

STUDENT ACADEMIC INTEGRITY POLICY AND PROCEDURE



This policy and procedure relates to assessment submitted on or after 20 February 2023. Please refer to the [policy website](#) for the previous policy version in effect prior to 20 February 2023.

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1 PURPOSE

- 1.1 This policy and procedure defines [academic integrity](#), [academic integrity breaches](#), [inappropriate academic conduct](#), and [student academic misconduct](#). It also outlines CQUniversity's approach to promoting academic integrity, preventing and deterring students from breaching academic integrity, and reporting and managing student breaches of academic integrity.

2 SCOPE

- 2.1 Unless otherwise stated, this policy and procedure applies to:
- students enrolled in a CQUniversity unit/s which form part of:
 - credit bearing non-award courses, including Enabling courses
 - English Language Intensive Courses for Overseas Students (ELICOS)
 - Vocational and Education Training (VET) courses, or

- undergraduate and postgraduate coursework awards
- former students who were enrolled in a unit/s at the time an alleged breach of academic integrity occurred, and
- students undertaking coursework components in postgraduate research courses regardless of the location of those studies, and whether they are/were conducted on-campus or off-campus, including work-integrated learning (WIL) at a third-party organisation, study as part of an approved student mobility program, and study delivered in partnership with other providers.

2.2 This policy and procedure does not apply to:

- breaches of research integrity (i.e., research misconduct) by current or former students in the research or thesis component of postgraduate research courses managed in accordance with the [Code of Conduct for Research](#), and the [Research Higher Degree Integrity Policy and Procedure](#), or
- breaches involving fraudulent claims or information, or breaches of other University policy documents managed as student misconduct in accordance with the [Student Conduct Policy and Procedure](#).

3 POLICY STATEMENT

Academic integrity

3.1 Academic integrity means acting with the values of honesty, trust, fairness, respect, and responsibility in learning, teaching, and research.¹ Upholding academic integrity takes courage because it requires acting honestly and responsibly when managing difficulties and challenges while undertaking academic work.

Breaches of academic integrity

- 3.2 A breach of academic integrity occurs when students demonstrate behaviours that are inconsistent with the values of academic integrity while undertaking academic work for review or assessment. A breach of academic integrity may involve dishonesty, an intention to deceive or gain unfair advantage, or a careless disregard for expected standards and conduct in academic work.
- 3.3 Whether intentional or unintentional, all acts, omissions, schemes, or tactics that undermine the core values (honesty, trust, fairness, respect, and responsibility) of academic integrity are a breach of academic integrity.
- 3.4 Breaches of academic integrity may occur in relation to any assessment activity, including text-based and/or non-text-based. Non-text-based assessment may include designs, images, graphs, symbol dense or logical responses, practical demonstrations, podcasts, videos, blogs, interactive media, musical and theatrical performances, and other creative practice artifacts.
- 3.5 The University uses a combination of policy documents, course and assessment design and delivery, early detection and intervention, and education and resources to mitigate breaches of academic integrity.
- 3.6 Breaches of academic integrity are organised into five levels across two breach types, as follows:
- Inappropriate academic conduct (level 1 breach of academic integrity)
 - Academic misconduct:
 - minor academic misconduct (level 2 breach of academic integrity)
 - moderate academic misconduct (level 3 breach of academic integrity)
 - substantial academic misconduct (level 4 breach of academic integrity), and
 - serious academic misconduct (level 5 breach of academic integrity)

¹ Exemplary Academic Integrity Project (EAIP): Embedding and extending exemplary academic integrity policy and support frameworks across the higher education sector (2013), *Plain English definition of Academic Integrity*, Office for Learning and Teaching Strategic Commissioned Project 2012-2013, <http://www.unisa.edu.au/EAIP>.

- 3.7 In determining the level of the breach of academic integrity, the following² are considered:
- the **type** of misconduct identified as plagiarism, self-plagiarism, collusion, cheating, and/or contract cheating. In an assessment task more than one type of academic misconduct may be identified
 - the **extent** of the misconduct considers how much of the work in the submitted assessment task is affected by the misconduct, the weighting of the assessment task and its importance to the learning outcomes of the unit
 - the **experience** of the student considers the term and year of enrolment in the course of study, the student's completion of Foundations of Academic Integrity (FAI) training and their prior academic integrity breach history
 - the **intent** of the student considers whether on the [balance of probability](#) the student has accidentally breached academic integrity or acted intentionally, and
 - the **impact** of the misconduct considers the extent to which it has disadvantaged another student, other students, members of the University community, or represents a risk to the University's reputation.
- 3.8 Where a student or former student formally admits to a breach of academic integrity, and demonstrates genuine contrition, the [case decision-maker](#) may take these factors into consideration in processing a first offence case and deciding the appropriate outcomes and/or penalties.

Inappropriate academic conduct

- 3.9 Inappropriate academic conduct occurs when students new³ to study genuinely attempt to follow assessment requirements and accidentally breach academic integrity through lack of knowledge, naivety, or error. Inappropriate academic conduct includes, but is not limited to:
- unintentional plagiarism or self-plagiarism e.g., accidentally not citing the ideas of others or misusing sources
 - unintentional collusion e.g., accidentally collaborating to complete tasks designed to assess individual learning
 - unintentional cheating e.g., naively using sources beyond those authorised by the University, and
 - unintentional non-compliance with exam or test conditions i.e., conduct that is not consistent with written exam rules or invigilator instructions due to genuine error or inadequate understanding.

Academic misconduct

- 3.10 Academic misconduct is any action or attempted action that misrepresents academic achievement and may result in an unfair academic advantage or disadvantage to a student or other members of the University community.
- 3.11 Academic misconduct includes:
- undermining the core values (honesty, trust, fairness, respect, and responsibility) of academic integrity
 - breaching academic integrity
 - misrepresenting academic achievement; or
 - any other act or omission that is academically dishonest.
- 3.12 Student academic misconduct includes, but is not limited to:
- [plagiarism](#)
 - [self-plagiarism](#)
 - [collusion](#)
 - [cheating](#)

² Adapted from the work of Yeo, Shelley and Chien, Robyn (2007), 'Evaluation of a Process and Pro forma for making Consistent Decisions about the Seriousness of Plagiarism Incidents,' Quality in Higher Education, 13:2, 187 – 204.

³ 'New to study refers to the student's first term or period of study at CQUniversity.

- [file sharing](#), and
- [contract cheating](#).

Plagiarism⁴

3.13 Plagiarism is using other people's words, ideas, designs, images, graphs, tables, data, computer programming or coding, audio-visual material, creative practice artifacts, or work of any kind and presenting it as their own without appropriate referencing or acknowledgment. This type of academic misconduct includes, but is not limited to:

- word for word copying, rephrasing a source's ideas without attribution, interweaving text and phrases from other's work, and representing them as original work
- copying sentences or paragraphs without quotation marks and attribution
- copying or reproducing source code or data, without consent from and/or acknowledgement of, the original creator, and
- using [copyright](#) free images, designs, audio, audio visual material, or script without referencing or acknowledging the source.

The use of copyrighted material without permission from the copyright owner, may be a copyright infringement. Information regarding compliance with copyright law can be found in the [Copyright Policy](#), the [Intellectual Property and Moral Rights Policy](#), and on the University's [copyright webpage](#).

Self-plagiarism

3.14 Self-plagiarism is unauthorised reuse of previously submitted or published work for assessment in any course or unit at the University or elsewhere without appropriate acknowledgement. It is not self-plagiarism if the Unit Coordinator approves reuse of previous work, and the source of information is referenced.

Collusion

3.15 Collusion is completing an assessment task where collaboration is unauthorised or not acknowledged by working closely with one or more people or in a group, this includes, but is not limited to:

- producing the individual assessment task together
- determining the method or approach to a question or the assessment task together, and
- completing an exam, test, or quiz together by sharing answers.

Cheating

3.16 Cheating is non-compliance with the requirements, specified conditions, and instructions for the conduct of exams, tests, or similar supervised assessment tasks, which includes, but is not limited to:

- copying or attempting to copy from another student or their work
- communicating or attempting to communicate with another person during an exam/test who is not the exam/test supervisor (e.g., invigilator, teacher)
- bringing or consulting unauthorised materials, including notes, or devices in an exam or other supervised assessment task
- using any device, electronic or otherwise, such as mobile devices, telephones, and smart watches to circumvent exam or test conditions
- recording, communicating, or distributing exam or test questions and/or answers to themselves or others
- leaving exam or test answer papers exposed to the view of other students, including screen mirroring
- tampering with exam materials, including their removal from the exam room, and
- accepting exam material from others.

⁴ The Plagiarism Spectrum 2.0 <https://www.turnitin.com/resources/plagiarism-spectrum-2-0> retrieved 18 March 2022.

3.17 Cheating also includes:

- fabrication of results involving but not limited to the conduct of tests, experiments, interviews, visits, attendances, or observations that have not taken place, falsification of data, data selection or presentation of data not supported by evidence, and
- misrepresentation involving, but not limited to, providing inaccurate or incomplete information about citations or sources that cannot be located.

Contract cheating⁵

3.18 Contract cheating occurs when a student outsources assessment to a third party and represents it as their own original work. Third parties include but are not limited to:

- commercial providers, file sharing sites, as well as organising another person to take an exam, attend, participate in, or complete any activity associated with learning in a unit or a WIL placement other than the enrolled student, and
- a friend, family member, an employee of the University, an acquaintance, a fellow or former student.

3.19 Contract cheating may also include the use of machine generated text or artificial intelligence (AI) software that can generate text, or paraphrase, rewrite, edit, and improve textual content (also known as washing or text spinning).

3.20 File sharing may be considered a form of contract cheating and includes, but is not limited to, the unauthorised sharing and/or exchange of exam or assignment questions within the University, or the uploading or downloading of exam or assignment questions through a third-party platform.

Outcomes and penalties for breaches of academic integrity

3.21 Educational outcomes and/or penalties applicable to findings of inappropriate academic conduct and academic misconduct are as follows:

| FINDING/MISCONDUCT LEVEL | RANGE OF EDUCATIONAL OUTCOMES/ PENALTIES |
|--|---|
| Level 1 Breach of Academic Integrity | |
| Inappropriate academic conduct | <ul style="list-style-type: none">• a written warning• deduction of marks according to assessment marking criteria/rubrics• referral to the Academic Learning Centre (ALC) or other learning service• mandating successful completion of an academic integrity education program within four weeks (28 days) of the date of the decision letter*. <p>* Certification of grade is placed on hold (i.e., a result outstanding will be recorded) until the student has successfully completed this program.</p> |
| Level 2 Breach of Academic Integrity | |
| Minor academic misconduct Includes plagiarism, self-plagiarism, collusion, and cheating. | <ul style="list-style-type: none">• downgrade of mark or deduction of marks according to assessment marking criteria/rubrics• reattempt and resubmit the assessment task⁶ or resit an examination for no more than 50% or |

⁵ [TEQSA Good Practice Note: Addressing contract cheating to safeguard academic integrity](#)

⁶ Only possible within units where assessment re-attempts (or resubmissions) are allowed in accordance with the unit profile, e.g., they are not allowed in ELICOS courses. For assessments submitted from Term 3, 2023, the Deputy Dean Learning and Teaching, Deputy Associate Dean, School of Access Education or the Director Learning Design and Innovation (or nominee) may approve re-attempts (or resubmissions) where this provision is not clearly stated in the unit profile.

| FINDING/MISCONDUCT LEVEL | RANGE OF EDUCATIONAL OUTCOMES/ PENALTIES |
|---|---|
| Excludes contract cheating. | <p>the pass mark specified in the unit profile, training and assessment plan or other equivalent document</p> <ul style="list-style-type: none"> • undertake replacement assessment⁷ to be awarded no higher than a pass grade for the unit. <p>Educational outcomes may also be applied.</p> |
| Level 3 Breach of Academic Integrity | |
| <p>Moderate academic misconduct</p> <p>Includes plagiarism, self-plagiarism, collusion, cheating, and small-scale contract cheating.</p> | <ul style="list-style-type: none"> • a fail for the assessment task (i.e., zero marks) • a fail or not competent grade for the unit (i.e., zero result)[#]. <p>Educational outcomes may also be applied.</p> |
| Level 4 Breach of Academic Integrity | |
| <p>Substantial academic misconduct</p> <p>Includes plagiarism, self-plagiarism, collusion, cheating, and contract cheating.</p> | <ul style="list-style-type: none"> • a fail or not competent grade for the unit (i.e., zero result)[#] • revocation of academic credit or competent grade/s[#] • temporary exclusion for a specified time e.g., one or more terms or study periods. <p>Educational outcomes may also be applied.</p> |
| Level 5 Breach of Academic Integrity | |
| <p>Serious academic misconduct</p> <p>Includes plagiarism, self-plagiarism, collusion, cheating, and contract cheating.</p> | <ul style="list-style-type: none"> • A fail or not competent grade for the unit (i.e., zero result)[#] • revocation of academic credit or competent grade/s[#] • indefinite exclusion • revocation of the award. |

[#] Where an award has been conferred, it may be revoked. Refer to [loss of academic credit or competent grade and revocation of an award](#).

4 PROCEDURE

Promoting academic integrity

- 4.1 Academic integrity is fundamental to:
- the comparability, validity, and reliability of student achievement
 - the credibility of the University's grades, qualifications, and graduates, and
 - the University's culture, values, and reputation.
- 4.2 As a result, the University community takes responsibility for creating a shared understanding of academic integrity by:
- educating students and [employees](#) about academic integrity
 - including information about academic integrity in unit profiles

⁷ Only possible within units where replacement assessments are allowed in accordance with the unit profile, e.g., they may not be allowed in ELICOS courses.

- requiring students to make an academic declaration when submitting assessment tasks
- supporting students and employees to act honestly, fairly, respectfully, and responsibly in learning, teaching, and research
- promoting this policy and procedure through the development of resources for employees and students to understand how they are applied, and
- educating students about academic writing through ALC services, referencing websites and guides, library resources, and online and email communications.

Educating students and employees about academic integrity

- 4.3 Students in courses at Certificate level or above must successfully complete academic integrity education on both admission into their course, and annually. Student access to end of term results will be restricted until they successfully complete any compulsory academic integrity training.
- 4.4 On appointment, educators are trained in academic integrity including relevant policy documents, information, resources, and support. Educators must also complete an annual Academic Integrity Refresher.

Preventing breaches of academic integrity

- 4.5 Course and assessment tasks are designed, and assessments effectively scheduled, to mitigate opportunities for academic integrity breaches where possible.
- 4.6 The University community is provided with access to authorship authentication and text matching software for both formative and summative purposes to help detect and deter breaches of academic integrity.
- 4.7 Third party academic cheating service websites are blocked by the University to ensure students cannot access these sites while on campus.
- 4.8 Students identified as interacting with third party academic cheating services are warned in writing by the Academic Integrity Unit of the consequences and directed to study support services provided by the University.
- 4.9 Breaches of academic integrity are monitored on a term level basis. A trend report will be prepared annually for Academic Board, via the Education Strategy and Innovation Committee, to monitor and evaluate the effectiveness of the University's approach to preventing, reporting, and managing breaches of academic integrity.
- 4.10 In revising policy documents and processes related to student learning, assessment and student affairs, their impact on a student's ability to maintain integrity in the face of difficult and challenging times is assessed.

Managing breaches of academic integrity

- 4.11 A potential breach of academic integrity can be identified by anyone, including but not limited to, an exam invigilator, another student, marker, Unit Coordinator, external agency, or any member of the public.
- 4.12 The Unit Coordinator or Academic Integrity Unit will be notified of any complaints related to a breach of academic integrity made to the University's Governance Directorate.
- 4.13 A potential breach of academic integrity is notified to the [case initiator](#) who is responsible for its receipt, investigation, and the decision as to whether the conduct is to be managed as:
- inappropriate academic conduct, or
 - potential academic misconduct.
- 4.14 The case initiator may consult advisors who are [employees](#) other than the [case decision-maker](#). An advisor may be a lecturer, teacher, trainer, assessor, exam invigilator, the Head of Course/Department, Deputy Dean VET/Discipline Manager or equivalent senior educator, or the Academic Integrity Unit who can help to identify potential breaches and action to be taken.

- 4.15 The case initiator may contact the student to discuss the student's submitted assessable work to identify whether to manage it as inappropriate academic conduct or potential academic misconduct.
- 4.16 The case initiator may contact the Academic Integrity Unit for assistance in the investigation, including to confirm whether the student has prior inappropriate academic conduct or academic misconduct findings.
- 4.17 When considering if the student's conduct is a potential breach of academic integrity, case initiators should consider whether:
- the available evidence suggests the conduct involves:
 - carelessness, accidental, and unintended conduct that requires improvement (i.e., inappropriate academic conduct), or
 - dishonesty with an intention to deceive
 - the student has been provided with or had access to information on the assessment requirements, and
 - the student has had a reasonable opportunity to have learned the expected academic integrity standards in the course or unit.
- 4.18 An [interim decision](#) to treat the conduct as inappropriate academic conduct does not preclude the conduct being managed as a potential breach of academic misconduct later if evidence is identified.
- 4.19 If an inappropriate academic conduct matter is referred to a decision-maker for consideration as potential academic misconduct, the decision-maker may choose to conduct further investigations.
- 4.20 An interim decision to treat the conduct as academic misconduct does not preclude the conduct being managed as inappropriate academic conduct or withdrawn due to insufficient information because of an investigation.
- 4.21 If at any stage during this process, a student is remorseful and formally admits to breaching academic integrity, the case decision-maker may take these factors into consideration in processing and/or deciding the case. Each case is assessed according to its circumstances, and in consideration of the following:
- a) cases involving a first offence level 1, 2, or 3 breach of academic integrity, with a written admission from the student, and demonstration of genuine contrition by the student, may be decided by the case decision-maker without further investigation. Educational outcomes and/or penalties may be reduced by a maximum of one level, and
 - b) cases involving a first offence level 4 or 5 breach of academic integrity, with a written admission from the student, and demonstration of genuine contrition by the student, may be decided by an individual case decision-maker without further investigation and/or without forming a decision-making panel. Penalties may be reduced by a maximum of one level⁸.
- 4.22 To initiate a case, access to the academic integrity case management system is required. Employees who require access to the database must apply for written approval from their direct supervisor using the StudentOne User Access Form.
- 4.23 Once initiated, an investigation into a potential breach of academic integrity will proceed in accordance with this policy and procedure, even if the student withdraws from the unit or course.
- 4.24 Where an employee involved in managing a breach of academic integrity has an actual, potential, or perceived conflict of interest, it must be declared and managed in line with the [Conflict of Interest Policy and Procedure](#).
- 4.25 A Student Academic Integrity Policy and Procedure Implementation Guide is available to employees on the University's internal [Academic Integrity StaffNet Page](#).

⁸ Where the final penalty/ies involves a loss of [academic credit](#) or competent grade, and the student or former student therefore no longer meets the requirements of a conferred award, the provisions under [loss of academic credit or competent grade and revocation of an award](#) must be applied.

Inappropriate academic conduct process

- 4.26 The [case initiator](#) submits details of the inappropriate academic conduct in an incident report via the academic integrity case management system.
- 4.27 Attached to the incident report is a copy of the relevant assessment item affected by inappropriate academic conduct, and/or a Turnitin or other similarity software report (where appropriate).
- 4.28 The case initiator is to:
- deduct marks according to the assessment marking criteria/rubrics, and
 - implement an educational response which may include:
 - identifying appropriate sources of study skills help, and
 - discussing their work with educators to avoid future breaches of academic integrity.
- 4.29 The Academic Integrity Unit sends the student a warning letter informing them of:
- the conduct that was inappropriate and the expected academic standards, and
 - the educational response and available study skills assistance.

Academic misconduct process

- 4.30 From case initiation to case closure, the normal timeframe for managing a potential academic misconduct case is 28 [working days](#).
- 4.31 The [case initiator](#) submits details of the potential academic misconduct in an incident report via the academic integrity case management system.
- 4.32 Attached to the incident report is all relevant documents such as assignments, Turnitin/similarity reports, contract cheating allegation reports, exam incident report, and any other supporting evidence.
- 4.33 The case initiator or Unit Coordinator may award an interim grade of Result Outstanding (RO) or equivalent if the case has not been finalised before certification of grades.
- 4.34 For cases involving potential academic misconduct at level 3 or above:
- the Academic Integrity Unit places a transcript hold on the student's record, and
 - student conferral or graduation may be delayed pending the investigation, decision, and the outcome of any appeal to the Academic Appeals Committee.
- 4.35 The case initiator or Academic Integrity Unit investigates the potential academic misconduct.
- 4.36 On behalf of the case initiator, the Academic Integrity Unit sends the student an Invitation to Respond (ITR) to potential academic misconduct.
- 4.37 The ITR includes:
- details of the potential academic misconduct and the evidence collected in support of the allegation/s
 - a statement outlining why the student's conduct is alleged academic misconduct (as defined under section 3.11 of this policy and procedure)
 - the possible educational outcomes and penalties that may be applied if there is a finding of academic misconduct
 - the timeline for deciding the case and being notified of the final decision, and
 - a recommendation that the student seek independent advice and support, such as that offered by the University's Student Advocacy Officers for current students, and an alternative for former students.
- 4.38 The student is given a reasonable opportunity to respond in writing within seven working days of the date of the invitation.

- 4.39 A student invited to respond to multiple allegations in relation to a serious breach of academic integrity (i.e., level 5 academic misconduct) may request an extension of time to respond of up to five working days. Such requests should be directed to the Academic Integrity Unit via academicintegrity@cqu.edu.au.
- 4.40 If the student does respond, the Academic Integrity Unit provides the [case decision-maker](#) with the student's response and all available information relevant to the allegation.
- 4.41 The case decision-maker may offer the student an opportunity to attend an interview accompanied by a support person who is not a legal representative or a currently practicing solicitor or barrister.
- 4.42 Students invited to an interview are to be given reasonable notice of at least five working days.
- 4.43 A written record of the interview is to be made by the case decision-maker.
- 4.44 The case decision-maker makes the decision based on the relevant information available to the case, including information provided by the student in writing and/or at interview. Resources to support the decision-making process are available on [StaffNet](#).
- 4.45 If the student does not respond to the allegation of a potential breach of academic integrity within the time allowed, the Academic Integrity Unit provides the case decision-maker with all available information relevant to the allegation. The case decision-maker makes the decision based on the relevant information available.
- 4.46 The decision is a finding of one of the following:
- inappropriate academic conduct (level 1 breach of academic integrity)
 - minor academic misconduct (level 2 breach of academic integrity)
 - moderate academic misconduct (level 3 breach of academic integrity)
 - substantial academic misconduct (level 4 breach of academic integrity)
 - serious academic misconduct (level 5 breach of academic integrity), or
 - potential breach of academic integrity is not substantiated, and the case is dismissed.
- The case decision-maker selects the appropriate educational outcome/s and/or penalty/ies specified for the finding as set out in [outcomes and penalties for breaches of academic integrity](#).
- 4.47 Where the selected penalty/ies involves a loss of [academic credit](#) or competent grade, and the student or former student therefore no longer meets the requirements of a conferred award, the case decision-maker seeks approval for the award, certification document, and/or statement of attainment to be revoked in accordance with the [Awards Policy and Procedure](#). See also [loss of academic credit or competent grade and revocation of an award](#).
- 4.48 The case decision-maker notifies the student or former student in writing of the decision, the reasons for the decision, and any outcome/s and/or penalty/ies to be applied. Students or former students are also informed of their right to appeal against a decision for which a penalty has been applied.
- 4.49 Decisions are implemented when the timeframe for lodging an appeal in relation to a penalty has expired or the Academic Appeals Committee has completed its review.

Recording of educational outcomes and penalties

- 4.50 All cases initiated are retained, regardless of whether they are withdrawn or dismissed or result in educational outcomes and/or penalties. The University retains records of all the documents collected in the initiation of a case and its management through to a finding. The outcomes of student appeals related to a penalty for academic misconduct are also retained.
- 4.51 A noting that a penalty has been imposed for a finding of academic misconduct will not be placed on a student's academic record. Sanctions may be placed on a student's record to restrict their access to transcripts, results, admission, enrolments, facilities and/or systems depending on the penalty/ies applied. The student is notified of any sanctions applied.

- 4.52 The Academic Integrity Unit advises the International Office of any penalties related to the suspension or [exclusion](#) (cancellation) of an international student's enrolment to ensure these penalties are implemented and reported in accordance with legislation. Penalties that impact the enrolment of international students studying in Australia may result in a review of the student's visa status by the Australian Government.
- 4.53 The Unit Coordinator, Deputy Dean VET, or Director of Studies (ELICOS) is responsible for changing a result or grade as a penalty for academic misconduct in the relevant system.

Appeals

- 4.54 Where any penalty is applied for a finding of academic misconduct, a student or former student may appeal to the Academic Appeals Committee within 20 [working days](#) of the decision letter. The student is informed of the right of appeal in the decision letter. Student Advocacy support for preparing an appeal in relation to a decision is available to students and not available to former students.

Review of grade

- 4.55 Assessment tasks under investigation or determined to have involved inappropriate academic conduct or academic misconduct, will not be considered for a review of grade.

Admission and reenrolment

- 4.56 A student or former student with a finding of level 5 academic misconduct (i.e., a serious breach of academic integrity) may be indefinitely excluded from the University, prohibiting them from admission or re-enrolment at the University. The student may be permitted to apply for re-admission after a minimum [exclusion](#) period of five years (and at five-yearly intervals thereafter if refused) in accordance with the [Admission \(Coursework\) Policy and Procedure](#) or the [Graduate Certificate in Research Course Rules](#).
- 4.57 A student or former student readmitted to a course after a finding of level 4 or 5 breach of academic integrity and subsequent fail grade for one or more units, will be required to undertake any requirements necessary to demonstrate that they meet the current course learning outcomes and graduate attributes, as deemed appropriate by the Head of Course.

Loss of academic credit or competent grade and revocation of an award

- 4.58 A panel is formed to decide a case of potential academic misconduct instead of an individual where the case is sufficiently serious that it may impact a student's enrolment or admission or result in a penalty such as loss of [academic credit](#) or competent grade and subsequent [revocation of the award](#)⁹. The panel is to comprise at least three people and be formed in consultation with the Vice-President (Academic).
- 4.59 Panel membership includes the [case decision-maker](#) and two other equivalent managers with appropriate expertise and independence to decide cases of potential academic misconduct, e.g., from among the pool of case decision-makers. A panel may also include or seek advice from a specialist advisor or external member, e.g., solicitor.
- 4.60 At least one panel member must be independent of the school, college, or directorate responsible for the unit/s in which the student has potentially breached academic integrity.
- 4.61 A student or former student who receives a penalty for substantiated academic misconduct that results in a fail grade or not competent grade for one or more units will no longer meet the requirements for graduation or the award, certification document, and/or statement of attainment as conferred.
- 4.62 The Vice-Chancellor and President has the authority to revoke an award, certification document, and/or statement of attainment and in cases of substantiated academic misconduct will consider recommendations for revocation from the Vice-President (Academic) in accordance with the [Awards Policy and Procedure](#).

⁹ An exception to panel formation may apply to cases involving formal admission and genuine contrition by the student in accordance with section 4.21 of this policy and procedure.

- 4.63 The revocation of an award, certification document, and/or statement of attainment will not be recommended to the Vice-Chancellor and President for approval until the timeframe for lodging an appeal in relation to a penalty for academic misconduct has expired or the Academic Appeals Committee has completed its review.

Unlawful conduct

- 4.64 Unlawful conduct is referred to the Police or other relevant authority.
- 4.65 The provision and advertisement of academic contract cheating services is an unlawful offence and is reported to the Tertiary Education Quality and Standards Agency (TEQSA) for investigation under the [Tertiary Education Quality and Standards Agency Act 2011](#) (Cwlth).

External bodies

- 4.66 The Legal Practitioner's Admission Board requires graduates seeking admission to the profession to self-disclose matters related to their eligibility (qualifications) and their suitability (good name and character).
- 4.67 A voluntary notification in relation to a registered health practitioner for a student with a finding of academic misconduct may be made to the national agency.
- 4.68 Student conduct reports which include information about decisions, outcomes, or penalties in relation to student breaches of academic integrity (including IAC and dismissed cases) may be requested by former students, graduates, or external bodies. All such requests are made to the Governance Directorate. Any information provided is in accordance with the [Privacy Policy and Procedure](#).

Confidentiality and procedural fairness

- 4.69 The University and its [employees](#) will respond to academic integrity breaches in a confidential, procedurally fair, equitable, transparent, and timely manner.
- 4.70 To protect confidentiality, the Academic Integrity Unit controls access to the academic integrity case management system, ensuring all documents are only disclosed to:
- employees who have a role in the process of managing academic integrity breaches
 - professional accreditation boards, where there is an obligation to disclose, and
 - those involved in any legal proceeding related to a specific matter.
- 4.71 Procedural fairness refers to the procedures used by decision-makers, and involves:
- the right of the student to know the details of any allegation
 - the opportunity to present their case and be given a fair hearing
 - the right to be treated without bias, and
 - a decision made on an objective and unbiased assessment of the evidence.
- 4.72 The University's process for managing breaches of academic integrity ensures a student is afforded procedural fairness.
- 4.73 Timeframes are specified in the process for managing breaches of academic integrity to ensure the University's handling of such matters is timely. Where a decision is not communicated to the student or former student within the specified timeframe, the affected student is to be notified and advised of the date the matter is to be finalised.

5 RESPONSIBILITIES

Compliance, monitoring and review

Promoting academic integrity and reporting academic misconduct

- 5.1 The following have a role in promoting academic integrity, detecting, and reporting academic misconduct:
- **University employees** are responsible for:
 - promoting academic integrity through a positive learning and research culture
 - modelling academic practices consistent with the values of honesty, trust, fairness, respect, and responsibility, and
 - reporting potential breaches of academic integrity by students or former students, including evidence, to:
 - the relevant Unit Coordinator (higher education/enabling courses), Director of Studies (ELICOS), or Deputy Dean VET responsible for the unit in which the student's conduct is subject to review (if known), or
 - the Academic Integrity Unit (via aiu-admin@cqu.edu.au) for referral to the relevant Unit Coordinator, Director of Studies, Deputy Dean VET, or another appropriate officer.
 - **Schools, Colleges, and Directorates** with a teaching role are responsible for ensuring that:
 - educators complete academic integrity education on commencement of employment and every 12 months thereafter to maintain familiarity with relevant policies, information, resources, and support services
 - strategies are implemented to prevent or minimise opportunities for academic integrity breaches (e.g., academic integrity education, assessment design and practice), and
 - educators understand their responsibility to be vigilant in detecting and reporting potential breaches of academic integrity by students or former students.
 - **Educators** are responsible for
 - educating their students about expected standards of academic integrity in undertaking assessment tasks relevant to their course and unit, and
 - providing students with information, resources, and support available to them.
 - **Student Central Directorate** is responsible for:
 - ensuring that exam invigilators are trained and are familiar with exam-related policy documents and the academic integrity standards expected of students in exam conditions.
 - **Exam invigilators** are responsible for:
 - reporting incidents involving inappropriate academic conduct and potential breaches of academic integrity by submitting a confidential written exam incident report at the end of the exam to the Examinations Office for referral to the Academic Integrity Unit.
 - **Students** are responsible for:
 - maintaining academic integrity
 - seeking learning assistance through University authorised services, and support to uphold the values of academic integrity and expected standards of academic behaviour, and
 - completing academic integrity education on commencement of their studies and every year thereafter if a student in courses at Certificate level or above. Those enrolled in research thesis units are exempt from the requirement.
- 5.2 Students who have knowledge of potential breaches of academic integrity by students or former students are encouraged to report the matter to the Academic Integrity Unit (via academicintegrity@cqu.edu.au), or anonymously in accordance with the [Complaints Policy and Procedure](#).
- 5.3 Former students, external agencies, and community members who have knowledge of potential breaches of academic integrity by students or former students are encouraged to report the matter in accordance with the [Complaints Policy and Procedure](#). Complaints can be made confidentially and anonymously.

Managing potential breaches of academic integrity

- 5.4 The following have a role in managing a potential breach of academic integrity:

- [Case initiator](#) is responsible for:
 - initial receipt of or identification of potential breaches of academic integrity
 - gathering and submitting evidence relevant to potential breaches
 - entering the case in the case management system
 - advising the Start Uni Now (SUN) Coordinator, if relevant, and
 - forwarding the case to the Academic Integrity Unit.
 - [Case decision-maker](#) is responsible for:
 - considering all the available evidence, including the student's response (if any)
 - deciding on the [balance of probability](#) if academic misconduct occurred
 - providing reasons for their decision, and
 - determining the outcome/s and/or penalty/ies (if any) to be applied.
 - **Academic Integrity Unit** is responsible for:
 - managing access to the case management system
 - keeping a record of all cases initiated and findings of academic misconduct
 - initiating a case on behalf of a case initiator
 - sending warning letters for inappropriate academic conduct, and to students interacting with third party academic cheating services, and
 - supporting case decision-makers with investigations, allegation reports, student interviews, decision letters, and advice to [employees](#) and/or business units as relevant (e.g., International Office).
- 5.5 The Vice-President (Academic) is responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy and procedure.

Reporting

- 5.6 The Director Educational Quality and Integrity will ensure the incidence of, and trends in relation to, academic integrity breaches are monitored and reported to Academic Board (and nominated subcommittees) at the end of each term, and/or as required.

Records management

- 5.7 [Employees](#) must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.8 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

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

Terms and definitions

Academic credit: the value assigned to the content and learning outcomes of a higher education unit, expressed in the form of credit points. Credit points for a unit are awarded to a student based on a specified standard in achieving the learning outcomes or through recognition of prior learning.

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

Balance of probability: to substantiate a breach of academic integrity, the case decision-maker, in considering all evidence presented, must determine whether it is more probable than not that a breach has occurred.

Case decision-maker: the individual or a panel of individuals responsible for acting impartially, and independently in deciding the case. The Deputy Dean Learning and Teaching in the relevant school (higher education, VET); the Deputy Director International – CQU English and Global Partnerships (ELICOS); the Associate Dean School of Access Education (Enabling), the Associate Dean School of Trades (School of Trades); the Director Learning Design and Innovation (credit bearing non-award courses, excluding Enabling), or nominee, will typically decide the case. For simplicity, the manager who decides the case is referred to as the 'case decision-maker' in this policy and procedure.

A panel formed to decide a case instead of an individual manager is the case decision-maker. A panel is formed to decide a case of potential academic misconduct instead of an individual where the case is sufficiently serious that it may impact a student's enrolment or admission or result in a penalty such as revocation of academic credit. The panel is to comprise at least three people and be formed in consultation with the Vice-President (Academic). Cases that would normally require a panel, may be exempt if they involve a first offence, a formal admission, and genuine contrition by the student, in line with section 4.21 of this policy and procedure.

Case initiator: the person responsible for initiating the case is limited to the Unit Coordinator (higher education/enabling courses); Director of Studies (ELICOS); Deputy Dean VET or Head of Course (VET), or equivalent role in the School of Trades. Employees of the Academic Integrity Unit may also initiate cases.

Copyright: Copyright is a type of intellectual property law that protects a person's creative skills and labour. It is designed to prevent the unauthorised use by others of a "work", i.e., the original form in which an idea or information has been expressed by the creator. Copyright law also supports a balance for users of copyright materials, by allowing a certain amount of use for certain purposes, such as "fair dealing for research or study". Refer to the [Copyright Policy](#), the [Intellectual Property and Moral Rights Policy](#), and the University's [copyright website](#) for further information.

Employees: individuals employed by CQUniversity and the PT CQU Executive Business Training Centre.

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

- temporary exclusion: a student is excluded from enrolling in units for a specified period (e.g., one, two or three terms/study periods). Access to systems and facilities may also be restricted. Conditions may be applied to subsequent unit enrolment/s, or
- indefinite exclusion: a student's admission is cancelled, and the student is excluded indefinitely from enrolling in units and applying for admission into a course/s. Access to systems and facilities is also restricted. The student may be permitted to apply for re-admission after a minimum exclusion period of five years (and at five-yearly intervals thereafter if refused) in accordance with the [Admission \(Coursework\) Policy and Procedure](#).

Interim decision: is a step in a process of decision making. For example, making a judgement about whether a potential breach of academic integrity is classified as inappropriate academic conduct or potential academic misconduct is an interim step to the final decision and not subject to appeal.

Procedural fairness: is defined in the [confidentiality and procedural fairness](#) section of this policy and procedure.

Revocation of academic credit: occurs when the learning outcomes for a higher education unit have not been achieved due to substantiated academic misconduct, the grade for the unit is changed to a Fail, and the credit points are removed from the academic record. The revocation of academic credit is undertaken in accordance with the [Credit for Prior Learning in Higher Education Policy and Procedure](#).

Revocation of an academic award: occurs when the graduate no longer satisfies the academic requirements of the award (qualification) due to substantiated academic misconduct and the revocation of academic credit or loss of competent grade. Where the award certification documentation and/or statement

of attainment has been issued, it will be recalled and cancelled. The revocation of an academic award is undertaken in accordance with the [Awards Policy and Procedure](#).

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

7 RELATED LEGISLATION AND DOCUMENTS

[Academic Appeals Policy and Procedure](#)

[Admission \(Coursework\) Policy and Procedure](#)

[Assessment Policy and Procedure \(Higher Education Coursework\)](#)

[Awards Policy and Procedure](#)

[Complaints Policy and Procedure](#)

[Conflict of Interest Policy and Procedure](#)

[Copyright Policy](#)

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

[ELICOS Standards 2018](#) (Cwlth)

[Graduate Certificate in Research Course Rules](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[Intellectual Property and Moral Rights Policy](#)

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

[Privacy Policy and Procedure](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth)

[Student Conduct Policy and Procedure](#)

[Tertiary Education Quality and Standards Agency Act 2011](#) (Cwlth)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

| Approval and Review | Details |
|------------------------------|---|
| Approval Authority | Academic Board |
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| Notes | This document was formerly known as the Academic Misconduct Procedure (06/07/2018). |