

# **Academic Integrity**

## **Policy and Procedure**

## Table of Contents

1. PURPOSE.....	3
2. SCOPE .....	3
3. DEFINITIONS.....	3
4. POLICY.....	3
5. PROCEDURE – Managing Academic Misconduct - Students .....	4
6. PROCEDURE – Managing Academic Misconduct - Staff .....	6
7. RELATED DOCUMENTS .....	8
8. RELEVANT LEGISLATION .....	8
9. POSITIONS RESPONSIBLE .....	8
10. APPROVAL INFORMATION .....	9
REFERENCES and ACKNOWLEDGEMENTS .....	9
Appendix 1 – Schedule of penalties for confirmed cases of student Academic Misconduct.	10
Appendix 2 – Turnitin Similarity Index .....	30

## 1. PURPOSE

The purpose of the Academic Integrity Policy and Procedure is to provide a framework for AFTT's approach to nurturing and promoting a culture of academic integrity at AFTT. The related procedures describe the steps to be taken in investigating cases of alleged academic misconduct and managing breaches of academic integrity.

The aim of the Academic Integrity Policy and Procedure is to:

- Clearly communicate what academic integrity is at AFTT,
- Define student and staff roles and responsibilities in upholding internationally accepted norms of integrity and honesty in academic work,
- Provide surety that students and staff will receive support to uphold academic integrity,
- Detail what counts as breaches of academic integrity for both staff and students,
- Commit AFTT to act to mitigate foreseeable risks to academic integrity, and
- Set out the process by which cases of alleged breaches of academic integrity are managed, and the penalties that apply for academic misconduct.

## 2. SCOPE

The Academic Integrity Policy and Procedure applies to all students and AFTT's academic and professional staff.

For the purpose of this policy and procedure, staff includes all employees, contracted lecturers and tutors, and guest lecturers at AFTT.

## 3. DEFINITIONS

All definitions are located in the *AFTT Academy Glossary*.

## 4. POLICY

- 4.1. Ethical conduct and academic integrity and honesty are fundamental to the mission of AFTT. Upholding these principles involves an ongoing cultivation of coherent, interdependent strategies the implementation of which may be the responsibility of specific positions, and/or all AFTT staff and students.
- 4.2. Being honest in academic work is a practice and requires intellectual courage, generally recognised as clear and fair account of the outcomes of rigorous research and analysis, regardless of how personally challenging those findings are, for whatever reason. The principles and practices of academic integrity are integral to the fundamental right of staff and students to academic freedom and free intellectual inquiry.
- 4.3. AFTT will support and educate staff and students to understand their responsibilities in upholding the principles and practice of academic integrity in all their work and dealings.
- 4.4. AFTT will promote academic integrity by:
  - 4.4.1. Ensuring all staff understand their role in promoting academic integrity with their students,
  - 4.4.2. Educating and supporting academic staff to recognise potential instances of academic misconduct, and to act in accordance with AFTT procedures for the management thereof,
  - 4.4.3. Embedding education about academic integrity in its curriculum,

- 4.4.4. Providing staff and students with access to information and resources about academic integrity in the AFTT Learning Management System.
- 4.5. AFTT has strategies in place to manage those instances where it is alleged that there has been a breach of academic integrity, in line with Braithwaite's 'responsive regulation model' to manage such breaches<sup>1</sup>.
- 4.6. It is the responsibility of the:
  - 4.6.1. Dean to provide governance bodies with the academic misconduct report as per the Governance Schedule.
- 4.7. It is the responsibility of all AFTT staff to:
  - 4.7.1. Promote academic integrity,
  - 4.7.2. Provide students with advice on best practice of maintaining academic integrity,
  - 4.7.3. Provide students with information about the consequences of the academic misconduct, and
  - 4.7.4. Report instances of academic misconduct, as per the procedure.
- 4.8. It is responsibility of the Learning and Teaching Committee, Academic Board, and Risk Management Committee to:
  - 4.8.1. Provide advice and guidelines on the best practices to promote academic integrity,
  - 4.8.2. Discourage and prevent academic misconduct,
  - 4.8.3. Take proactive measures to mitigate foreseeable risks to academic integrity,
  - 4.8.4. Monitor and act upon breaches of academic integrity data.

## 5. PROCEDURE – Managing Academic Misconduct - Students

- 5.1. Identifying an alleged act of student academic misconduct (minor or serious).
  - 5.1.1. If an act of potential academic misconduct by a student is observed or found, then the matter must be reported to the responsible Head of Department immediately.
  - 5.1.2. If the alleged act of academic misconduct occurs in the progress of a formal examination or undertaking of an observed task, then the invigilator may choose to:
    - 5.1.2.1. Void that student's assessment, or
    - 5.1.2.2. Remove them from the assessment room so as not to disturb the other students.
  - 5.1.3. The matter can then be reported to the Head of Department after the teacher has completed immediate assessment task duties, and the Head can decide on a course of action as to whether the student will be permitted to re-take (in exceptional circumstances) or lose their marks for that assessment.
- 5.2. Rating the alleged act of student academic misconduct.
  - 5.2.1. The responsible Head of Department rates the alleged act of student academic misconduct as minor or serious according to the definitions in the *AFTT Academy Glossary*.
  - 5.2.2. Academic misconduct can involve students who have not previously studied at a higher education provider, or an Australian higher education provider, and can be due to the student's lack of cultural familiarity with the practices and principles of AFTT's definition of academic integrity.

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<sup>1</sup> Braithwaite J (2016) Responsive Regulation. Viewed on 21 January 2019 at <http://johnbraithwaite.com/responsive-regulation/>

- 5.3. The investigation, determination, recording and reporting of alleged acts of student academic misconduct will be conducted in a strictly confidential manner and in accordance with the principles of natural justice and procedural fairness.
- 5.4. Student academic misconduct includes:
  - 5.4.1. Failure to disclose a conflict of interest in relation to an academic who will be assessing their work,
  - 5.4.2. Offering any form of gift or money or services for favourable grades or other forms of advantage,
  - 5.4.3. Plagiarism, self-plagiarism, collusion, copyright breaches, contract cheating, fabrication, and falsification (see Appendix 1, column 1 for more detail).
- 5.5. Investigating the alleged act of student academic misconduct.
  - 5.5.1. Heads of Department are authorised to conduct investigations they deem necessary to make a determination on the allegation of student academic misconduct. Actions may include (but are not limited to) any of the following:
    - 5.5.1.1. Reviewing a similarity detection software report and validating findings,
    - 5.5.1.2. Comparing work with other student's work,
    - 5.5.1.3. Discussing the matter with those involved,
    - 5.5.1.4. Discussing the matter with the Campus Manager and/or the Dean,
    - 5.5.1.5. Referring to past cases of student academic misconduct in the Academic Misconduct Register, and/or
    - 5.5.1.6. Reviewing any available video footage of the alleged incident.
- 5.6. Heads of Department are advised to apply due consideration to the following when determining if an alleged case of student academic misconduct is to be rated *minor* or *serious*.
  - Is the student new to tertiary study?
  - Is the student new to study in Australia?
  - Was the student educated overseas?
  - Is this a first or repeat offence?
  - Was the misconduct significant in scale or scope?
  - Was the misconduct deliberate with a clear intention of cheating?
  - Was the misconduct carefully and deliberately planned?
  - Was the action intending to give the student a significant advantage?
  - Was the action intending to give the student an unjustified advantage?
- 5.7. Once the Head of Department has made a determination, then the following steps apply.
- 5.8. STEP1: Processing the findings of the investigation.
  - 5.8.1. Where the Head of Department finds that there has been no breach of academic integrity, they will provide that advice in writing to the staff and/or student/s involved in the case.
  - 5.8.2. Where the Head of Department finds that there has been a breach of academic integrity, they will refer to the *Schedule at Appendix 1*<sup>2</sup> to determine the most appropriate penalty to apply, giving due consideration to the circumstances.

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<sup>2</sup> Adapted with permission from LaTrobe University (2016) ACADEMIC INTEGRITY – SCHEDULE OF RESPONSES AND PENALTIES FOR ACADEMIC MISCONDUCT, viewed on January 10, 2021 at <https://www.latrobe.edu.au/students/admin/academic-integrity/penalties-for-academic-misconduct>

- 5.9. STEP 2: Notifying and recording the findings of the investigation.
- 5.9.1. The Head of Department is responsible for:
- 5.9.1.1. Notifying in writing the people involved as to the outcome of the investigation and what penalties apply, and at the same time advising them that any student found to have engaged in academic misconduct may appeal this decision,
  - 5.9.1.2. Updating the Academic Misconduct Register,
  - 5.9.1.3. Making the appropriate notes in the student management system, and
  - 5.9.1.4. Informing their Campus Manager of the outcome of the investigation.

## **6. PROCEDURE – Managing Academic Misconduct - Staff**

- 6.1. Academic Misconduct perpetrated by academic staff occurs when employees and contractors<sup>3</sup>:
- 6.1.1. Claim possession of qualifications that have not been awarded,
  - 6.1.2. Give pass grades or above to student work that is known to be not authentic (copied, someone else's work, plagiarised, colluded with others, exam cheating) or not correct,
  - 6.1.3. Accept any form of gift or money or services for favourable grades or other forms of advantage,
  - 6.1.4. Provide information (questions and/or responses) about assessments or examinations to students or third parties that gives students unfair advantage,
  - 6.1.5. Use assessment examination material that is not original,
  - 6.1.6. Fail to check the authenticity of students submitted assessments prior to awarding a pass grade,
  - 6.1.7. Fabricate or alter student assessment or examination results,
  - 6.1.8. Claim publication or research or academic work history that is not true,
  - 6.1.9. Fabricate or falsify findings of own research, or
  - 6.1.10. Publish work that has been plagiarised or undertaken by someone else (including students) without acknowledgement,
  - 6.1.11. Fail to take reasonable steps to vary, differentiate and/or amend assessments and examinations between study periods,
  - 6.1.12. Fail to disclose conflict of interest in relation to a student whose academic work is being assessed.
- 6.2. The investigation, determination, recording and reporting of allegations of academic misconduct by staff will be conducted in a strictly confidential manner and in accordance with the principles of natural justice.
- 6.3. Identifying an alleged act of staff academic misconduct.
- 6.3.1. If an act of potential academic misconduct by a staff member is observed or found, then the matter must be reported immediately by the claimant to the responsible person being one of the following:
- 6.3.1.1. Head of Department – when a lecturer (including guest lecturer) is involved,
  - 6.3.1.2. Dean – when a Head of Department is involved, or
  - 6.3.1.3. Campus Manager or Director of Finance and Operations – when a non-academic member of staff is involved.
- 6.3.2. The responsible person then seeks evidence from the claimant or other reasonable sources to support such a claim. If no evidence is available, then no

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<sup>3</sup> Sections 6.1.1 – 6.1.9 were adapted from the Staff Code of Conduct, Academy of Film Theatre and Television. Viewed on 04/04/2021.

further action is taken, and the claimant is informed that there is no corroborating evidence.

- 6.4. Informing the staff member alleged of academic misconduct.
  - 6.4.1. After being informed of a claim of academic misconduct and finding or being provided with possible corroborating evidence the responsible person will verbally notify the staff member alleged of such misconduct as to the nature of the claim and the nature of the corroborating evidence and allow them to make an initial response. If as part of this process it becomes clear that there is confusion or a mistake in the identity of the alleged staff member or the nature of the evidence and there is no case to support the claim, the alleged staff member and the claimant will be advised that there will be no further action.
- 6.5. Rating the alleged act of staff academic misconduct.
  - 6.5.1. If following the initial verbal notification, it appears that there is no confusion or mistake in the identity of the alleged staff member or the nature of the evidence the responsible person will rate the alleged act of academic misconduct as minor or serious according to the definitions in the *AFTT Academy Glossary*.
  - 6.5.2. Academic misconduct can involve members of staff who have not previously worked at an educational institution, higher education provider, or an Australian higher education provider, and may lack cultural familiarity with the practices and principles of AFTT's definition of academic integrity.
- 6.6. Investigating the alleged act of staff academic misconduct.
  - 6.6.1. At the start of any investigation the responsible person will formally advise, in writing, the alleged staff member of the nature of the claim, the nature of initial evidence, the rating of the alleged academic misconduct, and the fact that the matter is being investigated further.
  - 6.6.2. The responsible person is authorised to conduct the investigations they deem necessary to make a determination on the allegation of academic misconduct. Actions may include, but are not limited to any of the following:
    - 6.6.2.1. Reviewing plagiarism detection software report, and validating findings,
    - 6.6.2.2. Comparing work with other work,
    - 6.6.2.3. Discussing the matter with all involved including the person alleged of academic misconduct who may bring a supporting person to any interview or discussion,
    - 6.6.2.4. Referring to past cases of academic misconduct in the Academic Misconduct Register, and/or
    - 6.6.2.5. Reviewing any available video footage of the alleged incident.
- 6.7. The responsible person is advised to apply due consideration to the following when determining if an alleged case of academic misconduct is to be rated minor or serious.
  - New member to educational institution?
  - New member to higher education provider?
  - New member to Australian higher education provider?
  - Permanent or contracted staff member (academic or non-academic)?
  - Is this a first or repeated offence?
  - Was the misconduct significant in scale or scope?
  - Was the misconduct deliberate with a clear intention of gaining profit or other benefits?
  - Was the misconduct carefully and deliberately planned?

- 6.8. Once the determination has been made, then the following steps apply.
- 6.9. STEP 1: Processing the findings of the investigation.
  - 6.9.1. Where the responsible person investigating the case determines that there has been no breach of the principles and practices of academic integrity, they will provide that advice in writing, to the staff member alleged of academic misconduct and to the claimant.
  - 6.9.2. Where the responsible person investigating the case determines that there has been a breach of the principles and practices of academic integrity, they will determine the most appropriate penalty to apply, giving due consideration to the circumstances. The case may be referred to Academic Board or Senior Management Committee for further consultation in order to reach the most objective and legitimate decision.
  - 6.9.3. Penalties for the academic misconduct will depend on the severity of the offence and may include but are not limited to:
    - 6.9.3.1. First letter of warning for academic and non-academic staff, or
    - 6.9.3.2. Second and final letter of warning academic and non-academic staff, or
    - 6.9.3.3. Termination of employment of academic and non-academic staff.
- 6.10. STEP 2: Notifying and recording the findings of the investigation.
  - 6.10.1. The responsible person investigating the case is tasked with:
    - 6.10.1.1. Notifying in writing the people involved as to the outcome of the investigation and what penalties apply, and at the same time advising them that any staff member found to have engaged in academic misconduct may appeal this decision (as per the staff *Grievance Handling Policy*),
    - 6.10.1.2. Making the appropriate notes on the staff file,
    - 6.10.1.3. Updating the Academic Misconduct Register, and
    - 6.10.1.4. Informing their Campus Manager of the outcome of the investigation.

## **7. RELATED DOCUMENTS**

- 7.1. AFTT Academy Glossary
- 7.2. AFTT Principles of Procedural Fairness Policy
- 7.3. Academic Progress Policy and Procedure
- 7.4. Students Complaints and Appeals Policy and Procedure
- 7.5. Grievance Handling Policy

## **8. RELEVANT LEGISLATION**

- 8.1. Higher Education Support Act 2003 (Cth)
- 8.2. Higher Education Standards Framework (Threshold Standards) 2021
- 8.3. Fair Work Act 2009 (Cth)

## **9. POSITIONS RESPONSIBLE**

- 9.1. Governing Council
- 9.2. Academic Board
- 9.3. Learning and Teaching Committee
- 9.4. Heads of Department
- 9.5. Senior Management
- 9.6. AFTT members of the workforce
- 9.7. AFTT students



## 10. APPROVAL INFORMATION

<b>Approval Authority</b>	Governing Council
<b>Health Check approval authority</b>	AFTT CEO
<b>Review date</b>	15/02/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Academic Board	02/12/2021	22/12/2021	Amendments as per external reviewer's recommendations. <b>Academic Integrity Policy</b> and both <b>Managing Academic Misconduct (Staff)</b> and <b>Managing Academic Misconduct (Students) Procedures</b> have been merged into one document.	Superseded
	Governing Council	17/12/2021			
1.1	AFTT CEO	01/05/2022	05/05/2022	Positions updated	Current

Version control tables from previous Policies and Procedures reside in the original documents.

## REFERENCES and ACKNOWLEDGEMENTS

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- Fishman, T. (2016). Academic integrity as an educational concept, concern and movement in US institutions of higher learning. In T Bretag (Ed.), *Handbook of Academic Integrity* (pp. 7-21). Springer.
- La Trobe University. (2021). *Penalties for academic misconduct*. <https://www.latrobe.edu.au/students/admin/academic-integrity/penalties-for-academic-misconduct>
- Tertiary Education and Quality Standards Agency. (2019. March 28). *Guidance Note: Academic Integrity; Version 1.2*. <https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity>

## Appendix 1 – Schedule of penalties for confirmed cases of student Academic Misconduct

Schedule of Penalties (Minor and Serious) / (Considerations and Suggested Responses)

Cases/Types of Academic Misconduct	Considerations and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Plagiarism (includes Self-plagiarism)</b>		
<b>Student A:</b> submits an assignment with several paragraphs of unreferenced quotations and poor paraphrasing.	Considerations: <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• Misconduct not significant in scale or scope.</li> </ul>	Considerations: <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence, and/or</li> <li>• Misconduct significant in scale of scope.</li> </ul>
	Suggested responses: <ul style="list-style-type: none"> <li>• Academic support, and</li> <li>• Grades deducted based on the severity of the misconduct, and/or</li> <li>• Hand-In procedure applied for an undergraduate Trimester 1 students, and/or</li> <li>• Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	Suggested responses: <ul style="list-style-type: none"> <li>• Academic support, and</li> <li>• Zero grade awarded for the work, or</li> <li>• Zero awarded for the unit.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p><b>Student B:</b> submits an assignment with a high (Yellow and above) Turnitin similarity to the written work of a student in a previous cohort or to their own work submitted for previous assessment tasks. Sections of text are identical.</p> <p>A high Similarity Result does not necessarily mean that an assessment has been plagiarised. Turnitin only indicates that material in assessment matches material found elsewhere. Please refer to the <i>Appendix 2 – Turnitin Similarity Index</i>. High similarity indicated as Yellow and above must be investigated.</p>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• Misconduct not significant in scale or scope.</li> </ul>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence, and/or</li> <li>• Misconduct significant in scale of scope.</li> </ul>
	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Academic support, and</li> <li>• Grades deducted based on the severity of the misconduct, and/or</li> <li>• Hand-In procedure applied for an undergraduate Trimester 1 students, and/or</li> <li>• Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Zero awarded for the work, or</li> <li>• Zero awarded for the unit,</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p><b>Student C:</b> submits a written or non-text based assignment with a high (Yellow and above) Turnitin, Tin Eye (or other similarity software program) similarity to their own work (either in its entirety or in parts) submitted for previous assessment tasks in the same unit, as in the case of repeating a unit or other units. Sections of text or an artifact are identical. Permitted re-submissions and work done for assessment tasks that are cumulative are not considered self-plagiarism.</p> <p>NB: All assessments tasks in a repeated unit must be submitted. Staff are expected to take reasonable steps to vary, differentiate and/or change assessments between teaching periods</p>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• Misconduct not significant in scale or scope.</li> </ul>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence, and/or</li> <li>• Misconduct significant in scale of scope.</li> </ul>
	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Academic support, and</li> <li>• Grades deducted based on the severity of the misconduct, and/or</li> <li>• Hand-In procedure applied for an undergraduate Trimester 1 students, and/or</li> <li>• Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Zero awarded for the work, or</li> <li>• Zero awarded for the unit,</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p>to support and maintain academic integrity as well as scholarly practice.</p> <p>A high Similarity Result does not necessarily mean that an assessment has been plagiarised. Turnitin only indicates that material in assessment matches material found elsewhere. Please refer to the <i>Appendix 2 – Turnitin Similarity Index</i>. High similarity indicated as Yellow and above must be investigated.</p>		

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Student D:</b> submits an essay, report, minor thesis, or exegesis with several sections of text identical to internet and other sources without appropriate referencing.	Considerations: <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• No clear intention of cheating, and/or</li> <li>• The misconduct not planned.</li> </ul>	Considerations: <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence, and/or</li> <li>• Misconduct significant in scale or scope, and/or</li> <li>• Deliberate with a clear intention of cheating, and/or</li> <li>• The misconduct carefully and deliberately planned.</li> </ul>
	Suggested responses: <ul style="list-style-type: none"> <li>• Academic intervention and support, and</li> <li>• Grades deducted based on the severity of the misconduct, and/or</li> <li>• Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	Suggested responses: <ul style="list-style-type: none"> <li>• Academic intervention and support, and</li> <li>• Zero awarded for the work, or</li> <li>• Zero awarded for the unit, if the work is a major assessment task, or</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Non-Text Copying</b>		
<b>Student E:</b> copies a design, copies an image/s, diagram, or any other non-text-based artefact, from any source without due acknowledgement.	Considerations: <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• Misconduct not significant in scale or scope, and/or</li> <li>• No clear intention of cheating, and/or</li> <li>• the misconduct was not planned.</li> </ul>	Considerations: <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence, and/or</li> <li>• Misconduct significant in scale or scope, and/or</li> <li>• Deliberate with a clear intention of cheating, and/or</li> <li>• The misconduct carefully and deliberately planned.</li> </ul>
	Suggested responses: <ul style="list-style-type: none"> <li>• Academic intervention and support, and</li> <li>• Hand-in procedure applied to an undergraduate Trimester 1 student, and</li> <li>• Grades deducted based on the severity of the misconduct and/or</li> <li>• Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	Suggested responses: <ul style="list-style-type: none"> <li>• Academic intervention and support, and</li> <li>• Zero awarded for the work if an undergraduate Trimester 1 student, or</li> <li>• Zero awarded for the unit if an undergraduate Trimester 2-6 student or postgraduate student, or</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Copyright Infringement</b>		
<p><b>Student F:</b> infringes on copyright by taking work, working on it, and then presenting it without properly acknowledging the source.</p> <p>At AFTT, 'work' includes all text and not text-based artefacts.</p>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• No clear intention of cheating, and/or</li> <li>• Misconduct not significant in scale or scope,</li> <li>• The misconduct was not planned.</li> </ul>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence, and/or</li> <li>• Deliberate with a clear intention of cheating, and/or</li> <li>• Misconduct significant in scale or scope, and/or</li> <li>• The misconduct carefully and deliberately planned.</li> </ul>
	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Academic intervention and support, and</li> <li>• Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	<p>Suggested response:</p> <ul style="list-style-type: none"> <li>• Zero awarded for the unit,</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>



Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Contract Cheating</b>		
<p><b>Student G:</b> buys an assignment from an 'essay mill' and submits that work for assessment.</p> <p><b>Student H:</b> commissions work for remuneration and submits that work as their own for assessment.</p>	Purchasing an assessment task is never a minor act of academic misconduct.	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Work not to be assessed and zero awarded for the unit, and</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>
<p><b>Student I:</b> sells/provides work to an 'essay mill' for commission or provides work to a student for commission.</p>	Selling/providing an assessment task is never a minor act of academic misconduct.	<p>Suggested response:</p> <ul style="list-style-type: none"> <li>• Exclusion from AFTT without readmission.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p><b>Student J:</b> an individual, such as a private tutor, family member or friend contributes to or completes student's assignments and other academic work on their behalf.</p>	<p>All submissions must be original and submitting work contributed to or completed by another is never a minor act of academic misconduct.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Work not to be assessed and zero awarded for the unit, and</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>
<b>Collusion</b>		
<p><b>Students K &amp; L:</b> submit assignments that have a high (Yellow and above) Turnitin similarity with each other's texts.</p> <p>A high Similarity Result does not necessarily mean that an assessment has been plagiarised. Turnitin only</p>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• No clear intention of cheating, and/or</li> <li>• Misconduct not significant in scale or scope,</li> <li>• The misconduct was not planned.</li> </ul>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence, and/or</li> <li>• Deliberate with a clear intention of cheating, and/or</li> <li>• Misconduct significant in scale or scope, and/or</li> <li>• The misconduct carefully and deliberately planned.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p>indicates that material in assessment matches material found elsewhere. Please refer to the <i>Appendix 2 – Turnitin Similarity Index</i>. High similarity indicated as Yellow and above must be investigated.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Academic support, and</li> <li>• Grades deducted based on the severity of the misconduct, and/or</li> <li>• Hand-In procedure applied if an undergraduate Trimester 1 student, and/or</li> <li>• Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Academic intervention and support, and</li> <li>• Zero awarded for the work, or</li> <li>• Zero awarded for the unit, if the work is a major assessment task, or</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>
<p><b>Students M, N &amp; O:</b> are in a study group and the work each student submits for individual assessment has a high (Yellow and above) Turnitin similarity. The task is not a formal group assessment.</p> <p>A high Similarity Result does not necessarily mean that</p>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• Not significant in scale or scope, and/or</li> <li>• No clear intention of cheating, and/or</li> <li>• No significant advantage, and/or</li> <li>• No unjustified advantage, and/or</li> <li>• The misconduct was not planned.</li> </ul>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence and/or</li> <li>• Misconduct significant in scale or scope, and/or</li> <li>• Deliberate with a clear intention of cheating, and/or</li> <li>• The misconduct carefully and deliberately planned.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p>an assessment has been plagiarised. Turnitin only indicates that material in assessment matches material found elsewhere. Please refer to the <i>Appendix 2 – Turnitin Similarity Index</i>. High similarity indicated as Yellow and above must be investigated.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Academic support, and</li> <li>• Grades deducted based on the severity of the misconduct, and/or</li> <li>• Hand-In procedure applied if an undergraduate Trimester 1 student, and/or</li> <li>• Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Academic intervention and support, and</li> <li>• Zero awarded for the work, or</li> <li>• Zero awarded for the unit, if the work is a major assessment task, or</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Suspension from AFTT without readmission for a period of 12 months.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Sharing and Social Media</b>		
<p><b>Student P:</b> "shared" with classmates by tweeting exam questions and uploading the answer to an assessment task to an online forum.</p>	<p>A student cannot "share" answers to questions on social media, and not know they are acting without integrity.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Suspension from AFTT without readmission for a period of not less than 12 months, or</li> <li>• Exclusion from AFTT without readmission, or</li> <li>• Another outcome appropriate to the case but with an impact less serious than suspension, including for example:               <ul style="list-style-type: none"> <li>○ Paying for a new assessment task to be written,</li> <li>○ If enrolled in that unit, failing that unit.</li> </ul> </li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Copying Code</b>		
<b>Student Q:</b> copied source-code and presented it for assessment without providing a proper citation.	Considerations: <ul style="list-style-type: none"> <li>Undergraduate Trimester 1 student, and/or</li> <li>New to study in Australia, and/or</li> <li>First offence or second offence, and/or</li> <li>Not significant in scale or scope, and/or</li> <li>No clear intention of cheating, and/or</li> <li>No significant advantage, and/or</li> <li>No unjustified advantage,</li> <li>The misconduct was not planned.</li> </ul>	Considerations: <ul style="list-style-type: none"> <li>Not an undergraduate Trimester 1 student, and/or</li> <li>Not new to study in Australia,</li> <li>Third offence,</li> <li>Misconduct significant in scale or scope,</li> <li>Deliberate with a clear intention of cheating,</li> <li>The misconduct carefully and deliberately planned.</li> </ul>
	Suggested responses: <ul style="list-style-type: none"> <li>Academic support, and</li> <li>Hand-In procedure applied if an undergraduate Trimester 1 student, and/or</li> <li>Student must re-submit amended version of the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	Suggested responses: <ul style="list-style-type: none"> <li>Zero awarded for the work, or</li> <li>Zero awarded for the unit, if the assessment task is significant to the learning outcomes of the unit, or</li> <li>Suspension from AFTT without readmission for a period of not less than 12 months, or</li> <li>Exclusion from AFTT without readmission.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Examinations</b>		
<b>Student R:</b> takes the dictionary into an exam with pencilled notes in some of the margins.	Considerations: <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student, and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• Not significant in scale or scope, and/or</li> <li>• No clear intention of cheating, and/or</li> <li>• No significant advantage, and/or</li> <li>• No unjustified advantage,</li> <li>• The misconduct was not planned.</li> </ul>	Considerations: <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia,</li> <li>• Third offence,</li> <li>• Misconduct significant in scale or scope,</li> <li>• Deliberate with a clear intention of cheating,</li> <li>• The misconduct carefully and deliberately planned.</li> </ul>
	Suggested responses: <ul style="list-style-type: none"> <li>• Academic support, and</li> <li>• Hand-In procedure applied if an undergraduate Trimester 1 student and/or</li> <li>• Student must re-attempt the assessment task and can only receive a mark of 50% for the re-submitted task, as these assessment tasks are usually significant to the learning outcomes of the unit.</li> </ul>	Suggested responses: <ul style="list-style-type: none"> <li>• Zero awarded for the work, or</li> <li>• Zero awarded for the unit, if the assessment task is significant to the learning outcomes of the unit, or</li> <li>• Suspension from AFTT without readmission for a period of not less than 12 months, or</li> <li>• Exclusion from AFTT without readmission.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p><b>Student S:</b> is found referring to notes in an exam where no notes are permitted.</p>	<p>A student cannot take notes into an exam where no notes are permitted, and not know they are acting without integrity.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Zero awarded for the work, or</li> <li>• Zero awarded for the unit, if the assessment task is significant to the learning outcomes of the unit, or</li> <li>• Suspension from AFTT without readmission for a period of not less than 12 months, or</li> <li>• Exclusion from AFTT without readmission.</li> </ul>
<p><b>Student T:</b> has organised for someone else to sit in their place in an exam.</p>	<p>A student cannot organise for someone to sit in their place in an exam, and not know they are acting without integrity.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Exclusion from AFTT without readmission, or/and</li> <li>• Referral to police in cases of fraud.</li> </ul>



Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>False claims</b>		
<p><b>Student U:</b> while participating in an internship, falsely claimed to have completed tasks assigned.</p>	<p>False claims of any sort are deliberate acts of academic misconduct.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Zero awarded for the unit,</li> <li>• Suspension from AFTT without readmission for a period of not less than 12 months, or</li> <li>• Exclusion from AFTT without readmission.</li> </ul>
<p><b>Student V:</b> while participating in an overseas study placement, falsely claims to have attended class.</p>	<p>False claims of any sort are deliberate acts of academic misconduct. False claims of this nature have the potential of bringing inordinate risk to the wellbeing and safety of the student, and other students and staff participating in the overseas study placement.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Zero awarded for the unit,</li> <li>• Suspension from AFTT without readmission for a period of not less than 12 months, or</li> <li>• Exclusion from AFTT without readmission.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p><b>Student W:</b> while participating in an overseas study placement, falsely claims to have completed all tasks.</p>	<p>False claims of any sort are deliberate acts of academic misconduct.</p>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Zero awarded for the unit,</li> <li>• Suspension from AFTT without readmission for a period of not less than 12 months, or</li> <li>• Exclusion from AFTT without readmission.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>False Promoting or encouraging academic misconduct in other students.</b>		
<b>Person X:</b> while a student encourages other students and peers to act without academic integrity.	Considerations: <ul style="list-style-type: none"> <li>• Undergraduate Trimester 1 student and/or</li> <li>• New to study in Australia, and/or</li> <li>• First offence or second offence, and/or</li> <li>• The other person would gain no significant advantage.</li> </ul>	Considerations: <ul style="list-style-type: none"> <li>• Not an undergraduate Trimester 1 student, and/or</li> <li>• Not new to study in Australia, and/or</li> <li>• Third offence, and/or</li> <li>• The other person/people would:               <ul style="list-style-type: none"> <li>○ Gain a significant advantage, and/or</li> <li>○ An unjustified advantage.</li> </ul> </li> </ul>
	Suggested responses: <ul style="list-style-type: none"> <li>• Formal letter of warning to student.</li> </ul>	Suggested responses: <ul style="list-style-type: none"> <li>• Second and final letter of warning, or</li> <li>• Suspension from AFTT without readmission for a period of not less than 12 months, or</li> <li>• Exclusion from AFTT without readmission.</li> </ul>

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<b>Cases of academic misconduct not noted above.</b>		
<p>In the event that an alleged act of student academic misconduct is reported to a Head of Department that is not recorded above, then the Head of Department will consult with the Dean to determine what considerations are necessary and the appropriate responses.</p>		

Cases/Types of Academic Misconduct	Considerations, and Suggested Responses	
	Minor Academic Misconduct	Serious Academic Misconduct
<p><b>Penalties also apply where a person does not undertake the directions of the penalty awarded for student academic misconduct.</b></p>		
Non-attendance at planned academic support sessions	<p>Consideration:</p> <ul style="list-style-type: none"> <li>• First time.</li> </ul>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Second time.</li> </ul>
	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Contact is made with student reminding them of their obligations and re-scheduling their appointment.</li> </ul>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Letter of warning, advising the student that they are in breach of their conditions of enrolment, and that other penalties in accordance with that policy could be applied.</li> </ul>
Non-adherence to any support plan	<p>Consideration:</p> <ul style="list-style-type: none"> <li>• First time.</li> </ul>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Second time.</li> </ul>
	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Contact is made with student reminding them of their obligations and re-scheduling their appointment.</li> </ul>	<p>Suggested responses:</p> <ul style="list-style-type: none"> <li>• Letter of warning, advising the student that they are in breach of their conditions of enrolment, and that other penalties in accordance with that policy could be applied.</li> </ul>

## Appendix 2 – Turnitin Similarity Index<sup>4</sup>

Colour and %	Similarity
BLUE – no matching text	Blue indicates no text has been matched. This could mean that the work has no references at all and that there is little or no use of direct quotes. Depending on the nature of the assignment this is not necessarily an issue but a Blue score is worth checking just in case the student has simply submitted a paper with text that Turnitin cannot recognise.
GREEN - one word to 24% matching text	Green indicates matches between 1% and 24% and is the most common. While a Green score might suggest the document is acceptable, it is simply an indication of the amount of matched text, so potentially, up to 24% of the document could still have been copied without referencing.
YELLOW –25% – 49% matching text.	Yellow, Orange and Red denote percentage matches in bands above 24%. Higher percentage matches may indicate: <ul style="list-style-type: none"> <li>• An over reliance on direct quotation as a result of poor academic writing.</li> <li>• Cutting and pasting from other sources.</li> </ul>
ORANGE – 50% – 74% matching text.	
RED – 75% – 100% matching text.	

<sup>4</sup> <https://sites.reading.ac.uk/tel-support/2018/08/17/turnitin-a-staff-guide-to-interpreting-the-similarity-report/>