and
- the nature, seriousness and recurrence of any alleged Staff Academic Misconduct by the Academic Staff member.

The investigating officer must allow the Academic Staff member a fair and reasonable opportunity to make their case and provide evidence. The investigating officer must act in a professional manner and treat the Academic Staff member with respect. The Academic Staff member will also be expected to act in a reasonable and respectful manner.

### **Finalise decision, record outcome and inform the Academic Staff member**

Once the investigating officer has considered all of the evidence, submissions and verbal statements, they are required to make a determination. The final determination must include whether the investigating

officer believes the Academic Staff member is guilty of committing Staff Academic Misconduct, and any penalties that will be imposed if there is a finding of Staff Academic Misconduct.

The Academic Staff member will receive notice of the decision via email and a letter in the mail within five (5) business days of the investigating officer making a final determination. The Academic Staff member will also be provided a copy of the *Staff Complaints and Appeals Policy and Procedure* and informed of their rights of appeal under that Policy and Procedure.

The investigating officer will notify the Academic Progressions of the final determination within five (5) business days. The Academic Progressions must record the details appropriately in the Academic Misconduct Register.

Where disciplinary action is for suspension or termination of employment is recommended, this must be ratified and endorsed by the CEO for VET Academic Staff or the Academic Board for higher education Academic Staff. This can only be done after the Academic Staff member has exhausted the internal review process.

<b>Version</b>	<b>Date</b>	<b>Resolution</b>	<b>Comments</b>
V1.0	20/08/2018	20190820/06	Initial policy created
2022 08 10	10/08/2022	20220810/02	Procedure reviewed, updated for greater clarity

## APPENDIX 1

Levels of Student Academic Misconduct, Potential Penalties and Investigators				
Level	Explanation	Examples	Potential Penalties	Investigating Officer
<b>Low</b>	Low Level Academic Misconduct is where the occurrence is found to be unintentional and of a minor nature. This could be due to a student's inexperience or knowledge of the expectations and standards of Academic Integrity in higher education.	<ul style="list-style-type: none"> <li>➤ Using several sentences without proper referencing</li> <li>➤ Using other student's past assessment in small parts</li> <li>➤ Similarity due to poor referencing</li> <li>➤ Paraphrasing which is too similar to the original</li> <li>➤ <b>Contract Cheating –help from honey trap websites or uploading the assessment brief on internet</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Warning Letter issued to student</li> <li>➤ Reduction of grades for an assessment by up to 10%</li> <li>➤ Requiring the student to re-sit an exam or assessment</li> <li>➤ Requiring the student to undertake counselling</li> <li>➤ Requiring the student to attend refresher training on Academic Integrity and Academic Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>➤ Trainer/Assessor</li> <li>➤ Lecturer</li> <li>➤ Senior Trainer/Assessor</li> <li>➤ Senior Lecturer</li> <li>➤ Course Coordinator</li> <li>➤ VET Manager</li> <li>➤ Dean</li> </ul>
<b>Medium</b>	Medium Level Academic Misconduct is where the occurrence may be intentional or unintentional, but more of a moderate nature. The expectation is that a student would have the requisite understanding of Academic Misconduct.	<ul style="list-style-type: none"> <li>➤ Collusion with other students to submit previously submitted work</li> <li>➤ Similarity due to suspected plagiarism</li> <li>➤ Using other student's past assessment</li> <li>➤ <b>Contract Cheating –websites and online contractors to do part of the assessment and submitting as one's work.</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Warning Letter issued to student</li> <li>➤ Requiring the student to attend refresher training on Academic Integrity and Academic Misconduct</li> <li>➤ Reduction of grades for an assessment by up to 50%</li> <li>➤ Downgrading the final grade for a unit</li> <li>➤ Requiring the student to resubmit an assessment</li> <li>➤ Requiring the student to re-sit an exam</li> <li>➤ Requiring the student to undertake counselling</li> </ul>	<ul style="list-style-type: none"> <li>➤ Course Coordinator</li> <li>➤ VET Manager</li> <li>➤ Dean</li> <li>➤ LTC</li> </ul>
<b>Serious</b>	Serious Level Academic Misconduct is where the occurrence is intentional and of a severe nature. This is where a student has made a conscious attempt act in a dishonest and unethical manner, with the intention of circumventing the assessment process and gaining an unfair and unwarranted advantage.	<ul style="list-style-type: none"> <li>➤ Repeated occurrences of Low or Medium Level Academic Misconduct committed by a student</li> <li>➤ Significant Similarity due to suspected plagiarism from other student papers</li> <li>➤ Collusion or cheating in an exam</li> <li>➤ Use of unauthorised materials during an assessment or exam</li> <li>➤ <b>Contract Cheating – hiring outside experts to do all of the assessment and submitting as one's work.</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Requiring the student to attend refresher training on Academic Integrity and Academic Misconduct</li> <li>➤ A mark of 0% for an assessment</li> <li>➤ A Fail grade for a unit</li> <li>➤ Cancellation of the student's enrolment</li> <li>➤ Exclusion from the course Requiring the student to attend refresher training on Academic Integrity and Academic Misconduct</li> </ul>	<ul style="list-style-type: none"> <li>➤ VET Manager</li> <li>➤ Dean</li> <li>➤ CEO</li> <li>➤ LTC</li> <li>➤ AB</li> </ul>



# Academic Integrity Investigation and Reporting Form APPENDIX 2

How to report:

1. Save this template in **Word format (.docx)** – File name: Student name\_Unit code\_assessment number, i.e. 'John Smith\_BUS102\_Assessment 1\_YYYY MM DD.docx'
2. No need to attach student work, similarity report or assessment brief. Send form to Academic Progressions at [academicprogression@lyons.edu.au](mailto:academicprogression@lyons.edu.au)

## 1. Details of incident *This section is for use by Academic Staff to outline details of suspected academic misconduct*

Staff's name				Date	
Student name				Student ID	
Unit code				Assessment #	
What alerted you to a possible breach?	Similarity %age <input type="checkbox"/> Insufficient Paraphrasing or Referencing <input type="checkbox"/> Class participation inconsistent with submission <input type="checkbox"/> Individual efforts inconsistent with assessment outcomes <input type="checkbox"/> Other (please specify) <input type="checkbox"/>				
Suspected breach type	Plagiarism <input type="checkbox"/>	Contract Cheating <input type="checkbox"/>	Collusion <input type="checkbox"/>	Other, what <input type="checkbox"/>	<i>Provide details:</i>
Suspected breach Severity	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	Serious <input type="checkbox"/>	Other, what <input type="checkbox"/>	<i>Provide details:</i>

## 2. Investigation details - *This section is for use by Investigations Officer to outline details of investigation academic misconduct*

Form of investigation	Student attended meeting <input type="checkbox"/>	<input type="checkbox"/>	Student responded in writing <input type="checkbox"/>	<input type="checkbox"/>	No attendance or written response <input type="checkbox"/>	<input type="checkbox"/>
Date of interview				Time		
Interviewer(s) name						

## 3. Interview process - *This section is for use by Investigations Officer*

1	Explain purpose of meeting, and that minutes will be taken as a record of interview.	<input type="checkbox"/> Done
2	Describe what academic integrity is and why it is important.	<input type="checkbox"/> Done
3	Ask if the student has read the Academic Integrity policy, understands what is Referencing and Paraphrasing	<input type="checkbox"/> Done
4	Describe the allegations in detail, in relation to the assessment in question.	<input type="checkbox"/> Done
5	Ask for drafts, saved files or other evidence. <i>Record below e.g. "No previous drafts saved".</i>	<input type="checkbox"/> Done
6	Ask student how they produced the assessment – e.g. assessment content, references used. <i>Record comments</i>	<input type="checkbox"/> Done
7	Advise student of penalties and possible outcomes.	<input type="checkbox"/> Done
8	Read notes of meeting back to student and ask if they have further questions for clarification of understanding.	<input type="checkbox"/> Done
10	Describe next steps:	<input type="checkbox"/> Done
	Acad. Integrity Officer makes proposal and written advice sent to student.	
	Student has 20 working days to appeal the decision if not satisfied.	

Did student admit to a breach?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Description of investigation and findings</b> (do not leave blank)			

<b>Reported breach</b>	First <input type="checkbox"/>	Second <input type="checkbox"/>	Subsequent <input type="checkbox"/>	#
<b>Severity</b>	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	Serious <input type="checkbox"/>	

<b>Academic Integrity Breach Type</b>	Plagiarism <input type="checkbox"/>	Collusion <input type="checkbox"/>	If other, provide details	
	Contract Cheating <input type="checkbox"/>	Other <input type="checkbox"/>		

<b>Previous breaches if applicable (# and Low/Med/Serious)</b>	No. xx <input type="checkbox"/>	Low/Medium <input type="checkbox"/>	Serious <input type="checkbox"/>
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4. Proposed penalty- This section is for use by Investigations Officer

<b>Penalty</b>	-10% marks <input type="checkbox"/>	Re submit <input type="checkbox"/>	-50% marks <input type="checkbox"/>	Zero mark <input type="checkbox"/>	Fail Unit <input type="checkbox"/>
		Date:			

5. Outcome- This section is for use by Dean for the outcome academic misconduct. To be saved on Meshed.

<b>Outcome approved</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Provide details:
<b>Dean</b>			Date