

## Context and Purpose

The Procedure prescribes the requirements for promoting academic integrity and managing academic misconduct for coursework students.

This Procedure should be read in conjunction with the [Academic Integrity Policy](#).

The Procedure applies to all students enrolled in:

- enabling programs
- coursework programs, including double and combined degrees
- the coursework components of postgraduate coursework programs with a significant research component defined in policy [A-49: Postgraduate coursework degrees with a significant research component](#)
- single course and cross-institutional enrolments
- Open Universities Australia (OUA) units delivered by UniSA

## Responsibility

The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this Procedure.

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## Procedure

### A. Student responsibilities

1. Work submitted by students for assessment will be tested for plagiarism using comparison software unless the Executive Dean or delegate has given approval for the software not to be used.
2. Students must consent by signing the following statement during enrolment:  
*I authorise the University to test any work submitted by me for instances of plagiarism using comparison software. I understand this will involve the University or its contractor copying my work and storing it on a database to test work submitted by others, as described in the Academic Integrity website.*
3. Students must also electronically consent to the process when they first log into learn**online** in each course, and each time they submit an assessment activity.

4. Cover sheets for assessment tasks must include the following statement:

*I declare that the work contained in this assignment is my own, except where acknowledgement of sources is made.*

*I authorise the University to test any work submitted by me, using comparison software, for instances of plagiarism. I understand this will involve the University or its contractor copying my work and storing it on a database to be used in future to test work submitted by others.*

*I understand that I can obtain further information on this matter at <https://lo.unisa.edu.au/mod/book/view.php?id=252142>*

## **B. UniSA responsibilities**

5. No person may teach or assess in a program in which they are concurrently enrolled, except with prior approval of the Dean of Programs.
6. Information about academic integrity will be made available in the Course Outline, teaching material, through the Teaching Innovation Unit or UniSA partner administration office, and in library resources.
7. Each Academic Unit, UniSA College, and UniSA Online, will appoint two or more Academic Integrity Officers to manage instances of academic misconduct and to provide leadership in academic integrity in their Academic Units. These are academic staff who have undertaken professional development to manage cases of academic misconduct. For more information regarding the roles and responsibilities, see Teaching Innovation Unit – Academic Integrity.
8. If required, the Executive Dean may authorise another staff member to act as nominee for an Academic Integrity Officer for a period of time, or to manage a particular case. It is expected that the authorised nominee will have undertaken professional development to manage cases of academic misconduct.
9. If a staff member suspects that a student has committed academic misconduct, the staff member must raise their concern, as soon as possible, with the relevant Academic Integrity Officer.

## C. Initial investigation

10. The University recognises that academic misconduct can occur through lack of familiarity with academic conventions. All allegations of academic misconduct will be considered in the context of the following factors:
  - a. the extent of the misconduct
  - b. the student's evident intention
  - c. the stage/level of the program
  - d. the number of previous offences
  - e. the student's learning background
  - f. academic conventions within the relevant discipline
  - g. the impact of a particular outcome on a student's progression
  - h. information provided to the student about academic integrity as part of their course, and
  - i. information about the student held in the central database, if applicable.
  
11. The Academic Integrity Officer must make a determination as to whether the issue warrants further investigation within 5 working days of being advised of the concern. The Academic Integrity Officer will notify the student of their concerns in writing within 5 working days of making their determination, and request that the student attend a meeting to discuss the issue. The meeting should occur within 10 working days of the initial notification. If the student is unable to attend the meeting, the discussion may occur via phone/internet telecommunications.
  
12. The student may be assisted or represented at the meeting by:
  - a. a USASA Advocacy Officer, or
  - b. a representative of the UniSA partner institution if the student is studying offshore, or
  - c. any UniSA staff member or student.
  
13. As a result of the discussion with the student, the Academic Integrity Officer may determine one of the following outcomes:
  - a. no academic misconduct was involved. Further academic integrity education may be provided to the student. (The assessment task will be marked and returned to the student.)
  - b. academic misconduct has occurred. The Academic Integrity Officer will provide academic counselling to the student and may apply any of the following further outcomes:
    - i. a warning with no penalty
    - ii. require the student to complete a learning module in academic integrity
    - iii. allow a corrected version of the assessment task to be submitted
    - iv. another outcome appropriate to the case but with an impact less serious than failure with a zero in the assessment component of the course
    - v. failure with a zero score in the assessment component of the course.
  - c. a more serious outcome is appropriate. The Academic Integrity Officer will provide their record of the initial investigation to the Executive Dean, or delegate, who will initiate a formal inquiry.

14. The Academic Integrity Officer will decide on the most appropriate outcome, irrespective of whether the student chooses to participate in the initial inquiry.
15. If the Academic Integrity Office determines that academic misconduct has occurred, they will:
  - a. record the case in the central Academic Integrity Database
  - b. provide a written outcome to the student, via their student email, and the Course Coordinator, explaining the outcome within ten working days of the meeting with the student, and
  - c. provide a copy of the communication to Campus Central or UniSA partner administration office to be retained on the student's record.
16. The student must advise the Academic Integrity Officer in writing that they either accept or reject the proposed outcome within five working days from the date of the Academic Integrity Officer's report. The student's failure to respond will not alter the outcome.
17. If the student rejects one of the outcomes listed in clause 13 (b), the Academic Integrity Officer will advise the Executive Dean, or delegate, and provide them with a record of the initial investigation. The Executive Dean, or delegate, will then initiate a formal inquiry. The student may accept the proposed outcome in writing at any time before the formal inquiry.
18. Cases of alleged academic misconduct that:
  - a. do not relate to a particular course, or
  - b. related to one or more courses that a student has completed in previous study periods, and deemed warranted by the Registrar and Director: Student and Academic Services in the first instance;will be referred to the Executive Dean, or delegate, to review and determine the appropriate outcome (either referred to an Academic Integrity Officer for an initial investigation, or the outcomes listed in clause 13 (a) or (b), or the initiation of a formal inquiry).

#### **D. Formal inquiry**

19. If a formal inquiry is required, the Executive Dean, or delegate, will establish a committee consisting of:
  - a. the Executive Dean, or delegate, as chair,
  - b. a member of academic staff with academic integrity responsibilities,
  - c. one other member of academic staff,
  - d. a nominee of the Registrar and Director: Student and Academic Services,
  - e. a member of USASA Board or nominee,
  - f. for cases concerning international students, an International Student Advisor from the Student Engagement Unit may be in attendance at the formal inquiry.
20. The formal inquiry may proceed even if all members are not present, provided there is a quorum of three which must include the chair.

21. The academic staff member and/or Academic Integrity Officer who initiated the case may present their concerns to the inquiry but are not permitted to serve as a member of the committee.
22. The Executive Dean, or delegate, will inform the student that a formal inquiry has been initiated and invite them to attend. The student will be provided with information about the alleged misconduct, a copy of the policy and procedure, and any other relevant documentation. If the student is unable to attend in person, they may participate via phone/internet telecommunications.
23. The chair of the Formal Inquiry Committee is responsible for ensuring that the confidentiality of third parties is maintained where required, when documents are circulated.
24. The student may be assisted or represented at the inquiry by:
  - a. a USASA Advocacy Officer, or
  - b. a representative of the UniSA partner institution if the student is studying offshore, or
  - c. any UniSA staff member or student.
25. The formal inquiry may proceed whether or not the student responds or attends.
26. The Formal Inquiry Committee may determine that:
  - a. the student's actions do not constitute academic misconduct. Further academic integrity education may be provided to the student.. If the inquiry arose following the removal of a student from a placement, the student may be reinstated in the existing placement or arrangements made to undertake an alternative placement.
  - b. the student's actions constitute academic misconduct that warrants one of the outcomes specified in clause 13 (b) in which case the Formal Inquiry Committee will decide which outcome to apply and the matter will be referred back to the Academic Integrity Officer for implementation. If the inquiry arose following the removal of a student from a placement, the student may be reinstated in the existing placement or arrangements made to undertake an alternative placement, following academic counselling from the Academic Integrity Officer.
  - c. The student's actions constitute academic misconduct that warrants an outcome more serious than failure in the assessment component of the course. In such cases the Formal Inquiry Committee will apply one of the following outcomes:
    - i. Failure with a zero score in the course, or
    - ii. failure with a zero score in the course and suspension from the University for a period not exceeding three years, or
    - iii. another outcome appropriate to the case but with an impact less serious than expulsion from the University, or
    - iv. expulsion from the University.

In cases where documents have been falsified or misrepresented, the matter may also be reported to the relevant registration and accrediting bodies and/or to SA Police.

27. The Executive Dean, or delegate, will inform the student in writing of the outcome within five working days of the Formal Inquiry Committee decision. The letter will include the reasons for the outcome, advise the student of their right of appeal, and include a copy of the policy and procedure. The letter will be sent to the student via their student email.
28. If the Formal Inquiry Committee concludes that the action of the student warrants suspension from the University, the letter to the student will also include advice that:
  - a. admission to any other program at the University will not normally be considered from the date of the letter, till the end of the suspension period
  - b. for a suspension period equal to or greater than two years, students are required to submit an application for re-admission to the University which will follow normal procedures and is not guaranteed
  - c. students who gain re-admission will be classified as new students for the purposes of assessing fees and eligibility for Commonwealth support or assistance.
29. International students for whom the formal inquiry outcome is either suspension or expulsion will be advised that:
  - a. the suspension or expulsion will be reported to the Australian Government which will result in the cancellation of their Confirmation of Enrolment (CoE) and may affect their student visa
  - b. if they access the internal appeals process (see section E) their CoE will be maintained until the internal appeal is complete unless extenuating circumstances apply
  - c. for sponsored students the suspension or expulsion will be reported to their sponsoring body by UniSA International.
30. In addition to notifying the student of the formal inquiry outcome, the Executive Dean, or delegate, will communicate the outcome in writing to the following, within five working days:
  - a. the relevant Academic Integrity Officer
  - b. the Course Coordinator and Program Director
  - c. Campus Central or UniSA partner administration officer, to be retained on the student's record
  - d. Quality and Compliance Team, UniSA International if the student is an international student.

## **E. Appeals**

31. The student has the right of appeal, on certain grounds, against the decision of the Formal Inquiry Committee to the Student Appeals Committee. The student must lodge the appeal in writing with the Registrar and Director: Student and Academic Services using the prescribed form within 20 working days of being notified of the outcome of the formal inquiry. For full eligibility requirements for an appeal, see the [Student Appeals Committee Procedure](#) for further information.

32. If the outcome of a formal inquiry 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 formally notified of the outcome (or the appeal decision in the event of an unsuccessful appeal) before the census date. For students in their final study period, the suspension will be applied as specified in the suspension correspondence.
33. If the outcome of a formal inquiry is a decision to expel the student from the University the expulsion will have immediate effect from the date of the letter notifying them of the outcome (or the appeal decision in the event of an unsuccessful appeal).
34. Practice-based learning activities may only continue if they are part of a course not affected by the appeal.

## **F. Recording information about academic misconduct**

35. The University will store information about academic misconduct in a central Academic Integrity Database. The information will be stored for a minimum period of seven years from the date of the last recorded incident.
36. All Academic Integrity Officers will have access to information in the central Academic Integrity Database for consideration when determining whether a student's actions constitute academic misconduct and determining the appropriate outcome.
37. From an Academic Integrity Officer's initial investigation, the following information will be recorded in the central Academic Integrity Database:
  - a. details about the students, the program, the course and the assessment task,
  - b. the type of academic misconduct or academic integrity issue (See [Academic Integrity Policy](#)),
  - c. the factors taken into consideration,
  - d. the information on which the determination is based,
  - e. the outcome and reasons for the outcome, and
  - f. if the student agreed or rejected the proposed outcome.
38. If a case is referred to the Executive Dean, the Executive Dean, or delegate, will have access to the information stored regarding the initial investigation relating to that case, and to any other cases recorded against that student, in order to assist in their determination.
39. If the Executive Dean, or delegate, concludes that the student's actions constituted academic misconduct they will record the outcome and the factors taken into consideration in the central Academic Integrity Database.

40. If a formal inquiry is convened, the Formal Inquiry Committee will have access to the information stored regarding the initial investigation and to any other cases recorded against that student. The Committee will record its determination in the central Academic Integrity Database, including:
  - a. the factors taken into consideration in determining an outcome
  - b. the information on which the determination is based, and
  - c. the outcome, and reasons for that outcome.
41. If a student appeals the outcome of a formal inquiry, the Student Appeals Committee will have access to the information stored in the database regarding the initial investigation, the formal inquiry, and any other cases recorded against that student.
42. In addition to the information stored in the central Academic Integrity Database, copies of any decisions communicated to a student resulting from an investigation into academic misconduct must be provided to Campus Central or UniSA partner administration office to be retained on the student's record.
43. The student's record will record a suspension during the period in which it is active, or an expulsion, but will not record any other outcome.

## Further Assistance

[Teaching and Innovation Unit](#)

[Student and Academic Services Policy Team](#)

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## Related Documentation

[Academic Integrity Policy](#)

Guidelines for Formal Inquiries

**Officer Responsible for Update and Review:** Registrar and Director: Student and Academic Services

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**History:** This Procedure supercedes equivalent content in the 2022 Assessment Policies and Procedures Manual.