

These Procedures support the *Academic Integrity Policy*

Procedures Owner: Academic Director

Keywords: Academic Integrity, Academic Misconduct, Academic Breach

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1. INTENT

- 1.1 The purpose of these Procedures is to provide a clear and uniform mechanism for dealing with Academic Breach and Academic Misconduct by Students at Edith Cowan College.
- 1.2 The Procedures set out in this document will assist ECC to promote and ensure Academic Integrity in all aspects of teaching, learning and scholarship.

2. ORGANISATIONAL SCOPE

- 2.1 These Procedures apply to all Staff and Students and should be read in conjunction with the [Academic Integrity Policy](#).

3. DEFINITIONS:

- 3.1 The [Glossary of Policy Terms](#) applies to these Procedures.

4. ACADEMIC INTEGRITY IN ASSESSMENT

Investigation by the Academic Teacher

- 4.1 Academic Teachers who have reasonable grounds to believe that a Student has failed to meet ECC's Academic Integrity standards, will investigate. Refer to Appendix 3: Flowchart of academic integrity reporting process.
- 4.2 If the assessment is part of the early intervention strategy (Week 4) or the assessment is weighted 10% or below, Academic Teachers will address the issue as part of their student support intervention strategy. Do not report these cases but apply an appropriate outcome.
- 4.3 The investigation shall involve the Academic Teacher gathering all relevant evidence and writing to the Student(s) for a meeting or discussion with the Student(s) involved in the case. Refer to Appendix 4: Sample email from Academic Teacher to Student(s).
Where a Student(s) does not engage in a meeting or discussion, they will be informed by email that an investigation is being undertaken and will be reported to the Academic Integrity Coordinator. Where a Student(s) engages in a meeting or discussion, the Academic Teacher will decide if there is enough evidence (on the balance of probabilities) to proceed with the allegation and inform the Student(s) of their decision in writing that they will be reported for Academic Misconduct .
- 4.4 If the Academic Teacher decides to report the Student for Academic Misconduct, they must:
- refer to Appendix 1 to decide whether the behaviour is Academic Breach or Academic Misconduct and what type of outcome they suggest could be imposed;
 - complete the online reporting form; and
 - not record a mark or grade for the Assessment task until after the investigation by the Academic Integrity Coordinator has been undertaken.

Investigation by the Academic Integrity Coordinator

- 4.5 The Academic Integrity Coordinator will investigate all reported allegations of Academic Breach and Academic Misconduct.
- 4.6 As part of the investigation, the Academic Integrity Coordinator may email the student to invite them to attend an interview. Interviews will be conducted as soon as practicable and within fourteen (14) Calendar Days of the allegation being reported.
- 4.7 The Academic Integrity Coordinator may choose to conduct the interview in person, by telephone, teleconference, videoconference or by any other means, as long as the Student's preference is considered when making that decision.
- 4.8 A Student who is provided with an invitation to an interview must be provided with at least two (2) Calendar Days' notice of the interview.
- 4.9 The Student may be accompanied at any interview by a friend or family member, who is not a lawyer. That person may only act as the Student's advocate where invited to do so by the Academic Integrity Coordinator during the interview.
- 4.10 The Academic Integrity Coordinator may be accompanied by another Staff member who will act as an observer or note-taker during the interview.

- 4.11 If, having taken reasonable steps to contact the Student, the Student fails to respond or fails to attend an interview within two calendar (2) days from when the email invitation was sent, the Academic Integrity Coordinator will proceed to investigate based on the evidence before them and decide the matter without having interviewed the student.
- 4.12 If a Student has previously been reported for Academic Breach or Academic Misconduct, the Academic Integrity Coordinator may, in consultation with the Academic Teacher and Academic Program Coordinator, escalate the case and apply associated Outcomes as outlined in Appendix 1.
- 4.13 At any time during an investigation, the Academic Integrity Coordinator may communicate with the Academic Teacher to discuss any details regarding the case or seek advice from relevant subject experts, Unit Coordinators, or Academic Program Coordinators in the College provided that no Conflict of Interest is involved.
- 4.14 If, at any stage, the Academic Integrity Coordinator finds there is insufficient evidence to warrant further investigation they will dismiss the allegation and inform the Student and Academic Teacher in writing of this dismissal.

Application of Outcomes

- 4.15 Within seven (7) Calendar Days of concluding the investigation, the Academic Integrity Coordinator will provide written notification of the decision and Outcome(s) to Student and Academic Services.
- 4.16 Student and Academic Services will provide the Student and the Academic Teacher with an email that:
- a) confirms the Outcome imposed;
 - b) advises the Student of their right to a Review of the decision and/or the Outcome; and
 - b) outlines the support available at the College to assist with Academic Integrity.
- 4.17 Student and Academic Services will then record the Outcome in Navigate.

5. ACADEMIC INTEGRITY IN AN EXAMINATION

Reporting

- 5.1 A Staff member, Student, Invigilator or member of the public who has been told about or who has reasonable grounds to believe that a Student has committed Academic Misconduct in an Examination, will report it to the Examinations Coordinator.

Investigation by the Examinations Coordinator

- 5.2 For alleged Academic Misconduct in an Examination, the Examinations Coordinator will investigate the incident and report it to the Academic Integrity Coordinator.
- 5.3 The Examinations Coordinator may conduct an interview with the Student at the time of the alleged Academic Misconduct or as soon as possible following the Examination and provide any relevant information to the Academic Integrity Coordinator.

Application of Outcomes

- 5.4 Where there is insufficient evidence of Academic Misconduct, the Academic Integrity Coordinator may dismiss an allegation of Academic Misconduct in an Examination.
- 5.5 Where there is evidence of Academic Misconduct, the Academic Integrity Coordinator will apply relevant Outcome(s) as outlined in Appendix 2.

6. ADMINISTRATION

- 6.1 The Academic Director may extend or shorten any period of time specified in these Procedures, where there are reasonable circumstances for doing so and having regard to principles of natural justice and procedural fairness (the right to be heard).
- 6.2 A de-identified summary of Academic Breach and Academic Misconduct findings and Outcomes will be presented to the Academic Council annually to ensure that ECC maintains Academic Integrity principles and takes appropriate action to promote a culture of Scholarship through guiding and supporting staff and students.
- 6.3 All Staff who are responsible for managing, investigating or determining an allegation of Academic Breach or Academic Misconduct, will maintain accurate and detailed records.
- 6.4 Nothing in these Procedures limits the provisions for cancellation of Enrolment or Student Expulsion under other ECC Policies and Procedures.

Student Appeals

- 6.5 Students may lodge a request for a Student Appeal under the *Student Appeals Policy* within ten (10) Calendar Days of notification. Students can Appeal:
- a finding of Academic Breach or Academic Misconduct;
 - the Outcome imposed; or

- c) both a finding of Academic Breach or Academic Misconduct and the Outcome imposed.

7. RELATED DOCUMENTS

7.1 These Procedures support the *Academic Integrity Policy*.

8. CONTACT INFORMATION:

For queries relating to this document please contact:

PROCEDURES OWNER	Academic Director
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
TELEPHONE:	08 6279 1133
EMAIL ADDRESS:	justask@ecc.edu.au

9. APPROVAL HISTORY

For queries relating to this document please contact:

PROCEDURES APPROVED BY:	Academic Director
DATE PROCEDURES FIRST APPROVED:	May 2019
DATE LAST MODIFIED:	November 2023
REVISION HISTORY:	<p>January 2022. Separate Procedures created as part of the adoption of a principal-based approach to policy. Updated content.</p> <p>April 2022. Correction to penalties to remove duplication and to increase clarity and consistency.</p> <p>January 2023. Examples of academic breach and academic misconduct provided.</p> <p>June 2023. Procedures updated in consideration of generative artificial intelligence.</p> <p>November 2023. Reference to Partner Provider removed; ACBT has its own version of the Procedures.</p> <p>November 2024. Procedures reviewed and streamlined with consideration to generative artificial intelligence.</p>
NEXT REVISION DUE:	November 2026

Appendix 1: Academic Misconduct in an Internal Assessment

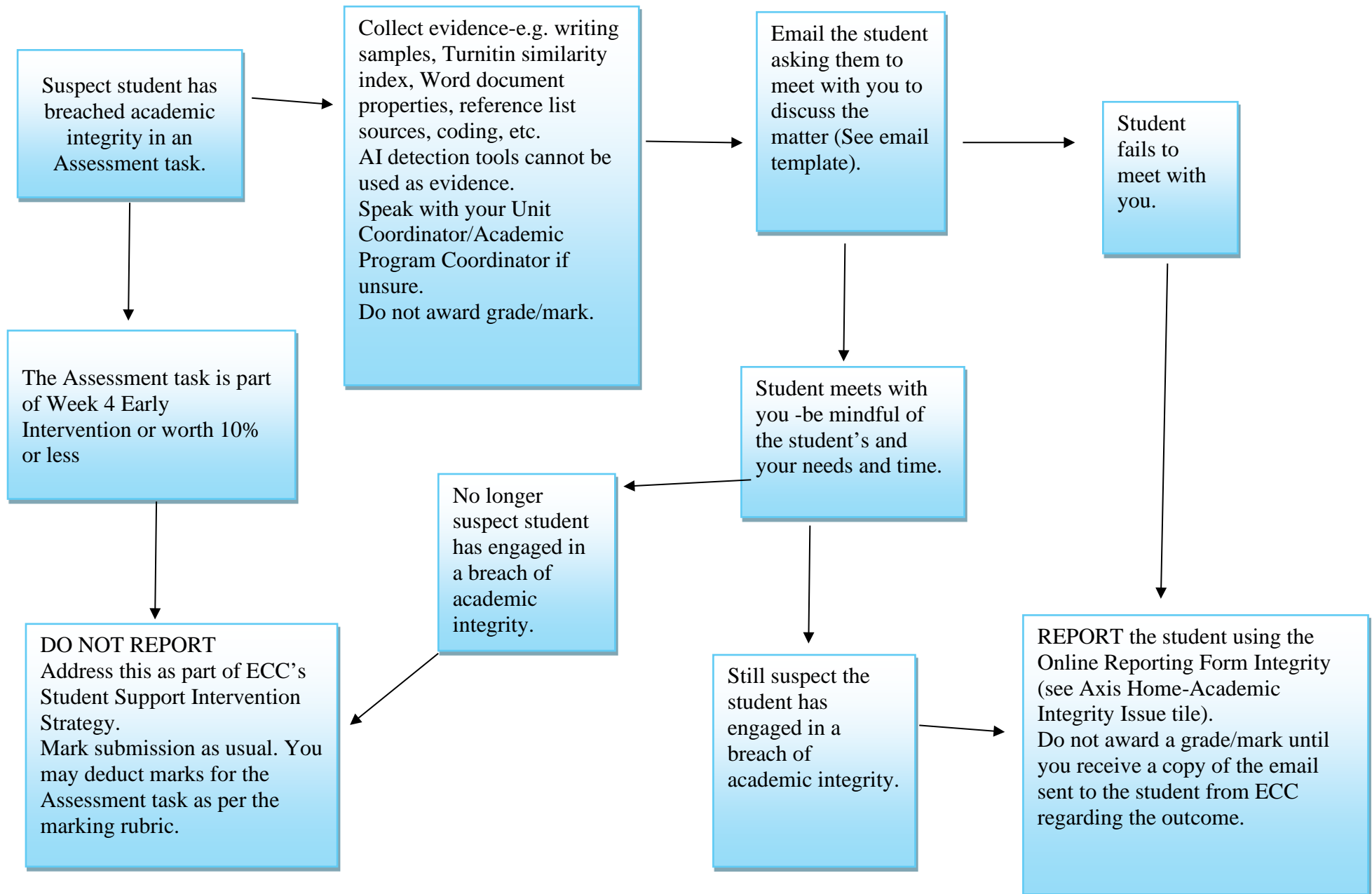
	Academic Breach	Academic Misconduct
FORM OR EXTENT OF THE CONDUCT	<p>Student conduct which by its form or extent represents a minor breach of academic integrity.</p> <ul style="list-style-type: none"> • Plagiarism: Copied some elements of written text or other source material (e.g., computer code, designs, figures, multimedia, artefacts, generative artificial intelligence outputs) without appropriate paraphrasing, referencing or acknowledgement • Paraphrased some elements of written text or other source material (e.g., computer code, designs, figures, multimedia, artefacts, generative artificial intelligence outputs) without referencing or acknowledgement • Copied some minor elements of another student’s assignment • Unauthorised artificial intelligence use: Used generative artificial intelligence tools in a way that is not authorised (e.g. copying and pasting the outputs from GenAI and submitting this as their own work) • Unauthorised collaboration: Worked with one or more people on an Assessment Task when an individual response was required • Completed a group Assessment Task with assistance from another group or other groups when an individual group response was required • Contract cheating • Other forms of cheating 	<p>Student conduct which by its form or extent represents a significant or serious breach of academic integrity</p> <ul style="list-style-type: none"> • Plagiarism: Copied significant elements of written text (i.e., paragraphs) or other source material (e.g., computer code, designs, figures, multimedia, artefacts, generative artificial intelligence outputs) without appropriate paraphrasing, referencing or acknowledgement • Paraphrased significant elements of written text or other source material (e.g., computer code, designs, figures, multimedia, artefacts, generative artificial intelligence outputs) without referencing or acknowledgement • Copied significant elements of another student’s assignment • Unauthorised artificial intelligence use: Used generative artificial intelligence tools in a way that is not authorised (e.g. copying and pasting the outputs from GenAI and submitting this as their own work) • Unauthorised collaboration: Worked with one or more people on an Assessment Task when an individual response was required • Completed a group Assessment Task with assistance from another group or other groups when an individual group response was required • Contract cheating: Submitted an Assessment Task produced, in part or fully, by a third party or undertook all or part of an Assessment Task, for another Student • Accessed, exchanged, offered for purchase or sold an assessment item or task • Fabricated or falsified content or cited and referenced non-existent sources • Intentionally provided own work to another student to use in an Assessment Task. • Other forms of cheating

OUTCOME/S	<p><u>First, second and third cases of Academic Breach</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Encourage the Student to engage in educational interventions such as completing the Academic Integrity Module and/or seek additional support from the Learning Adviser <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Formal written notice (no mark penalty) • Require resubmission of part of an Assessment Task to demonstrate understanding • Deduct marks within the marking rubric to a maximum of 20% • Require resubmission of an Assessment Task with a maximum 50% pass mark (any mark below 50% is awarded; any mark above 50% is reduced to 50%) – not to be used for final assessments <p><u>Fourth and subsequent case of Academic Breach</u></p> <p>These will be treated as Academic Misconduct.</p>	<p><u>First case of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Encourage the Student to engage in educational interventions such as completing the Academic Integrity Module and/or seek additional support from the Learning Adviser <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Formal written notice • Deduct marks within the marking rubric to a maximum of 50% • Require resubmission of part or all of an Assessment Task with a maximum 50% pass mark (any mark below 50% is awarded; any mark above 50% is reduced to 50%) – not to be used for final assessments • Award zero percent (0%) for the Assessment Task <p><u>Second case of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Encourage the Student to engage in educational interventions such as completing the Academic Integrity Module and/or seek additional support from the Learning Adviser <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Deduct marks within the marking rubric to a maximum of 50% • Require resubmission of an Assessment Task with a maximum 50% pass mark (any mark below 50% is awarded; any mark above 50% is reduced to 50%) • Award zero percent (0%) for the Assessment Task • Record a Fail (N) in the relevant Unit <p><u>Third and subsequent cases of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Inform the Academic Program Coordinator and ask them to meet with the student <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Deduct marks within the marking rubric to a maximum of 50% penalty • Award zero percent (0%) for the Assessment Task • Record a Fail (N) Grade in the relevant Unit • Expel the student from ECC
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Appendix 2: Academic Misconduct in an Examination

Academic Misconduct			
Form and/or extent of the conduct	<p>Student conduct which by its form and/or extent represents a moderate or significant breach of academic integrity</p> <ul style="list-style-type: none"> • Disobeyed the instructions of an Invigilator • <u>Had access to, or use of or used, or attempted to use</u>, unauthorised written notes, printed reference material or an electronic device • Copied, or attempted to copy, from another Student on <u>one</u> or <u>multiple</u> occasions in the same Examination • Accessed, or attempted to access, assistance via systematic or sophisticated/technological means • Communicated, or attempted to communicate, with another Student, on <u>one</u> or <u>multiple</u> occasions in the same Examination or via systematic or sophisticated/technological means • Impersonated another Student or allowed a third party to impersonate them in the Examination • Falsified Student ID for Examination purpose 		
OUTCOME/S	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>First case of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Encourage the Student to engage in educational interventions such as completing the Academic Integrity Module and/pr seek additional support from the Learning Adviser <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Formal written notice • Disallow any marks for the Examination which the Academic Misconduct relates to • Award zero percent (0%) for the Examination (only on the advice of the Academic Integrity Coordinator) • Require the Student to sit another Examination if Exceptional Circumstances apply </td> <td style="width: 50%; vertical-align: top;"> <p><u>Second case of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Encourage the Student to engage in educational interventions such as completing the Academic Integrity Module and/or seek additional support from the Learning Adviser <p>Meet with the Academic Program Coordinator, as required</p> <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Award zero percent (0%) for the Examination • Require the Student to sit another Examination if Exceptional Circumstances apply • Record a Fail (N) Grade in the relevant Unit <p><u>Third and subsequent cases of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Inform the Academic Program Coordinator and Academic Director and ask them to meet with the student <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Record a Fail (N) Grade in the relevant Unit • Suspend the Student from ECC for up to twelve months • Expel the Student from ECC </td> </tr> </table>	<p><u>First case of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Encourage the Student to engage in educational interventions such as completing the Academic Integrity Module and/pr seek additional support from the Learning Adviser <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Formal written notice • Disallow any marks for the Examination which the Academic Misconduct relates to • Award zero percent (0%) for the Examination (only on the advice of the Academic Integrity Coordinator) • Require the Student to sit another Examination if Exceptional Circumstances apply 	<p><u>Second case of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Encourage the Student to engage in educational interventions such as completing the Academic Integrity Module and/or seek additional support from the Learning Adviser <p>Meet with the Academic Program Coordinator, as required</p> <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Award zero percent (0%) for the Examination • Require the Student to sit another Examination if Exceptional Circumstances apply • Record a Fail (N) Grade in the relevant Unit <p><u>Third and subsequent cases of Academic Misconduct</u></p> <ul style="list-style-type: none"> • Give the Student a written notification • Inform the Academic Program Coordinator and Academic Director and ask them to meet with the student <p><i>Select one or more of the following Outcomes:</i></p> <ul style="list-style-type: none"> • Record a Fail (N) Grade in the relevant Unit • Suspend the Student from ECC for up to twelve months • Expel the Student from ECC
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Appendix 3: Flowchart of academic integrity reporting process



Appendix 4: Sample email from Academic Teacher to Student(s)

Dear _____,

I hope this email finds you well. I would like to meet with you to discuss a matter related to your recent academic assessment. The purpose of this meeting is to establish whether there has been a breach of academic integrity and to provide you with an opportunity to discuss this with me.

During the meeting, you will have the opportunity to present your perspective and provide any supporting information or documentation to clarify the circumstances surrounding your assessment. Please come prepared to discuss the details of your work.

Please respond to this email within 3 calendar days from today. If I do not hear from you, I will proceed with reporting and implementing the appropriate outcomes as per ECC's Academic Integrity Policy.

Regards,
