

Academic Integrity Procedure

1. Purpose

The Academic Integrity Procedure is designed to promote academic integrity, manage academic misconduct and implement the UNSW College (College) [Academic Integrity Policy](#). This Procedure should be read in conjunction with the [Academic Integrity Policy](#).

2. Scope

This Procedure applies to all academic staff and students delivering or enrolled in UNSW College programs, and staff responsible for the detection, investigation, reporting and recording of academic integrity breaches.

3. Breaches of academic integrity

- (a) A breach of academic integrity is any behaviour or attempted behaviour that may result in an unfair academic advantage to one or more students. Breaches of academic integrity are considered to be academic misconduct and treated seriously by the College.
- (b) The College [Academic Integrity Policy](#) defines types of academic misconduct that include, but are not limited to, the following:
 - i. Plagiarism
 - ii. Text recycling (self-plagiarism)
 - iii. Fabrication and falsification (misrepresentation through documentation)
 - iv. Collusion
 - v. Exam cheating
 - vi. contract cheating
 - vii. Impersonation
 - viii. Bribery
 - ix. Non-ethical and non-responsible use of technology, including the use of non-permitted artificial intelligence.
- (c) Information about academic integrity will be made available in the Course Outline, teaching materials, student support services and orientation.

4. Detecting breaches of academic integrity

- (a) Any conduct that potentially breaches the academic integrity policy is considered by College or TNE staff to determine whether the action is academic misconduct, poor academic practice or not a breach of academic integrity.
- (b) Where potential breaches of academic integrity are suspected, teaching staff will employ measures to clarify whether the work contains academic misconduct. Measures include the use of similarity detection software, search engines, reviewing sources cited by a student, comparison with other assignments and

consultation with colleagues. These measures are implemented by College or Transnational Education (TNE) staff, depending on whether the student is studying onshore or at a TNE Centre.

- (c) When a teaching staff member or exam supervisor detects a suspected breach, it is the responsibility of that staff member to complete a detection of breach report and submit the report to the relevant Academic Head. For TNE, the TNE provider is responsible for completing a detection of breach report and submitting this report to the TNE College Team. The report should clearly outline the suspected breach and recommended actions (e.g., investigation of breach). Prior to an investigation, the report should be signed by the relevant College Academic Head/delegate or TNE College Team. The report must be submitted to the Program Manager Assessment, and a record of the suspected breach documented in the College Academic Misconduct Register.
- (d) Where a breach is detected during grading, the College Academic Team is responsible for completing a detection of breach report and following the process described in clause (c).
- (e) Where a student reports a breach, the relevant College Academic Head or their delegate will complete a detection of breach report and follow the process described in clause (c). For breaches reported by a TNE student, the TNE College Academic Team is responsible for completing a detection of breach report.

5. Procedural fairness

Investigation of a suspected breach of academic integrity will be guided by procedures which are equitable, consistent, fair, and timely. These procedures provide an opportunity for staff and students to respond to a suspected breach of academic misconduct and for the College and TNE Providers to deliver outcomes which are appropriate for the nature and type of breach. Staff investigating a breach should apply their professional and academic judgement when responding to a potential breach of academic integrity. This professional approach extends to the initial assessment, investigation and outcome of any potential violation committed.

The College acknowledges that academic misconduct may emerge because of a lack of familiarity with academic conventions. All suspected cases of academic misconduct will be considered in context of the following factors:

- (a) the extent of the misconduct;
- (b) the person's evident intention to breach academic integrity;
- (c) the stage and level of program that a student is enrolled;
- (d) prior offences of academic misconduct;
- (e) the student's learning background;
- (f) academic conventions within the relevant discipline;

- (g) the impact of a particular outcome on a student’s academic progression;
- (h) education and information received by a student about academic integrity for their enrolled course or program;
- (i) learning information and student learning trajectories recorded on the Student Management System.

6. Investigation of a breach

a. Program Manager (Assessment and Integrity) Responsibilities	
i.	The Program Manager (Assessment) is responsible for appointing an Academic Integrity Officer (AIO) to manage instances of academic misconduct and to provide leadership in academic integrity at the College. An Academic Integrity Officer is an experienced staff member who has completed professional development and training to manage cases of academic integrity.
ii.	The Director of Learning and Teaching may authorise another staff member to act as a delegate for an Academic Integrity Officer, for a period of time to manage particular case/s. It is expected that the authorised delegate will have completed professional development and training to manage cases of academic integrity.
iii.	It is the responsibility of an Academic Integrity Officer to manage investigations, outcomes, record-keeping, matters of confidentiality and appeals.
b. Academic Head (or delegate)/TNE College Team Responsibilities	
i.	<p>The Academic Head, or their delegate, must work with the Academic Integrity Officer to decide as to whether a suspected breach warrants further investigation. The determination must occur within five (5) days of a detection of breach report being submitted to the Program Manager (Assessment).</p> <p>For TNE, the SME (default AIO) will investigate and decide whether a panel meeting is required. The determination must occur within five (5) days of a detection of breach report being submitted to the TNE College Team and Program Manager Assessment. If the breach is determined as a staff or centre misconduct issue, the breach will be escalated to the Head of TNE and Executive Director Academic Programs.</p>
ii.	<p>The Academic Head/delegate or TNE SME, is responsible for gathering reliable evidence to support investigations of academic misconduct. Evidence can include, but is not limited to:</p> <ul style="list-style-type: none"> - A copy of the assessment submission. - Turnitin Similarity and/or Artificial Intelligence report. - Video or screenshots of the conduct (if an assessment was held remotely). - Moodle logs - Meeting notes - Discipline expertise
iii.	Where a determination is made to investigate a breach of academic integrity, it

<p>is the responsibility of the Academic Head/delegate or TNE SME to email a Notice of Suspected Breach to the student. A Notice of a suspected breach must include information outlining the alleged / suspected breach and provide the student with an opportunity to respond within five (5) working days of receipt of the Notice.</p>
<p>iv. The Notice will include guidance on how the student can seek independent professional advice and language assistance.</p>
<p>v. The Notice may ask the student to attend a meeting to discuss the matter. The student may bring a support person to any meetings and the Academic Head/delegate or TNE SME will ensure the student has access to language support if needed.</p>
<p>vi. Meetings are conducted with two (2) staff members, normally the Academic Head or delegate (e.g., Discipline Expert) and Academic Integrity Officer (AIO).</p> <p>For TNE students, the student will attend a panel interview (meeting) with the TNE SME (default AIO) and a relevant TNE centre team member. The interview will be conducted online. Where a TNE student denies any violation of academic integrity, despite evidence to the contrary, a second panel interview (meeting) will be organised. This meeting will include a College academic and a relevant TNE centre team member.</p>
<p>c. Student Responsibilities</p>
<p>i. On receipt of the Notice of Suspected Breach, the student may seek advice from the College Student Support team. This team can assist the student to prepare a response and accompany the student to their scheduled meeting/s. In addition, the team is available to support a student as part of any academic integrity report, notice, investigation, or outcome. Support can include, but is not limited to:</p> <ul style="list-style-type: none"> - study support (e.g. Study Club); - counselling; - equitable learning services; - engagement with the College Student Council; - timetabled consultations - early identification for “at-risk” and placement on a College Risk Level (Level 1, Level 2, and Level 3). Refer to Academic Progression and Exclusion Procedure.
<p>ii. Is required to provide a written response to the Notice within five (5) working days, which either:</p> <ul style="list-style-type: none"> - admits to the breach and explains the circumstances that led to the breach; or - does not accept the breach allegation and provides supporting details and

evidence.
iii. The student may request a meeting to discuss the suspected breach, if not already sought by the Academic Head or their delegate.
iv. If the student does not respond to the Notice or fails to attend a requested meeting with the Academic Head and AIO/TNE SME and relevant panel member, a determination will be made without the student's input.

7. Outcome of an investigation

- (a) On finalisation of the investigation process, the staff member reporting the breach, the AIO and Academic Head/delegate will determine whether there is a high probability that a breach of academic integrity has occurred or not. The AIO will record the determination in writing.
- (b) If it is determined that there is insufficient evidence to confirm a breach, the student will be sent a written notice to that effect. The AIO is responsible for emailing this written notice within five (5) working days of receipt of the student's submission or meeting with the Academic Head/delegate and AIO.
- (c) If the investigation determines that a breach has a high probability, the marker and Academic Head will determine if it is recorded as minor, moderate, significant, or serious. This level of determination will then guide the penalty which is applied.
- (d) The student will be advised of the outcome in writing with reasons for the decision and any subsequent actions. It is the AIO's responsibility to email (Student Management System) the student within five (5) working days of receiving the student's submission and/or a meeting with the student to discuss the suspected breach.

8. Level of breach and academic penalties

- (a) Examples of the different levels of academic integrity breaches include those listed below (Refer to section 8.1; 8.2; 8.3; 8.3).
- (b) Penalties imposed are calibrated to the seriousness of the breach, any extenuating circumstances and the frequency and seriousness of any prior breaches.
- (c) Repeated instances of academic misconduct may constitute a breach of the College [Student Code of Conduct](#) and will be managed in accord with the [Student Misconduct Policy](#).

8.1 Minor breach

- (a) Examples of a minor breach of academic integrity would include, but is not limited to:
 - i. minor plagiarism (<10% of assessment) by an inexperienced student;

- ii. minor copying (<10% of assessment) by an inexperienced student.
 - iii. Unauthorised use of artificial intelligence for a portion (<10%) of an assessment.
- (b) The breach is not deemed to be significant to the outcome of the assessment. Students with prior evidence of misconduct shall not be assessed for minor breaches and will automatically be escalated to a moderate breach.
- (c) At this level, the recommended actions and outcomes made by a teacher, AIO, Academic Head/TNE SME (or delegate) are mostly educative. Students committing a minor breach may be allocated a Risk Level (1, 2 or 3) and referred to a Student Progress Officer/TNE Academic Manager for student support in the TNE network and/or provided advice regarding undertaking refresher training on academic integrity. In addition, the outcome of a minor breach will include, but is not limited to:
- i. resubmission of work with no mark penalty, or;
 - ii. resubmission of work with up to a 25% mark reduction, or;
 - iii. warning with up to a 25% mark reduction, or;
 - iv. marking of the student's original content, disregarding plagiarised sections.
- (d) Where a second instance of a minor breach occurs, the assessment will be awarded zero marks.

8.2 Moderate breach

- (a) Examples of a moderate breach of academic integrity would include, but is not limited to:
- i. moderate plagiarism (10 - 25% of an assessment) by an inexperienced student, or;
 - ii. moderate copying (10 - 25 %) or collusion of relatively small sections of the work submitted e.g., multiple sentences or paragraph, or;
 - iii. recycling a student's own work without referencing the earlier submission. In this case, the student has no prior history of academic misconduct, or;
 - iv. unauthorised use of artificial intelligence for a portion (10 - 25%) of an assessment.
- (b) The recommended actions and outcomes for a moderate breach of academic integrity will be determined by the Academic Head/Head of TNE (or delegate) delegate and AIO. Recommended actions and outcomes will be made available to the marker and Course Convenor. These actions and outcomes may include, but are not limited to, referral to the Student Progress Officer for a refresher on academic integrity, together with:
- i. marking of the student's original content, disregarding plagiarised sections;

- ii. resubmission of work with a maximum mark of 50%.
- (c) Where a second instance of a moderate breach occurs, the student will receive zero marks for the assessment.
- (d) Where a third instance of a moderate breach occurs, the student will receive a fail grade for the course and will be reported to the student misconduct committee for unsatisfactory academic performance.

8.3 Significant breach

- (a) Examples of a significant breach of academic integrity would include, but are not limited to:
 - i. significant plagiarism, with large sections (25 - 50% of assessment) of the work plagiarised, or;
 - ii. acts of recycling, copying, or colluding, where large sections (25 - 50% of assessment) of the submitted work are identical or similar to that submitted work of another student, or;
 - iii. exam cheating, or;
 - iv. unauthorised use of artificial intelligence for a large portion (25 - 50%) of an assessment.
- (b) The recommended actions and outcomes for a significant breach of academic integrity will be determined by the Academic Head/Head of TNE (or delegate) and AIO. Recommended actions and outcomes will be made available to the marker and Course Convenor. These actions and outcomes may include, but are not limited to, referral to the Student Progress Officer for a refresher on academic integrity, together with:
 - i. fail (0%) for the submitted work, or;
 - ii. probation (refer to Academic Progression and Exclusion Policy and Procedure), or;
 - iii. student suspension (refer to Academic Progression and Exclusion Policy and Procedure).
- (c) Where a second instance of a serious breach occurs, the student will be awarded a fail grade for the Course. The student will receive formal notification from the Student Misconduct Committee stating that the conditions of their enrolment and re-enrolment will change subject to the student participating in continuing academic integrity education for the duration of their studies (refer to at-risk Level 3 in the [Academic Progression and Exclusion Policy](#) and [Academic Progression and Exclusion Procedure](#)).
- (d) Where a third instance of a serious breach occurs, the student will receive a second and final letter from the Student Misconduct Committee and be asked to show cause why they should not be excluded from the College and their study visa cancelled.

8.4 Serious breach

- (a) Examples of a serious breach of academic integrity would include, but are not limited to:
- i. submitting work in which all or most (> 50%) has been plagiarised, or;
 - ii. evidence of copying (> 50%) or collusion of all or most (i.e., multiple paragraphs) of the work, or;
 - iii. exam cheating, or;
 - iv. contract cheating, or;
 - v. suspected fraud, or;
 - vi. repeated breaches of academic integrity, or;
 - vii. unauthorised use of artificial intelligence for an extensive (> 50%) portion of the work submitted.
- (b) The recommended actions and outcomes for a serious breach of academic integrity will be determined by the Academic Head/Head of TNE (or delegate) and AIO. Recommended actions and outcomes will be made available to the marker and Course Convenor. These actions and outcomes may include, but are not limited to, referral to the Student Progress Officer for a refresher on academic integrity, together with:
- i. fail (0%) grade for the course; and / or
 - ii. referral to the Student Misconduct Committee (which would consider serious penalties such as suspension for up to 12 months, permanent exclusion from the College and / or rescission of a qualification / testamur already awarded).
- (c) Any suspension or exclusion from the College (other than those of an emergency or interim nature) will take effect once all appeal periods have been exhausted (refer to the [Student Appeal Policy](#)).
- (d) In the case of an extended suspension (> 8 weeks) or exclusion from a program, there may be an impact for students studying on a student visa. It is the responsibility of student experience and the Director of Learning and Teaching to liaise with the student.

9. Communication and notification of an outcome

- (a) It is the responsibility of the Academic Head/Head of TNE (or delegate) and AIO to determine the outcome of a breach of academic integrity.
- (b) Where a teacher has submitted a detection of breach report, the Academic Head (or delegate) and/or AIO should consult with the teacher to determine the outcome of the breach.

- (c) The determination will be communicated in writing and recorded in the College Academic Misconduct Register by the AIO.
- (d) The AIO is responsible for notifying the student of the outcome in writing (College Letterhead and outcome template). The AIO is responsible for emailing the student the outcome of an investigation via the Student Management System.
- (e) An outcome letter must include:
 - i. reasons for the decision made;
 - ii. subsequent action to be taken; and,
 - iii. correspondence about the appeal process if a student wishes to pursue this action.
- (f) The outcome letter must be sent to the student within either:
 - i. five (5) working days of receipt of the student's submission and / or;
 - ii. five (5) working days following a student meeting, where the suspected breach was discussed.
- (g) Where the outcome includes a reprimand from the Student Misconduct Committee, the outcome letter must be signed by the chair of the Student Misconduct Committee.
- (h) A copy of the outcome letter must be made accessible to the relevant Academic Head/Head of TNE (or delegate), AIO and Program Manager for Assessment and Integrity.
- (i) It is the responsibility of the AIO to inform the assessment team of the determination and who will record the penalty in the Student Management System.
- (j) Where the outcome of an investigation is a period of suspension, the suspension will commence in the next applicable study period, or in the current study period if the student is notified of the outcome prior to the census date. The suspension will only take effect after all appeal periods have been exhausted. For students enrolled in their final course of a program, the suspension will be applied in accordance with the [Student Misconduct Policy](#) and [Student Misconduct Procedure](#).
- (k) Where the outcome of an investigation results in expulsion, the expulsion will have an immediate effect from the date the student is notified of the final outcome. The final outcome will take into consideration all appeal periods.

10. Recording information about academic misconduct

- (a) The College will store all instances of academic integrity breaches in a central Academic Integrity Register. The information will be stored for a minimum period of seven (7) years from the date of the last recorded case of academic misconduct.

- (b) During the investigation of a breach, the AIO will record the following information in the central Academic Integrity Register:
 - i. details about the student, program, course, and assessment;
 - ii. the type of academic misconduct or academic integrity issue (refer to type of academic misconduct in [Academic Integrity Policy](#));
 - iii. the factors taken into consideration (refer to Policy Item 5 on Procedural Fairness);
 - iv. the information on which the determination is based (refer to Policy Item 6 Section B (ii));
 - v. the outcome and reasons for the outcome; and,
 - vi. if the student agreed or rejected the proposed outcome.
- (c) Where a case of academic misconduct is referred to the UNSW Conduct and Integrity Office, the lead investigator will have access to the information stored. This will include the information in Policy Item 12 Section C (i), (ii) and (iii). The lead investigator will receive access to any other cases recorded against the student.
- (d) Where the lead investigator from the UNSW Conduct and Integrity Office concludes that the students' action constitutes a breach of academic integrity, the investigator will liaise with the AIO. The AIO will be responsible for recording the outcome and the factors taken into consideration in the central Academic Integrity Register.
- (e) In addition to the information stored in the central Academic Integrity Register, copies of any decisions communicated to the student resulting from an investigation into academic misconduct must be uploaded to the student's record on the Student Management System (SMS).
- (f) It is the responsibility of the Program Manager for Assessment and Integrity to report on trends and emerging issues relating to academic misconduct to the College Academic Board and Assessment and Integrity Committee (AIC) as required.

11. Confidentiality

- (a) All information gathered in the process of investigation is confidential and handled in accordance with the College [Privacy Policy](#). For example, the identity of students, staff or other persons involved in an investigation of academic misconduct is confidential, so long as the principles of natural justice are adhered to. To this end, outcomes are not released to any external agency, unless required by law or with the consent of the student.
- (b) Analysis and internal reporting of student trends (i.e., cases of conduct and integrity) must be de-identified. Entries recorded in the College Academic

Integrity Register may only be accessed by authorised staff identified in this procedure.

12. Appeals

- (a) A student has the right to appeal a decision, on certain grounds, against the decision made by the Academic Head (or delegate) and AIO and/or Student Misconduct Committee. For full eligibility requirements for an appeal, please refer to the [Student Appeal Policy](#) and [Student Appeal Procedure](#) for further information.
- (b) To lodge an appeal, a student must submit a [Stage 2 Formal Review Form](#). The student must email a completed form to the College Appeals Committee complaintsandconduct@unswcollege.edu.au within five (5) working days of the student being notified of the outcome of the academic breach. Where a student intends to appeal a decision at Stage 2, the student must complete a [Stage 3 Internal Appeal Form](#).
- (c) A refresher on academic integrity may only continue if the refresher is part of a course not affected by the appeal.

13. Other matters

- (a) The College reserves the right to investigate and determine allegations of academic integrity breaches outside the scope of this Procedure. Particularly where the allegation of a breach is considered by the College to be of a serious nature. This is because such a breach may adversely impact upon the College, its programs, or other students.
- (b) Where a student is reinstated following suspension, the student's enrolment must be automatically reinstated after the expiration of any period of suspension. This is provided that the student has complied with any terms and conditions imposed as part of the suspension. For further details on this matter please refer to the [Student Misconduct Policy](#) and [Academic Progression and Exclusion Policy](#).
- (c) Where a student is readmitted to the College following expulsion, consent will only be granted at the discretion of the Executive Director of Education and Chief Executive Officer. This decision will only occur in exceptional circumstances. For further details on this matter please refer to the [Student Misconduct Policy](#) and [Academic Progression and Exclusion Policy](#).

14. Roles, responsibilities, and delegations

Role	Responsibility
Academic Board	Set academic standards and promote a culture of academic integrity across the whole institution.

College and TNE Staff	Educate and advise students regarding academic integrity, model academic integrity in their own academic, scholarly, and professional activities, and identify breaches of academic integrity.
Students	Understand the requirements of academic integrity, promote academic integrity to fellow students and urge them to seek advice where appropriate, and avoid breaches of academic integrity.

15. Definitions

Definitions and Acronyms	
Academic Integrity	Acting in academic and scholarly contexts with honesty, truthfulness, trustworthiness, openness, transparency, fairness, respect, and courage.
Academic Integrity Officer	Responsible for providing advice to relevant academic and professional staff on how to conduct investigations and managing allegations and determinations about academic misconduct.
Academic Misconduct	Traditionally, this term describes various types of student violations of academic integrity including plagiarism and exam cheating.
Academic Standards	Benchmarks or indicators that are used to define a level or quality of achievement or performance in academic activities and academic outcomes, such as student selection, teaching, curriculum, assessment, learning outcomes, and research.
Artificial Intelligence	The simulation of human intelligence processed by machines or computer systems. Simulation includes the ability of a computer, robot and/or software to perform tasks that are usually performed by humans. The activity is considered a simulation of human intelligence because it requires human intelligence and discernment. For example, the ability to reason, discover meaning, generalise, or learn from past experiences.
Breach of Academic Integrity	<p>A breach of academic integrity is separated into four (4) categories. These categories are minor, moderate, significant, and serious.</p> <p>A minor breach occurs when a student demonstrates academic misconduct that is caused by careless practice or a neglect of specific course guidelines. Examples include minor plagiarism (< 10% of assessment) and minor copying (<10%</p>

	<p>of assessment).</p> <p>A moderate breach occurs when there is an ethical breach of scholarship such as plagiarised material of 10 to 25% for an assessable assessment; recycling an item for an assessment in part or wholly for another course assessment; fabricating or falsifying data, colluding with other students about assessable work and submitting someone else’s work as your own.</p> <p>A significant breach occurs when the act of academic misconduct involves major plagiarism (> 50%) and exam cheating. Exam cheating includes, but is not limited to, use of unauthorised material in an examination; communication with others in an examination; reading the work of other students during an examination; engaging in, or agreeing to, dishonest academic behaviour before, during and after an examination.</p> <p>A serious breach occurs when the student has knowingly and repeatedly gained an unfair academic advantage for themselves or others. This level of breach includes cases of suspected fraud (falsification and misrepresentation) and contract cheating.</p>
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Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • Education Services for Overseas Students (ESOS) Act 2000 (Cth) • Higher Education Standards Framework (Threshold Standards) 2021 (Cth) • Higher Education Support Act 2003 (Cth) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) • TEQSA Guidance Note: Academic Integrity, Version 1.2
Policy	<ul style="list-style-type: none"> • Assessment Policy • Student Code of Conduct • Student Appeal Policy • Student Misconduct Policy • Academic Progression and Exclusion Policy
Procedures	<ul style="list-style-type: none"> • Assessment Procedure • Student Appeal Procedure

	<ul style="list-style-type: none"> • Student Misconduct Procedure • Academic Progression and Exclusion Procedure
Forms	<ul style="list-style-type: none"> • Stage 2 Formal Review Form • Stage 3 Internal Appeal Form • Notice of Suspected Breach Form • Detection of Breach Report

16. Policy Governance

Academic Integrity Procedure	
Category/Business Group	Academic
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director Academic
Contact Officer	Executive Director Academic
Effective Date	2 Sep 2024
Next Review Date	2 Sep 2027
Version	3.0

Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
3.0	David West – Executive Director Academic	2 Sep 2024	2 Sep 2024	Updates made to give clarity on the scope of this Procedure and to include TNE group
2.0	David West – Executive Director Academic	10 April 2024	10 April 2024	Update of terminology
1	David West – Executive Director Academic	04 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Procedure. Policies and Procedures are available at: unswcollege.edu.au/about/policies