

Academic Integrity Procedure

1. PURPOSE

This procedure implements the Academic Integrity Policy and is supported by the Academic Misconduct Matrix on appendix A of this document.

2. SCOPE

The scope outlined in the policy applies to this procedure.

3. PROCEDURES

3.1. Promoting a culture of academic integrity

- a) All students must receive an introduction to academic integrity through activities in Welcome Week of the teaching period.
- b) All students must complete embedded activities in the curriculum and complete a compulsory module on academic integrity by week 3.
- c) Students are introduced to online resources, online modules, academic skills workshops and one-on-one support, including applications that can assist in the development of spelling, grammar, citation and referencing conventions throughout their semester or term.
- d) Guidelines for assessment tasks are available to students in each subject to support their understanding and development of academic integrity.
- e) An Academic Integrity Statement is provided in each subject outline which describes behaviours to ensure academic integrity.
- f) All teachers are familiar with the Academic Integrity Policy, Procedure and Guidelines and their educational intent, and complete a compulsory module on Academic Integrity during initial teacher onboarding and then at regular intervals of no more than 2 years.
- g) Academic Integrity Awareness activities are held throughout the year to promote academic integrity to students and staff.
- h) All Educational staff, management staff and teachers are engaged in professional development in ethos and principles of academic integrity and the UTS College model of learning

3.2. Academic Integrity in Teaching and Assessment

- a) Student preparedness and understanding of academic integrity will be gauged and monitored through assessment or learning activities in class by Academic Coordinators, Academic English Coordinators and Teachers, as appropriate.

- b) A brief is developed for every assessment task that clearly explains what is expected of students and the assessment page provides information on appropriate Academic Integrity guidelines and/or resources and is provided to students in a reasonable time before the assessment task or item is due.
- c) Teaching staff clearly explain to students, verbally and in writing, how applications, technologies (including artificial intelligence), and services may or may not be used in assessment tasks.
- d) Students must complete an originality statement in CANVAS affirming their commitment to Academic Integrity for each relevant assessment task (designated in the assessment brief) prior to its submission.
- e) Assessment design will ensure academic integrity can be authenticated where an originality statement is not feasible for the method of assessment or examination.
- f) As per section 4.6 of the policy, UTS College utilises technological tools, including similarity detection tools, to alert students to areas of their assessments that require further work prior to the assessment due date and allow students to self-correct.
- g) Where a potential breach of academic integrity is suspected, teaching or support staff intervene in a timely manner and create an opportunity for learning by identifying and explaining to the student what is required to uphold academic integrity and direct them to appropriate resources.
- h) Where academic misconduct that relates to group work, collusion and solicitation (contract cheating) are detected, the review and investigation of academic misconduct are undertaken separately for each student.
- i) When a mass instance of academic misconduct involving the same type of breach is detected in a subject, class and/or level, students may be spoken to collectively, however, each student must be given the opportunity to nominate for an individual interview.
- j) Where mass instances of academic misconduct are detected, the assessment task or examination and relevant processes must be reviewed by the Academic Coordinator in consultation with the Program Manager and the Director of Studies ELP with the ELT Curriculum team.

3.3. Academic Misconduct in Assessments

- a) Academic misconduct in assessments in the first instance is managed by the subject Teacher in consultation with the Academic Coordinator and/or Academic English Coordinators.
- b) Teachers use their best judgement in identifying potential academic misconduct; noting that while similarity and artificial intelligence detection tools (e.g. Turnitin) and web searches may be used, these tools are only to be used to assist teachers in their judgement.

- c) In identifying potential academic misconduct, teachers take an educational approach and act in the student's best interests to guide the student in academic integrity.
- d) Students who wish to report a potential academic integrity breach may do so by contacting their Teacher, Academic Coordinator, Academic English Coordinator, the Program Manager or Director of Studies, ELP.

3.4. Academic Misconduct in Formally Invigilated Examinations

- a) Academic misconduct in examinations is managed by the Examination Invigilator in consultation with the Exams Progression Coordinator in the first instance.
- b) The suspected academic misconduct is reported to the presiding Examination Invigilator (for face-to-face examinations) or the suspected academic misconduct is recorded with a timestamp (for online examinations).
- c) The timestamp is recorded on the issue log for each exam session. It records the time in minutes with the subject code and the photo or video evidence shared with the Exams and Progression Coordinator.
- d) For face-to-face examinations, unauthorised material brought into the examination is confiscated, or in the presence of a second Examination Invigilator, the student is escorted out of the examination room to remove any information present on their body.
- e) For online examinations, the student is invited into a breakout room, or the chat function is used (where available) to warn, instruct, or guide the student as required.
- f) At the discretion of the Examination Invigilator, the student is counselled on their commitment to academic integrity and permitted to continue the examination.
- g) Evidence of academic misconduct collected in an examination setting should be photographed or in video format.
- h) Where the academic misconduct has been witnessed by another person, a signed descriptive statement of the breach should be collected from the witness.
- i) All instances of suspected academic misconduct in an examination are listed into a register. This register is then reported to the Dean for review and approval of penalties in week 13 before communicating to the Academic Coordinator/s to apply the penalties.
- j) The list of penalties is shared with the Academic Coordinator and Program Manager for grade adjustments (if required as part of the penalty) before the last date of result entry during week 13.

3.5. Investigating Academic Misconduct

- a) Where academic misconduct has been detected (either in an assessment or in an examination setting), the Teacher (with the Academic Coordinator or Academic English Coordinator as required) or Exams Progression Coordinator collects the

appropriate evidence and notifies the student in writing via their student email of the potential breach within ten (10) working days of the assessment submission or completion date, including:

- The subject(s) to which the alleged academic misconduct relates to;
 - The nature of the breach(es), including the assessment item or examination the matter refers to, and the date the breach(es) occurred (if relevant);
 - Which sections of the Academic Integrity Policy and Procedure have potentially been breached, including the potential extent (level) of the academic misconduct and associated penalties;
 - Details as to how the student may explain or disclose their actions, including how to provide any supporting documentation, advise they are able to demonstrate their ability to complete the assessment task as submitted and are prepared to authenticate their learning in the assessment task, or were under duress, and requirement to provide this information to UTS College within three (3) business days of the sent date of the email;
 - Meeting details, if required;
 - Students may request a meeting to discuss the alleged academic misconduct, if this has not already been requested by the Teacher.
- b) If a student fails to provide evidence that demonstrates they did not act dishonestly or under duress by the required date, the alleged academic misconduct investigation will proceed. If a student fails to respond to a notice requesting a meeting, or fails to attend that meeting, a decision will be made without the student's input or evidence. The Teacher, Academic Coordinator or Academic English Coordinator will notify the student by writing via their student email that the alleged academic misconduct will proceed, along with:
- A copy of all evidence supporting the potential breach, ensuring the privacy of individuals who may be named in the evidence is maintained;
 - Advice that interim results for the assessment task(s) and/or final grade for the subject(s) will be withheld until the completion of the academic misconduct review. At the conclusion of this process, the Teacher with the Academic Coordinator, or Academic English Coordinator completes the online Academic Misconduct Form, which is sent to the Program Manager or Director of Studies ELP as soon as possible, but within no more than three (3) business days of originally notifying the student. Once the online Academic Misconduct Form is completed, the student will automatically be notified, via their student email, that the allegation will proceed, along with information on the deliberation process to decide on a finding of academic misconduct and their right to appeal such a finding
- c) For examinations, the Examination Invigilator completes an Academic Misconduct Form within one (1) business day of the conclusion of the examination and notifies

the student within one (1) business day that the case is progressing to an allegation and will be considered by a Panel.

- d) Responsible Officers will proceed with their decision of the matter in accordance with the procedures outlined in 3.6, below.

3.6. Determining Academic Misconduct

- a) The Teacher, Coordinator (or Exams and Progressions Team in the case of examination misconduct) supplies the Academic Misconduct Form and relevant documentation, to the Responsible Officer(s).
- b) Allegations of academic misconduct will be decided by the Responsible Officer(s), who will also make a determination of appropriate penalties. Responsible Officer(s) are:
- **For Minor and Moderate Cases:** Either the Program Manager or Director of Studies ELP
 - **For Major and Extreme Cases:** Either the Program Manager or the Director of Studies ELP, with the Dean
- c) The Responsible Officer(s):
- Assesses the alleged academic misconduct and all available evidence and may request additional evidence within three (3) working days of the receipt of the documentation.
 - Decide on whether the allegation has been substantiated, or if the case should be dismissed.
 - Reviews and finalises penalties for the academic misconduct.
 - Finalises the Academic Misconduct Form, including the penalties to be applied and any educative responses to be put in place for the student and submit the Report electronically within two (2) working days of the decision.
 - Refer to section 2.10 for Notification of Outcomes processes.
- d) In considering the extent of the academic misconduct in question and potential penalties, Responsible Officer(s) will take into account the preparedness of the student. Typically, preparedness is summarised as follows:
- The student is considered inexperienced where they are in their first stage, are attempting their first assessment(s), and/or English is not their first language
 - The student is considered somewhat experienced where they are in their second stage, and/or English is not their first language
 - The student is considered experienced when they are in their second or third stage.

- e) In considering penalties, any prior record of the student's academic misconduct will be obtained from the Responsible Officer(s) only when determining the appropriate penalty to ensure academic misconduct cases are determined solely on the merits and evidence relevant to the breach under investigation.
- f) Where the academic misconduct takes place in an examination, the Examinations Misconduct Precedents register is consulted to assist in determining the recommended penalty. Where a precedent does not exist, advice is sought from the Program Manager and/or Dean within one (1) business day.

3.7. Procedural Fairness

- a) Interim results for the assessment task or examination, and the student's final grade, are withheld until the review and determination of the academic misconduct is finalised.
- b) A review and sanction (application of penalties) of academic misconduct against one student must not influence the review of an allegation against another student.

3.8. Penalties

3.7.1 Poor Academic Practice and Minor Cases

- a) Penalties for poor academic practice and minor cases of Academic misconduct include one or more of:
 - A written warning. (ACON1)
 - Resubmission of the assessment task within a designated period.
 - Resubmission of the assessment task with a maximum award of a Pass Grade.
 - The assessment is marked only on the portions that are not affected by the academic misconduct.
 - Referral to Academic Skills modules, workshops, or one-to-one support sessions.
 - Reduction of 1 or more grades. (ACON2)
- b) Higher penalties may be applied for repeat instances of academic misconduct.

3.7.2 Moderate Cases

- a) Penalties for moderate cases of academic misconduct include one or more of the following:
 - Penalties applicable to poor academic practice and minor academic misconduct cases.
 - A Fail Grade (zero grade) for the assessment (ACON3).
- b) Higher penalties may be applied for repeat instances of Academic misconduct.

3.7.3 Major Cases

- a) Penalties for major cases of academic misconduct include one or more of the following:
 - Penalties applicable to moderate academic misconduct cases.
 - A Fail Grade for the subject (ACON4).
- b) Higher penalties may be applied for repeat instances of academic misconduct.

3.7.4 Extreme Cases

- a) Penalties for extreme cases of academic misconduct include one or more of the following:
 - Penalties applicable to major academic misconduct cases.
 - Exclusion from UTS College for repeat instances of academic misconduct at the moderate or major level, or where extreme advantage has been gained.

3.8.5 Applying the penalty

- a) The automated form shares the outcome of the decision to the Academic Coordinator or Academic English Coordinator via an email. The Academic Coordinator/ Academic English Coordinator then amends the updates grade via the grade book on CANVAS.

3.9. Exclusion

- a) Referrals for exclusion are considered by the Dean, who must be satisfied that the evidence and documentation arising from the academic misconduct investigation establishes without doubt that the student knowingly and intentionally breached the Academic Integrity policy to gain extreme advantage and/or breached the policy on progressive or repeated occasions at moderate or major levels.
- b) Where satisfied that cl 3.8.4 of this Procedure has been met, the Dean notifies the Student Compliance Team of the Intention to Exclude, noting the reason for the exclusion.
- c) Student Compliance Team issues the ITR Intention to Report to Dept of Home Affairs (for international students) or ITE (for domestic students and non-student visa holders) letter to students and the letter will include details about their right to appeal.

3.10. Notification of Outcomes

- a) Students are notified of outcomes of a decision regarding their academic misconduct case by the Exams team within two (2) working days of the decision being reached in writing to their student email account, including:
 - The outcome of the investigation
 - The penalty (if applicable);

- The student's obligations to complete or attend relevant educative responses (if applicable); and
 - The student's right, and information on how, to appeal.
- b) Outcomes are recorded on the Academic Misconduct Register.
- c) Penalty code (eg ACON1) is recorded in the student management system by the Exam Progression Coordinator and are timestamped in the official register.
- d) Outcomes are communicated to students through their student email accounts and are timestamped in the official register.

3.11. Internal Appeal

3.11.1 Submitting an Appeal

- a) In accordance with the Student Complaints and Appeals Policy and Procedure, students have the right to appeal a finding and outcomes of academic misconduct if they believe a factual or procedural error has taken place.
- b) Appeals relating to findings and outcomes of academic misconduct must be made in writing via email to scro@utscollege.edu.au within five (5) working days of the notification of the finding.
- c) In appealing a finding of academic misconduct, students must supply a written appeal that:
- States clearly what factual or procedural error they believe has occurred; and
 - Includes any supporting documentation, or advise they are able to demonstrate their ability to complete the assessment task as submitted and are prepared to authenticate their learning in the assessment task.

3.11.2 Assessing an Appeal

Appeals will be assessed, and outcome provided according to the Student Complaints and Appeals Procedure.

- a) SCRO forwards the appeal to Dean to convene an Appeal Panel to review the appeal. The Panel comprises:
- For **Minor, Moderate and Major Cases**: Two Program Managers, or one Program Manager and the Director of Studies ELP (none of whom were original decision-makers in the case).
 - For **Extreme Cases and Exclusion**: The Chair of the Academic Board and a member of the UTS College Executive.
- b) At no time shall an Appeal Panel include the original reviewers of the academic misconduct case under appeal.

- c) In reviewing the appeal, the Appeal Panel may:
 - Determine there are no grounds for the appeal as provided in the Student Complaints and Appeals Policy and Procedure.
 - Request further information from, or meet with, the appropriate UTS College staff member(s) involved in the assessment, examination, subject or review of the academic misconduct case.
 - Request an interview with the student.
 - Request the student undertakes a diagnostic test or a similar task to the assessment task in question to authenticate learning.
 - Determine that the penalties be changed (increased or decreased).
- d) The Appeal Panel will notify SCRO (and CC relevant teaching staff) of the outcome of the appeal as soon as possible after reaching a decision, which should be no more than 10 working days after the date of the original submission of the appeal.
- e) SCRO:
 - Notifies the student of the outcome of the appeal in writing to their student email account within twenty (20) working days of the receipt of the appeal. This notification will include advice on the external appeals process.

3.12. External Appeal

- a) Where internal appeal processes have been exhausted, the student may request a review by an external body.
- b) Students who wish to raise an external appeal may do so within 20 working days of being informed of the outcome of their internal appeal. Students should contact the relevant external agency as specified in the notification about the outcome of their internal appeal.
- c) Where the appeal outcome **supports UTS College's decision**, the case is closed.
- d) Where the outcome **does not support UTS College's decision**, the Appeals Panel is notified by the SCRO.
- e) Where action is required of UTS College at the recommendation of the external appeal body, UTS College:
 - Implements the appropriate actions in consultation with the Academic Board and UTS College Board;
 - Informs the student of the actions that will be implemented as a result of the appeal;
 - Informs the external appeal body that the actions have been or are scheduled to be implemented; and
 - Informs the SCRO.

3.13. Recording of Outcomes

- a) All student and central records regarding academic misconduct will be kept secure and confidential.
- b) All academic misconduct cases with an outcome are recorded in the Academic Misconduct Register
- c) Academic misconduct records will reflect the type of breach, and the penalty applied. Penalties are recorded in the central records system (Academic Misconduct Register and Exams Precedents Register) with an ACON penalty code and the student file.
- d) Outcomes of Academic misconduct cases for students recorded on the Academic Misconduct Register will include each allegation and its outcome, including the level of extent of each case and any penalties applied.
- e) The SCRO record all appeals of academic misconduct (including in examinations) in the Complaints and Appeals Register and store all related documents in Student files in the Student Records Centre.

3.14. Reporting

- a) At the end of each assessment period, a report is prepared on cases of Academic misconduct (alleged and substantiated cases) across all UTS College Programs for submission to the Academic Standards Committee. The report will include deidentified data on:
 - Course of enrolment
 - International or Domestic Student indicators
 - Nature of the breaches
 - Repeat instances of any kind
 - Outcomes, including penalties applied
 - A summary table of outcomes by course including all previous assessment periods for the calendar year.
- b) As part of annual student performance reporting, a report is prepared for the Academic Board that includes deidentified data on:
 - Course of enrolment
 - International or Domestic Student indicators
 - Nature of the breaches
 - Repeat instances of any kind
 - Outcomes, including penalties applied
 - A summary table of outcomes by course including all assessment periods for the calendar year.

4. RESPONSIBILITIES

4.1. **Academic Board** is responsible for:

- a) Monitoring annual reports and trends on academic integrity.
- b) Identifying and mitigating risks related to academic integrity.
- c) Identifying opportunities for improvement and evaluating continuous improvement activity.

4.2. **The Chair of the Academic Board** is responsible for:

- a) Deciding on appeals of findings of academic misconduct in extreme cases, and/or penalties of exclusion as a result of academic misconduct.

4.3. **The Dean** is responsible for:

- a) Deciding cases of academic misconduct for extreme cases, and/or penalties of exclusion as a result of academic misconduct.

4.4. **Director of Studies, English Language Program (ELP)** is responsible for:

- a) Deciding cases and penalties for all levels of academic misconduct.
- b) Deciding on appeals of findings of academic misconduct for minor, moderate and major cases (where they were not an original decision-maker in the case).

4.5. **Program Managers** are responsible for:

- a) Deciding cases and penalties for all levels of academic misconduct.
- b) Deciding on appeals of findings of academic misconduct for minor, moderate and major cases (where they were not an original decision-maker in the case).
- c) Ensuring assessment design considers principles of academic integrity (with the Academic Coordinators), and how academic integrity will be maintained for each assessment item.
- d) Reviewing assessment items and practices where persistent or mass instances of academic misconduct are detected, in consultation with Academic Coordinators and Academic English Coordinators.

4.6. **Quality Learning Unit** is responsible for:

- a) Reviewing curriculum changes and assessment design to ensure best practice is followed in promoting academic integrity.
- b) Assist in providing appropriate guidance and training on academic integrity to Teachers.
- c) Supporting students to develop academic integrity and provide appropriate guidance and training on what constitutes academic misconduct and how to develop and maintain good practices of academic integrity.

4.7. Teachers are responsible for:

- a) Guiding students in academic integrity practices and monitoring students' work for potential academic misconduct.
- b) Conducting an initial review and investigation of academic misconduct Cases with the Academic Coordinator in non-examination settings, compiling evidence and completing the Academic Misconduct Form.
- c) Notifying students in the first instance that academic misconduct may be suspected, in accordance with s2.5a of these procedures.

4.8. Academic Coordinators and Academic English Coordinators are responsible for:

- a) Developing briefs for assessment tasks and supplying these briefs to students within a reasonable time of commencing the assessment.
- b) Determining where students may use similarity detection software for their assessments prior to an assessment due date.
- c) Supporting Program Managers in the review of assessment items and practices where persistent or mass instances of academic misconduct are detected.
- d) Supporting Teachers in the review of Academic misconduct cases.

4.9. Examinations Invigilators are responsible for:

- a) Collecting evidence and completing the Academic misconduct Form after the detection of a breach in an examination setting.

4.10. Examinations Progression Coordinator is responsible for:

- a) Conducting an initial review and investigation of Academic misconduct Cases in examination settings, compiling evidence and completing the Academic misconduct Form.
- b) Notifying students in the first instance that Academic misconduct may be suspected, in accordance with s3.5a of these procedures.

4.11. Examinations and Progressions Team is responsible for:

- a) Convening Responsible Officers to decide on a case of Academic misconduct for examinations cases.

- b) Maintaining the Exam Misconduct Precedents Register.
- c) Maintaining Academic misconduct Register.

4.12. Student Compliance Team is responsible for:

- a) Providing administrative support toward exclusion processes as required.
- b) SCRO manage the appeals process, including providing administrative support to internal and external appeals where required.

4.13. Responsibilities listed in the Policy apply

- a) All responsibilities listed in the Academic Integrity Policy extend to this procedure.

5. RELATED DOCUMENTS

UTS College Policies and Procedures

- Assessment Policy
- Academic Integrity Guideline
- Academic Integrity Policy
- Non-Academic Misconduct Policy
- Non-Academic Misconduct Procedure
- Student Charter
- Privacy Policy
- Student Complaints and Appeals Policy

Legislation

- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act (TEQSA) 2011

Regulatory Guidance

The UTS College Academic Integrity Policy and Procedure responds to, and occasionally draws from, the following projects / documents:

- Academic Integrity standards: Aligning policy and practice in Australian universities – Australian Learning and Teaching Council (ALTC) project.
- TEQSA Academic Integrity Toolkit

DEFINITIONS

Academic misconduct	A breach of academic integrity, where a student seeks to gain an unfair or unjustified academic advantage either for themselves or another student, including but not limited to cheating, collusion, fabrication, ghost writing, misrepresentation, plagiarism, solicitation, and any form of breaching examination or test condition rules.
Academic honesty	Academic honesty requires ethical scholarship. This means that students, teachers, and all academic staff act in an honest way, and are responsible and fair in their actions, including acknowledging the work of others and producing their own original work.
Academic Integrity	A commitment, even in the face of adversity, to acting with the fundamental values of honesty, trust, fairness, respect, responsibility, and courage. (International Centre for Academic Integrity, 2014)
Acknowledgment	Acknowledgement involves the practice of respecting, referencing and giving credit to the words, ideas, designs, interpretations and influences of others.
ACON	<p>ACON is the penalty code used for recording Academic misconduct sanctions in the central records system. There are five levels of penalties:</p> <p>ACON1: reprimand/warning - no clear evidence of intentionality and or negligible advantage has been obtained and the breach is of a minor nature</p> <p>ACON2: reduction in grade - reduction of one or more grades where the extent and or intent of the breach and some advantage has been gained</p> <p>ACON3: fail grade for assessment - clear intentionality and/or clear potential for obtaining unfair advantage</p> <p>ACON4: fail grade for the subject - prior instance of academic misconduct and/or it is determined that the scale, extent or intentionality of the misconduct warrants such a penalty</p> <p>ACON5: exclusion from UTS College - repeated instances of academic misconduct and/or the academic misconduct is of such seriousness it warrants exclusion.</p>
ASC	Academic Standards Committee
Assessment item	Student work provided in response to an assessment task.
Assessment task	Specific activity a student (or group of students) is required to complete for the purpose of assessment.

Authentication of learning	Demonstration that an assessment task and or item has been completed by the student with Academic Integrity.
Generative AI (genAI)	Generative AI is a subset of artificial intelligence that uses machine learning algorithms to produce, copy or rework content. This content and its output can be text, imagery, code or other formats.
Grade	A grade is awarded to an assessment item to recognise the level of academic achievement the student has demonstrated. Grades include High Distinction, Distinction, Credit, Pass or Fail.
Knowledge	The student's awareness of accepted practices and cultural norms of academic scholarship in Australia and, where applicable their disciplinary area, and the extent to which these practices have been made clear to the student.
Learning outcomes	The specific skills, knowledge and capabilities that students should attain by completing a subject or a program of study.
LTC	Learning and Teaching Committee
Original work	Original work is work produced by the individual student which demonstrates the student's own understanding, thoughts and ideas, while maintaining academic integrity.
Penalty	A range of adjustments to assessment outcomes and grades imposed in response to the review of alleged Academic misconduct and proportionate to the seriousness of Academic misconduct.
Responsibility	<p>Taking account and being answerable for actions within one's power, control, or management.</p> <p>For example:</p> <p>It is the responsibility of teaching staff to support students and identify possible academic misconduct.</p> <p>It is the responsibility of students to adopt an ethical approach to academic work and assessment in accordance with this policy and the UTS College Student Code of Conduct.</p>
Stage	The progressive stage of a course the student is currently undertaking.
SCRO	Student Complaints Resolution Office
Working Day	The following days are classified as business days – Monday, Tuesday, Wednesday, Thursday, Friday. Not including public holidays.

APPROVAL		
Policy Title	Academic Integrity Procedure	
Policy ID	PROC/EDUC/17/24	
Policy Category	Academic	
Policy Audience	Students, Staff, Third Parties and Affiliates	
Policy Custodian	Dean	
Approval Authority	Academic Board	
Endorsed by	Academic Standards Committee	Date: 24 October 2024
Approved by	Academic Board	Date: 22 November 2024
Next Review Date	Date: 21 November 2027	

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0			
1.1	Academic Integrity Working Group	Review and minor update, addition of definition of 'self-plagiarism' and 'original work,' amended definition of 'academic dishonesty'	
2.0	DVE Business Solutions	Substantial review and update, inclusion of the use of artificial intelligence	August 2024
2.1	Academic Integrity Working Group	Reviewed and aligned with the UTS Academic Integrity Policy and Procedure	November 2024

APPENDIX A: Academic Misconduct Matrix

	Dismissed	Poor Academic Practice/Minor	Moderate	Major	Extreme
Definition	Insufficient evidence and/or no case to answer	<p>Poor Academic Practice: The student's actions have been unintentional, careless or uninformed; the breach is minor in nature and no or negligible academic advantage has been gained.</p> <p>Minor: The student does not have a record of prior Academic misconduct, and the student's actions have been unintentional or careless, but some academic advantage has been gained.</p>	<p>The student does not have a record of prior Academic misconduct and the student's actions demonstrate clear intentionality or negligence, and/or a moderate amount of unfair advantage has been gained.</p> <p>Note: The stage of study will also be considered.</p>	<p>The student does have a record of prior Academic misconduct and the student's actions demonstrate clear intentionality or negligence and/or a substantial unfair advantage has been gained.</p> <p>Note: If the student has a record of prior Academic misconduct, this will also be considered along with the stage of study.</p>	<p>The student has a record of repeated prior Academic misconduct and the student's actions demonstrate clear intentionality or negligence and/or a substantial to full unfair advantage has been gained.</p>
Educative Responses	Corrective feedback, referral to academic skills modules, workshops and one-on-one support sessions. Teachers monitor and support the student as required.				
Indicative Penalties <i>One or more from those listed. Higher penalties may apply for repeat Academic misconduct</i>	N/A	<ul style="list-style-type: none"> Warning/Reprimand Resubmission of the assessment task within a designated period. Resubmission of the assessment task with a maximum award of a Pass Grade. The assessment is marked only on the portions that are not affected by the Academic misconduct. Reduction of one or two grades. 	<ul style="list-style-type: none"> Penalties applicable to Poor Academic Practice and Minor Academic misconduct cases. A Fail Grade for the assessment. 	<ul style="list-style-type: none"> Penalties applicable to moderate Academic misconduct cases. A Fail Grade for the subject. 	<ul style="list-style-type: none"> Penalties applicable to Major Academic misconduct Cases. Exclusion from UTS College for repeat instances of Academic misconduct at the moderate or major level, or where extreme advantage has been gained.
Decision Panel Members	Either the Program Manager or Director of Studies ELP.			Either the Program Manager or the Director of Studies ELP, with the Dean	
Appeal Panel Members	Two Program Managers, or one Program Manager and the Director of Studies ELP (none of whom were original decision-makers in the case).			The Chair of the Academic Board and a member of the UTS College Executive.	