

1. Purpose

The purpose of this procedure is to foster and support academic integrity and independently achieved intellectual enquiry at Australian School of Accounting (ASA) by providing consistent, equitable and transparent guidelines as to the academic conduct expected of students and the penalties that apply to breaches of these guidelines.

2. Scope

This procedure applies to all students and staff of ASA.

3. Deterring and preventing academic misconduct

ASA will employ prevention strategies to prevent, detect and correct instances of academic misconduct. Such measures will include:

1. review of all electronic assessment submissions using plagiarism detection software wherever feasible;
2. requiring students to complete and sign an Academic Honesty Declaration Form with every assessment submitted, which requires students to be accountable for original work submitted and affirm that they are aware of the penalties and processes associated with submitting plagiarised work;
3. development of assessment tasks which minimize opportunities for academic dishonesty, such as individual project work and individual oral presentations of group work; and
4. implementation of the requirement to submit early drafts of assessment items.

4. Reporting academic misconduct

1. Allegations of academic misconduct may be made by any staff member or student and must initially be reported in writing to the Academic Dean, or delegated nominee, together with *prima facie* evidence of the breach.
2. If misconduct is deemed to have occurred in an examination then the Examination Supervisor will complete and submit an Examination Incident Report to the Course Coordinator.
3. If there is reasonable suspicion that a breach has occurred, the matter will be referred for further investigation by the Academic Dean or delegated nominee in order to ascertain the extent, degree, nature and credibility of the alleged breach.

5. Review of Alleged Academic Misconduct

The following steps are to be taken when reviewing allegations:

1. The Course Coordinator will undertake a preliminary review to determine if there is sufficient evidence to support the allegation of academic misconduct, as well as assessing the severity of the misconduct.
2. Where the misconduct has been deemed to be minor unintentional conduct, any action or penalty can be enacted at unit level by the Course Coordinator and full details must be entered in the central Register.
3. Significant intentional substantiated instances of misconduct will be reported to the Academic Dean. Such instances of misconduct attract significant penalties.

6. Penalties for Proven Academic Misconduct

6.1 Unintentional/Minor Misconduct

This may include inadvertent plagiarism due to a lack of understanding of the concept of plagiarism, or lack of skill in the conventions used to acknowledge sources. Where the breach is found to be unintentional, the Course Coordinator will apply any applicable penalties (such as a reprimand or warning) and/or remedial action (such as counselling or referral to a study skills workshop). Depending on the nature and extent of the breach, the Course Coordinator may also decide to:

1. allocate zero marks for the assessment item;
2. take no further action; or
3. allocate an alternate assessment task.

A second and subsequent breach will attract a more substantial penalty and will be referred to the Academic Dean for consideration and action.

6.2 Intentional/Serious Misconduct

If it is found that a student has deliberately and willfully breached the requirements for academic conduct, the following steps will be taken:

1. The student will be notified in writing and allowed sufficient time in which to lodge a written response to the allegation.
2. Following this period, a formal enquiry will be arranged by the Academic Dean.
3. The student will be invited to attend the enquiry. The student is entitled to have a support person or representative in attendance during this interview and to bring any/all relevant material in their defence.
4. The enquiry will be confidential, evidence-based and impartial.
5. Students will be formally notified of the outcome of the enquiry and the nature of any penalties to be imposed within ten (10) days.
6. Students will have the right to appeal any decision or finding made under this Procedure. Appeals must be made within ten (10) days of receipt of notification of the outcome of the enquiry and in accordance with the process outlined in the *Student Grievance Handling and Resolution Policy and Procedure*.

Penalties for intentional/serious academic misconduct may include one or more of the following:

1. failure of the assessment item;
2. failure of the subject;
3. failure of the course;
4. suspension; and
5. exclusion.

7. Communication and Notification

Students will be advised in writing that an allegation of academic misconduct has been made against them within five (5) working days of notification. Students will be provided with the substance of the allegation.

8. Appeals

A student may appeal against a decision made under this Policy and Procedure. Appeals must be made as prescribed in the appeals process outlined in the *“Student Grievance Handling and Resolution Policy and Procedure”*.

9. Recording Keeping and Confidentiality

All matters relating to misconduct will be recorded in the student file and in a central Register. Students may have access to their records.

Central records will only be destroyed in accordance with the state regulatory requirements.

All information associated with investigations of academic dishonesty will remain confidential. In accordance with privacy provisions and policy, such information will only be used for the purpose for which it was provided. Exceptions to this provision include instances where:

1. the student gives their express consent;
2. procedural fairness requires the information to be shared; or
3. access to the information is required by law.

10. Specific Related Documents

Academic Honesty Declaration Form
Student Academic Conduct Flowchart

The policy related to this procedure can be found under the policy register as *“Student Academic Conduct Policy”*.

11. Version Control

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