

Academic Integrity and Student Misconduct Procedure

Procedure Code: PR-037 **Version:** 10.0 **Effective Date:** 7 July 2021

Related Policy Code: STU-021 **Related Policy Name:** Academic Integrity Policy – Higher Education
 STU-008 Student Misconduct Policy – Higher Education

Purpose

This procedure is related to the *Academic Integrity Policy - Higher Education* and the *Student Misconduct Policy - Higher Education* and sets out the processes to be followed in order to handle incidents of academic dishonesty or plagiarism or other forms of student misconduct at the College.

Definition of “College” – *In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health. For the purpose of this procedure, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All subjects and courses
- All Academic staff
- Library staff
- Student Services staff

Procedure

Training of Staff and Students

All staff and students need to be aware of the various policies, procedures, guides and training materials available to them in relation to academic integrity, student misconduct, and copyright.

Staff

Heads of Department (HODs) are responsible for ensuring that all academic staff:

- a) Know where to locate relevant policies, procedures, guidelines and training materials in relation to student integrity, misconduct and copyright; and
- b) Can locate and explain the content of relevant materials to students including:
 - > *Academic Integrity Policy - Higher Education*
 - > *APA Referencing Guideline*
 - > *Assessment Policy - Higher Education*
 - > Definitions of terms such as plagiarism and academic misconduct
 - > Grievance & Complaints policies (*Domestic & International*)
 - > Library training materials on plagiarism, referencing and copyright
 - > *Student Code of Conduct - HE*

- > *Student Misconduct Policy - Higher Education*
- > *Turnitin®* software

On commencement of employment with the College, academic staff complete an induction that includes an introduction to the above-listed policies and their associated procedures. This induction process will inform staff of where to locate College policies and procedures electronically. Staff will also be required to complete an academic integrity module to ensure that they are aware of the College's expectations for both staff and students

In addition, HODs will take responsibility for directing staff to all other materials such as the *APA Referencing Guideline*, instructions for *Turnitin*, other library training materials (e.g. LibGuides) that students have access to, and any other relevant training materials made available by the College. These materials may be located via the Library site on the College's website, or via the Academic Hub on the Learning Management System (LMS), or via other centralised repositories used by the College.

The Director of Education and HODs will work with academic staff when allegations of academic misconduct occur, and with the Director, Student Services & Retention in instances of non-academic student misconduct. They will also ensure that academic staff are kept up-to-date with any changes or additions to materials related to these matters. This may occur by various means including but not limited to:

- Dissemination of information electronically
- Academic Leadership Team meetings
- Departmental meetings
- Training workshops / meetings

Students

When a student enrolls into a course with the College, they are required to read and sign an enrolment form. The enrolment form includes a link to Policies, Procedures, Forms and FAQs on the College website and a declaration that the student has read these. In addition, all students receive an email from a College Admissions Adviser once they have enrolled, which among other things, advises them of the relevant Student Handbook and where to locate it.

The Student Services team and Library team organise various free study skills workshops for students usually scheduled during orientation and throughout the first year of study. Whilst these sessions are not compulsory, it is recommended that students attend to familiarise themselves with the formal learning environment. These sessions include information on:

- Plagiarism and its consequences
- Guidelines on assessment submission
- Referencing academic work

Students also have access to a range of training materials via the LMS, LibGuides & website.

It is expected that, particularly in the first semester of study, academic staff will remind students prior to assessment about referencing, plagiarism and academic dishonesty issues and direct them to relevant materials for further information.

Detecting Plagiarism

It is the responsibility of all academic staff to be alert to possible instances of plagiarism and refer those instances for processing under this Procedure as soon as possible after assessment submission deadlines, but in no instance more than two (2) weeks after assessment submission. Markers may become aware of a potential instance of plagiarism either via the *Turnitin* software or via other means which may include comparisons with other student's

work or comparisons with published or non-published work not identified by *Turnitin*. For further information on detection of plagiarism, please see the [Academic Integrity Policy - Higher Education](#).

As stated earlier in this procedure, all academic staff will have access to information on what *Turnitin* is and how it can be used to detect possible instances of plagiarism. Staff should refer to the definitions of plagiarism found in the [Academic Integrity Policy - Higher Education](#).

Addressing Allegations of Academic Misconduct

The process for addressing allegations of academic misconduct by students are outlined below and are supported by templated letters for each stage. Allegations of academic misconduct against a staff member should be referred to the staff member's Manager for management under the relevant employment conditions.

Step 1 - Preliminary investigation

Where a concern is raised by a permanent member of staff they will complete a preliminary investigation to determine if there is sufficient evidence to move forward with a formal allegation of misconduct. Where the matter is raised by a sessional marker the preliminary investigation will be completed by the Subject Administrator; where the matter is raised by a student the preliminary investigation will be typically completed by the Discipline or Academic Clinic Coordinator. The preliminary investigation must be completed within 3 working days of the concern being raised.

Where possible the marking of the item in question should be completed before the allegation is progressed to the next stage.

All matters regarding academic misconduct are to be treated as confidential and must not be discussed with staff or students not directly involved in the matter. No record of this matter is to be recorded in either the LMS or Filemaker – all recorded will be stored securely by the DoE.

Step 2 – Making a formal allegation of academic misconduct

Should the preliminary investigation provide sufficient evidence for a formal allegation of academic misconduct to be made the staff member involved will forward a summary of the matter and all relevant evidence (e.g. emails, Turnitin reports etc) to the HoD. The HoD will acknowledge receipt of the allegation within 24 working hours.

Where a preliminary investigation does not provide sufficient evidence of misconduct the relevant staff member can either take no further action or may contact the student to provide informal advice to the student, for example to improve referencing.

The HoD will review the material provided by the staff member and either:

- Move forward with an allegation of academic misconduct against the student or students
- Dismiss the allegation and provide the staff member with reasons for why the allegation has been dismissed. A copy of all documents and the advice to the staff member must be forwarded to the DoE for notice and recording.

Where a HoD agrees that there is sufficient evidence to substantiate an allegation of misconduct they will notify the student of the allegation and provide an opportunity for the student to respond. The response may be provided in writing or verbally and should be provided within 10 days of the student receiving the allegation. In the absence of any response from the student, the HoD should proceed on the basis of the available evidence.

Based on the evidence provided by the staff member, and the response of the student the HoD will make a recommendation as to whether the student is guilty of academic misconduct and a proposed penalty.

Step 3 – Finding of misconduct and penalty determination

The HoD will forward all material related to the allegation, and their recommendations to the DoE who will, within 24 working hours, acknowledge receipt of the material.

The DoE will review the material provided by the HoD and any additional information such as whether the student has previously been found guilty of academic misconduct and make a decision as to whether the student is to be found guilty of academic misconduct and the penalty to be applied. In coming to this decision, the DoE may also consult with the student or other relevant staff.

The decision will normally be made within 7 days of receipt of the HoD recommendation.

The final decision will be communicated to the student and to the HoD.

All material related to the matter will then be lodged in the Student Management System or other site with access restricted to the DoE and other members of the Senior Leadership Team as appropriate.

Step 4 – Appealing the outcome

A student may appeal the DoE's decision regarding a finding of academic misconduct or the penalty. All appeals are or be made within 14 days of the notice of the decision and are made via the Formal Grievance process. This is managed by the Director, Student Services & Retention (DSSR) for referral to the Student Misconduct Committee - HE.

Penalties

Penalties for students found guilty of academic misconduct will take into consideration:

- The experience of the student (i.e. they are in their first four subjects of enrolment)
- The nature and seriousness of the misconduct
- Whether the student has prior substantiated cases of academic misconduct
- Any mitigating circumstances

Penalties may range from a formal warning to exclusion from the College as described in the Policy

Definitions

Not Applicable

Related Procedures

Not Applicable



Further Information

Related Policies

Academic Integrity Policy - Higher Education

Complaints and Appeals Policy - International

Deferring, Suspending or Cancelling Enrolment Policy – International

Grievance Policy - Domestic Students - Higher Education

Student Code of Conduct - HE

Student Misconduct Policy – Higher Education

Related Documents

Academic Governance Framework

Student Misconduct Record - Work Instructions

Guidelines

APA Referencing Guideline

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

Review and Approval

Procedure Author

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Approval Body

Education Board

Meeting date: 6 May 2021

Procedure Status

Updated

Responsibilities for Implementation

- Director of Education
- Director, Student Services & Retention
- Heads of Department
- Academic staff
- Library staff
- Student Services staff

Key Stakeholders

- Academic staff
- Students