Academic Misconduct Procedures

These Procedures support the Academic Integrity Policy and the Academic Misconduct Rules (Students).

1. Definitions
2. Purpose and scope
3. Recording and investigations allegations of Academic Breach and Academic Misconduct
4. Investigation by Designated Officer(s)
5. Student interviews
6. Decisions, outcomes and notifications
7. Timing
8. Contact information

1. Definitions

The definitions in the Academic Misconduct Rules (Students) are adopted for the purpose of these Procedures. The word including is not used as a word of limitation and means “including but not limited to”. In addition, the following definitions will apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean</td>
<td>Means an Associate Dean (Discipline), Associate Dean (Research) or an Associate Dean (Teaching and Learning), as the context requires.</td>
</tr>
<tr>
<td>Associate Dean (Discipline)¹</td>
<td>A member of a School Executive who reports to the Executive Dean, responsible for leading a cluster of Staff within one or more academic disciplines (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.</td>
</tr>
<tr>
<td>Associate Dean (Research)</td>
<td>A member of a School Executive who reports to the Executive Dean, responsible for research and research training within the School (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.</td>
</tr>
<tr>
<td>Associate Dean (Teaching and Learning)</td>
<td>A member of a School Executive who reports to the Executive Dean, responsible for curriculum, teaching, learning and the Student experience of these within the School (or a substantially equivalent role within a School or Teaching Area), or a person acting in that position, or their nominee.</td>
</tr>
<tr>
<td>Central Examination</td>
<td>A centrally-coordinated Examination, administered by the Student Administration [Directorate] on behalf of a School or Teaching Area during a designated Examination period.</td>
</tr>
</tbody>
</table>

¹ The Discipline nomenclature used will be appropriate to the cluster of disciplines that the role leads within the School or Teaching Area.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Dean</td>
<td>An executive leader of a School appointed by the Vice-Chancellor (or a substantially equivalent role within a School or Teaching Area, including the Director, Western Australian Academy of Performing Arts (WAAPA), the Dean, South West Campus, the Head, Kurongkurl Katitjin, or the Director, Centre for Learning and Teaching), or a person acting in that position, or their nominee.</td>
</tr>
<tr>
<td>Experienced Student</td>
<td>Any Student who does not meet the definition of a New to ECU Student.</td>
</tr>
<tr>
<td>International Student</td>
<td>Means a Student who is not an Australian citizen, a permanent resident of Australia or a New Zealand citizen, and who holds a student visa for the purpose of studying at the University.</td>
</tr>
<tr>
<td>New to ECU Student</td>
<td>A Student enrolled in a Course who, at the time of the alleged Academic in Breach or Academic Misconduct, has:</td>
</tr>
<tr>
<td></td>
<td>• been enrolled for two or less teaching periods at the University, in either a part-time or full-time capacity; and</td>
</tr>
<tr>
<td></td>
<td>• not previously be found to have committed an act of Academic Breach or Academic Misconduct at the University; and</td>
</tr>
<tr>
<td></td>
<td>• is not enrolled in a doctoral degree, masters degree (research), or bachelor honours degree.</td>
</tr>
<tr>
<td>Procedures</td>
<td>Means these Procedures, including the matrices, tables and flowcharts attached to these Procedures, and any published amendments by the University.</td>
</tr>
<tr>
<td>School</td>
<td>An academic organisational unit of the University, including the Western Australian Academy of Performing Arts (WAAPA), but not including the Graduate Research School, South West Campus, Kurongkurl Katitjin or the Centre for Learning and Teaching.</td>
</tr>
<tr>
<td>School Examination</td>
<td>An Examination conducted by a School or Teaching Area (may be referred to as a test).</td>
</tr>
<tr>
<td>School Executive</td>
<td>Members of Staff defined within the University's Academic Leadership Roles Policy as holding School Executive Leadership Roles.</td>
</tr>
<tr>
<td>Student Academic Integrity Coordinator</td>
<td>A Staff member responsible for overseeing and facilitating investigations into allegations of Academic Breach and Academic Misconduct (or a substantially equivalent role), or a person acting in that position, or their nominee.</td>
</tr>
<tr>
<td>Teaching Area</td>
<td>An area within the University, other than a School, which has ownership of, or responsibility for delivery or supervision of a Course or Unit, including the Graduate Research School, South West Campus, Kurongkurl Katitjin and the Centre for Learning and Teaching.</td>
</tr>
</tbody>
</table>
2. **Purpose and scope**

The purpose of these Procedures is to provide a clear and uniform mechanism for dealing with concerns and allegations of Academic Breach and Academic Misconduct by Students across the University.

The Procedures set out in this document will assist the University to promote and ensure academic integrity in all aspects of teaching, learning and research.

These Procedures apply to all Staff and Students, and will be read in conjunction with the Academic Integrity Policy and the Academic Misconduct Rules (Students).

The following documents are matrices, tables and flowcharts that form part of these Procedures. In the event of any inconsistency between one of these documents and the text of these Procedures, the text will prevail.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Flowchart for academic Staff within their Unit</td>
</tr>
<tr>
<td>B</td>
<td>Flowchart for Staff, public and Students</td>
</tr>
<tr>
<td>C</td>
<td>Flowchart for Examinations</td>
</tr>
<tr>
<td>D</td>
<td>Matrix: Academic Breach and Academic Misconduct in a Coursework Unit (New to ECU Student)</td>
</tr>
<tr>
<td>E</td>
<td>Matrix: Academic Misconduct in a Coursework Unit (Experienced Student)</td>
</tr>
<tr>
<td>F</td>
<td>Matrix: Academic Breach and Academic Misconduct in Research, a Thesis or a Thesis Unit (All Students)</td>
</tr>
<tr>
<td>G</td>
<td>Matrix: Examination Misconduct (All Students)</td>
</tr>
<tr>
<td>H</td>
<td>Designated Officers</td>
</tr>
</tbody>
</table>

3. **Recording and investigating allegation of Academic Breach and Academic Misconduct**

3.1. **Use of the University Integrity Management System**

   a) All Staff who are responsible for managing, investigating or determining an allegation regarding Academic Breach or Academic Misconduct, will maintain current, accurate and detailed records (including any documentary evidence that may be available) in the University Integrity Management System.

3.2. **Concerns identified by academic Staff within their own Unit [Attachment A]**

   a) The procedures for recording and investigating concerns of Academic Breach or Academic Misconduct, by an academic Staff member in relation to a Unit they are teaching or coordinating, are illustrated in Attachment A.

   b) Where an academic Staff member identifies or is made aware of a concern relating to possible Academic Breach or Academic Misconduct by a Student in connection with the Unit they are teaching or coordinating, the academic Staff member will record the concern in the University Integrity Management System. An alert will be sent to the relevant Unit Coordinator and the Student Academic Integrity Coordinator.

   c) The relevant Unit Coordinator will, within 7 days, either:

      i) if there is insufficient evidence to warrant further investigation, dismiss the allegation; or
d) The Student Academic Integrity Coordinator will, within 7 days:

i) identify whether or not the alleged conduct relates to either:

(1) a New to ECU Student in a Coursework Unit - Attachment D will apply;
(2) an Experienced Student in a Coursework Unit - Attachment E will apply; or
(3) a Student at AQF Level 8 (bachelor honours degree) or above, conducting a research-orientated project, enrolled in a Coursework Unit which is focused primarily on research methodology, or enrolled in a Thesis or Thesis Unit – Attachment E will apply;

ii) identify whether the Student has any previous adverse finding of Academic Breach or Academic Misconduct at the University;

iii) classify the alleged conduct having regard to contextual factors set out in Attachments D - F (as applicable);

iv) based on (i) - (iii), allocate the matter for further investigation to the relevant Designated Officer(s) named in Attachment H; and

v) notify the Designated Officer(s) and the relevant Associate Dean(s) of the allocation.

3.3. Concern identified by Staff, public or Student [Attachment B]

a) Where 3.2 does not apply, the procedures for recording and investigating concerns of Academic Breach or Academic Misconduct by a Staff member, member of the public, or another Student are illustrated in Attachment B.

b) Where a person identifies a concern relating to possible Academic Breach or Academic Misconduct, the matter will be reported to the Student Academic Integrity Coordinator.

c) The Student Academic Integrity Coordinator will record the concern in the University Integrity Management System. An alert will be sent to the relevant Unit Coordinator.

d) The Student Academic Integrity Coordinator will, within 7 days, either:

i) manage the allegation as set out in (e); or

ii) if the Student Academic Integrity Coordinator believes there is insufficient evidence to warrant further investigation, recommend to the Manager, Learning Support, that the allegation be dismissed. The Manager, Learning Support may then decide to either:

(1) dismiss the allegation; or
(2) refer it back to the Student Academic Integrity Coordinator to continue manage the investigation as set out in 3.3(e).

e) Subject to (d), the Student Academic Integrity Coordinator will:

i) identify whether or not the alleged conduct relates to either:

(1) a New to ECU Student in a Coursework Unit - Attachment D will apply;
(2) an Experienced Student in a Coursework Unit - Attachment E will apply; or
(3) a Student at AQF Level 8 (bachelor honours degree) or above, conducting a research-orientated project, enrolled in Coursework Unit which is focused primarily on research methodology, or enrolled in a Thesis or Thesis Unit – Attachment E will apply;
iii) identify whether the Student has any previous adverse finding of Academic Breach or Academic Misconduct at the University;

iv) classify the alleged conduct having regard to contextual factors set out in Attachments D - F (as applicable);

v) based on (i) - (iii), allocate the matter for further investigation to the relevant Designated Officer(s) named in Attachment H; and

vi) notify the Designated Officer(s) and the relevant Associate Dean(s) of the allocation.

3.4. Concern of Academic Misconduct in connection with an Examination [Attachment C]

a) The procedures for recording and investigating any concerns of Academic Misconduct in connection with or during an Examination (by a New to ECU Student or an Experienced Student) are illustrated in Attachment C.

b) Where a person identifies a concern relating to possible Academic Misconduct in connection with or during an Examination, the matter is to be reported to the Student Academic Integrity Coordinator.

c) The Student Academic Integrity Coordinator will record the concern in the University Integrity Management System.

d) The Student Academic Integrity Coordinator will, within 7 days, either:

   i) manage the allegation as set out in (e); or

   ii) if the Student Academic Integrity Coordinator believes there is insufficient evidence to warrant further investigation, recommend to the Director, Student Administration (for Central Examinations) or the relevant Associate Dean (Teaching and Learning) (for School Examinations) that the allegation be dismissed. The Director, Student Administration or relevant Associate Dean (Teaching and Learning) may then decide to either:

       (1) dismiss the allegation; or

       (2) refer it back to the Student Academic Integrity Coordinator to continue manage the investigation as set out in 3.4(e).

e) The Student Academic Integrity Coordinator will:

   i) identify whether the Student has any previous adverse finding of Academic Misconduct at the University;

   ii) classify the alleged conduct having regard to contextual factors set out in Attachment G;

   iii) based on (i) - (ii), allocate the matter for further investigation to the relevant Designated Officer(s) named in Attachment H; and

   iv) notify the Designated Officer(s) and the relevant Associate Dean(s) of the allocation.

4. Investigation by Designated Officer(s)

4.1. The Designated Officer(s) set out in Attachment H will investigate an allegation referred to them in accordance with the Academic Misconduct Rules (Students) and these Procedures.

4.2. Investigations are to be conducted as quickly as is practicable, having regard to the circumstances and subject matter of the allegation.

4.3. At any time during an investigation a Designated Officer(s) may seek advice from relevant experts within the University, including a Senior Learning Advisor, Dean, Ethics Support Officer,
4.4. At any time during an investigation a Designated Officer(s) may refer an allegation back to the Student Academic Integrity Coordinator for allocation to another Designated Officer(s), for reasons including:
   a) the Designated Officer(s) having a Conflict of Interest;
   b) the Designated Officer(s) changing the nature of their employment; or
   c) as a result of preliminary investigations, the allegation appearing to be more or less serious than when the allegation was first classified.

4.5. An allegation referred back to the Student Academic Integrity Coordinator in accordance with paragraph 4.4 will be reallocated in accordance with Attachments D – H (as the context requires), having regard to any evidence available to the Student Academic Integrity Coordinator at that time.

4.6. Where the performance of a Designated Officer is likely to be affected by a Conflict of Interest, to avoid the Conflict of Interest, the Student Academic Integrity Coordinator may allocate the allegation:
   a) where the Designated Officer is a Unit Coordinator, to another Unit Coordinator in the same or a different School or Teaching Area;
   b) where the Designated Officer is an Associate Dean, to another Associate Dean in the same or a different School or Teaching Area;
   c) where the Designated Officer is the Dean, Graduate Research School, to an Associate Dean (Research);
   d) where the Designated Officer is the Director, Student Administration, to the Director, Student Life or alternatively to the Manager, Learning Support;
   e) where the Designated Officer is the Director, Student Life, to the Director, Student Administration or alternatively to the Manager, Learning Support;
   f) where the Designated Officer is the Manager, Learning Support, to the Director, Student Administration or alternatively to the Director, Student Life; and
   g) where a Panel is involved, to a Panel including an alternative Staff member as set out in (c) – (f) above.

4.7. Where the Designated Officer is a Panel that includes a Nominated Senior Academic, the Executive Dean of the relevant Student’s School or Teaching Area will nominate a member of academic Staff at the level of Senior Lecturer (or higher) with at least 5 years teaching experience, to act as the Nominated Senior Academic.

5. Student interviews

5.1 As part of the investigation, the Designated Officer(s) will take reasonable steps to interview the Student.

5.2 Any Student interview will be held as soon as practicable following the occurrence of the alleged conduct, but in any event within 28 days of the allegation being reported in the University Integrity Management System.

5.3 Interviews may, at the discretion of the Designated Officer(s), be conducted in person, by telephone, teleconference or videoconference or by any other means, provided that the Student’s preference is considered when making that decision.
5.4 A Student is to be given reasonable notice and opportunity to attend an interview. If, after reasonable steps to contact the Student have been made, the Student fails to attend an interview, the Designated Officer(s) may make a decision with respect to the allegation without having interviewed the Student.

5.5 The Student may be accompanied at any interview by a Student Guild representative, friend, or family member, but may not be legally represented. That person may only act as the Student’s advocate where invited to do so by the Designated Officer(s) conducting the interview.

5.6 The Designated Officer(s) may be accompanied at any interview by another Staff member. That person may only act as an observer or note-taker during the interview.

5.7 Where the Designated Officer consists of a Panel, one Panel member may conduct the Student interview. The responsible Panel member will then report back to the remaining Panel members so that a decision about the allegation can be made.

5.8 The Designated Officer(s) will take into consideration any relevant written materials submitted by the Student when making a decision.

6. Decisions, outcomes and notifications

6.1. Following an investigation, the Designated Officer(s) will either:

a) if there is insufficient evidence to make a finding of Academic Breach or Academic Misconduct, dismiss the allegation; or

b) determine that an act of Academic Breach, Concerning Academic Misconduct or Serious Academic Misconduct (as those terms are described in Attachments D-G) has occurred.

6.2. A determination of Academic Breach, Concerning Academic Misconduct or Serious Academic Misconduct is not to be based on the existence of any previous Academic Breach or Academic Misconduct by the Student. However, the existence of any previous Academic Breach or Academic Misconduct by the Student will be considered in determining the appropriate Outcome to be imposed. The Designated Officer(s) will consult with the Student Academic Integrity Coordinator in this regard.

6.3. The Designated Officer(s) may impose any one or more of the Outcomes set out in Rule 7 of the Academic Misconduct Rules (Students).

6.4. The Outcome(s) imposed will:

a) be consistent with any exemplars, guides or resources published by the University relating to misconduct and Outcomes imposed;

b) include mandatory Outcome(s) (if applicable) as set out in Attachments D - G; and

c) be fair and reasonable having regard to the range of Outcomes shown in Attachments D - G (as applicable), the level of severity of the conduct, any previous adverse findings of Academic Breach or Academic Misconduct involving the Student and the Outcomes imposed, and relevant contextual factors such as the Student’s intent and the impact of the conduct.

6.5. Within 7 days of concluding the investigation, the Designated Officer(s) will record in the University Integrity Management System any dismissal or finding of Academic Breach or Academic Misconduct, and the Outcome(s) imposed. The Designated Officer(s), through the University Integrity Management System, will notify:

a) the Student in writing, of the decision, reasons for the decision, and the Outcome(s) imposed; and
b) the relevant Associate Dean, Student Academic Integrity Coordinator, and where relevant, the Director, Student Life and the Director, Student Administration, of the decision and the Outcome(s) imposed.

6.6. The notice to the Student will include information about their right to appeal the decision of the Designated Officer(s) under Rule 8 of the Academic Misconduct Rules (Students), and any relevant timeframes. If the finding relates to an International Student, and the Outcome imposed is that the Student is suspended or expelled from the University, the notification to the Student will also advise that:

a) the suspension or expulsion will be reported to any relevant government department or agency;

b) the Student needs to seek advice from the relevant government department or agency on the potential impact on their student visa; and

c) the suspension or cancellation will not take effect until the University’s internal appeals process is completed, unless the Student’s health or wellbeing, or the wellbeing of others, is likely to be at risk.

7. Timing and extensions of time

7.1. In calculating days as prescribed by these Rules, the following days (“Excluded Periods”) will not be taken into account:

a) the University’s Essential Student Services Period including weekends immediately before and after;

b) Good Friday to Easter Monday inclusive;

c) Australia Day (on the day it is observed by the University); and

d) ANZAC Day (on the day it is observed by the University).

7.2. Any act that occurs on a day within an Excluded Period will be deemed to have occurred the next day immediately following the end of the Excluded Period.

7.3. The Senior Deputy Vice-Chancellor may extend or abridge any period of time specified in these Rules, and may do so after the expiration of such period, where there are reasonable circumstances for doing so and having regard to principles of natural justice.

8. Contact information

For queries relating to this document please contact:

<table>
<thead>
<tr>
<th>Procedure Owner</th>
<th>Senior Deputy Vice-Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Enquiries Contact:</td>
<td>Manager, Learning Support</td>
</tr>
<tr>
<td>Telephone:</td>
<td>08 6304 5191</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:andrew.kelly@ecu.edu.au">andrew.kelly@ecu.edu.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1.0]</td>
<td>Professor Arshad Omari (Senior Deputy Vice-Chancellor)</td>
<td>6 June 2019</td>
<td>6 June 2019</td>
<td>N/A</td>
</tr>
</tbody>
</table>
ACADEMIC BREACH/MISCONDUCT
Reported by Academic Staff within the unit

1. Academic staff member identifies issue within their unit.

2. Academic staff member reports case in Integrity Management System with attached evidence.

3. Unit co-ordinator alerted. Unit co-ordinator dismisses allegation, or refers to Student Academic Integrity Co-ordinator to manage (see step 4).

4. The Student Academic Integrity Co-ordinator:
   a. Determines which misconduct matrix applies to the matter; and
   b. Assigns the matter to Designated Officer for investigation.

5. Designated Officer investigates the matter and conducts student interview.

6. Designated Officer makes a decision, consults with Student Academic Integrity Co-ordinator regarding student history, and determines appropriate Outcome in accordance with the relevant matrix.

7. Decision and Outcome recorded in Integrity Management System. Staff and student notified.

Version 1 - 23 January 2019
ACADEMIC BREACH/MISCONDUCT
Reported by staff, public or student

1. Issue identified by public, student, or staff unrelated to their unit.

2. Case referred to Student Academic Integrity Co-ordinator for recording in Integrity Management System with attached evidence.

3. Student Academic Integrity Co-ordinator recommends dismissal to Manager, Learning Support (who can dismiss the matter), or continues to step 4.

4. If not dismissed, the Student Academic Integrity Co-ordinator:
   a. Determines which misconduct matrix applies to the matter; and
   b. Assigns the matter to Designated Officer for investigation.

5. Designated Officer investigates the matter and conducts student interview.

6. Designated Officer makes a decision, consults with Student Academic Integrity Co-ordinator regarding student history, and determines appropriate Outcome in accordance with the relevant matrix.

7. Decision and Outcome recorded in Integrity Management System. Staff and student notified.
ACADEMIC MISCONDUCT

Examinations

1. Issue relating to examination identified by invigilator, student, staff or member of the public.

2. Case referred to Student Academic Integrity Co-ordinator for recording in Integrity Management System with attached evidence.

3. Student Academic Integrity Co-ordinator recommends dismissal to the Director (Student Administration) or Associate Dean (Teaching and Learning) (who can dismiss the matter), or continues to step 4.

4. If not dismissed, Student Academic Integrity Co-ordinator reviews matter and assigns it to a Designated Officer for investigation in accordance with the examinations matrix.

5. Designated Officer investigates the matter and conducts student interview.

6. Designated Officer makes a decision, consults with Student Academic Integrity Co-ordinator regarding student history, and determines appropriate Outcome in accordance with the relevant matrix.

7. Decision and Outcome recorded in Integrity Management System. Staff and student notified.
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Academic Breach</th>
<th>Concerning Academic Misconduct</th>
<th>Serious Academic Misconduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form and/or extent of the conduct</td>
<td>Student conduct which by its form and/or extent represents an act of <strong>minor and unintentional</strong> Plagiarism</td>
<td>Student conduct which by its form and/or extent represents a <strong>moderate or concerning breach</strong> of academic integrity</td>
<td>Student conduct which by its form and/or extent represents a <strong>significant or serious breach</strong> of academic integrity</td>
</tr>
<tr>
<td><strong>PLAGIARISM</strong>&lt;br&gt;Indicative examples</td>
<td>• Copied some elements of written text (i.e. sentences, paragraph or isolated paragraphs) or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing or acknowledgement</td>
<td>• Copied some elements of written text (i.e. sentences, paragraph or isolated paragraphs) or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing or acknowledgement</td>
<td>• Copied sections or essential elements of written text or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without referencing or acknowledgement</td>
</tr>
<tr>
<td><strong>FORM OF CONDUCT</strong>&lt;br&gt;as applicable</td>
<td>• Received inappropriate editorial assistance from another person on a written Assessment Task</td>
<td>• Worked with one or more people on an Assessment Task when an individual response was required</td>
<td>• Submitted an Assessment Task produced, in part or fully, by a third party or undertook an Assessment Task, or part thereof, for another Student</td>
</tr>
<tr>
<td></td>
<td>• Worked with one or more people on an Assessment Task when an individual response was required</td>
<td>• Completed a group Assessment Task with assistance from another group or other groups when an individual group response was required</td>
<td>• Accessed, exchanged, offered for purchase or sold an assessment item or task</td>
</tr>
<tr>
<td></td>
<td>• Misrepresented contributions of individual members to a group Assessment Task</td>
<td>• Impersonated another Student or allowed a third party to impersonate them in an Assessment Task</td>
<td>• Impersonated another Student or allowed a third party to impersonate them in an Assessment Task</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fabricated or falsified content and/or cited and referenced non-existent sources</td>
<td>• Fabricated or falsified documents (e.g. medical certificates, police reports, academic records) for purposes of assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fabricated or falsified documents (e.g. medical certificates, police reports, academic records) for purposes of assessment</td>
<td>• Stole another Student’s work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Coerced, blackmailed, intimidated or facilitated coercion blackmail or intimidation</td>
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### Academic Breach and Academic Misconduct in a Coursework Unit: New to ECU Student Matrix

#### CRITERIA

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Academic Breach</th>
<th>Concerning Academic Misconduct</th>
<th>Serious Academic Misconduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent of Student</td>
<td>There is no basis to suggest that the conduct was intentional</td>
<td>The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage</td>
<td>The conduct was due to a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded</td>
</tr>
<tr>
<td>Impact of conduct</td>
<td>Student made a genuine attempt to address learning outcomes, however, Student’s ability is unclear as work, to some extent, relies on that of others</td>
<td>Student’s ability is unclear as work, to some extent, relies on that of others or previous work to address learning outcomes</td>
<td>Student’s ability is not demonstrated as work relies largely or entirely on that of others or previous work or fabricated content and/or sources; or Student’s conduct has the potential to more broadly undermine assessment integrity or impact the reputation of the University</td>
</tr>
</tbody>
</table>
| OUTCOME/S                       | One or more of the following  
• Give the Student a written warning  
• Require the Student to engage in educational interventions  
• Require resubmission of an Assessment Task with the maximum possible mark reduced to the pass mark | One or more of the following  
• Give the Student a written warning  
• Require the Student to engage in educational interventions  
• Deduct marks in line with the severity of the Academic Misconduct | Optional  
• Require the Student to engage in educational interventions  

*Mandatory (one or more of the following)*  
• Deduct marks in line with the severity of the Academic Misconduct  
• Disallow any marks for the Assessment Task which the Academic Misconduct relates to  
• Record a Fail by the Student in the relevant Unit  
• Suspend the Student from the University, for no more than twelve months  
• Expel the Student from the University |

### DESIGNATED OFFICER

<table>
<thead>
<tr>
<th>DESIGNATED OFFICER</th>
<th>Unit Coordinator</th>
<th>ADTL</th>
<th>Panel: ADTL, Nominated Senior Academic, and Manager, Learning Support</th>
</tr>
</thead>
</table>
## CRITERIA

### Concerning Academic Misconduct

<table>
<thead>
<tr>
<th>Form and/or extent of the conduct</th>
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<tr>
<td>• Copied some elements of another Student's assignment</td>
</tr>
<tr>
<td>• Duplicated some elements of Student's own work (self-plagiarised) that has been:</td>
</tr>
<tr>
<td>o published, without proper referencing in the submitted Assessment Task; or</td>
</tr>
<tr>
<td>o submitted for an Assessment Task at another time and at any institution, without Unit Coordinator permission</td>
</tr>
</tbody>
</table>

### Serious Academic Misconduct

<table>
<thead>
<tr>
<th>Form and/or extent of the conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLAGIARISM</strong></td>
</tr>
<tr>
<td><em>Indicative examples</em></td>
</tr>
<tr>
<td>• Copied sections or essential elements of written text or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without referencing or acknowledgement</td>
</tr>
<tr>
<td>• Copied sections or essential elements of another Student’s assignment</td>
</tr>
<tr>
<td>• Duplicated sections or essential elements of one’s own work (self-plagiarised) that has been:</td>
</tr>
<tr>
<td>o published, without proper referencing in the submitted Assessment Task; or</td>
</tr>
<tr>
<td>o submitted for an Assessment Task at another time and at any institution, without Unit Coordinator permission</td>
</tr>
</tbody>
</table>

### OTHER CONDUCT as applicable

<table>
<thead>
<tr>
<th>Form of Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Received inappropriate editorial assistance from another person on a written Assessment Task</td>
</tr>
<tr>
<td>• Worked with one or more people on an Assessment Task when an individual response was required</td>
</tr>
<tr>
<td>• Completed a group Assessment Task with assistance from another group or other groups when an individual group response was required</td>
</tr>
<tr>
<td>• Misrepresented contributions of individual members to a group Assessment Task</td>
</tr>
</tbody>
</table>

### Intent of Student

<table>
<thead>
<tr>
<th>Intent of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage</td>
</tr>
</tbody>
</table>

### Impact of conduct

<table>
<thead>
<tr>
<th>Impact of conduct</th>
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<tbody>
<tr>
<td>Student’s ability is unclear as work, to some extent, relies on that of others or previous work to address learning outcomes</td>
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</tbody>
</table>

### Impact of conduct

<table>
<thead>
<tr>
<th>Impact of conduct</th>
</tr>
</thead>
</table>
| Student’s ability is not demonstrated as work relies largely or entirely on that of others or previous work or fabricated content and/or sources; or Student’s conduct has the potential to more
### Concerning Academic Misconduct

<table>
<thead>
<tr>
<th>First offence of Academic Misconduct</th>
<th>Serious Academic Misconduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offence of Academic Misconduct</td>
<td>First offence of Academic Misconduct</td>
</tr>
<tr>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td><strong>One or more of the following</strong></td>
<td>Optional (one or more of the following)</td>
</tr>
<tr>
<td>- Give the Student a written warning</td>
<td>- Require the Student to engage in educational interventions</td>
</tr>
<tr>
<td>- Require the Student to engage in educational interventions</td>
<td>- Deduct marks in line with the severity of the Academic Misconduct</td>
</tr>
<tr>
<td>- Deduct marks in line with the severity of the Academic Misconduct</td>
<td>- Disallow any marks for the Assessment Task which the Academic Misconduct relates to</td>
</tr>
<tr>
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<td>- Record a Fail by the Student in the relevant Unit</td>
</tr>
<tr>
<td>- Record a Fail by the Student in the relevant Unit</td>
<td>- Suspend the Student from the University, for no more than twelve months; or</td>
</tr>
<tr>
<td>- Suspend the Student from the University, for no more than twelve months; or</td>
<td>- Expel the Student from the University</td>
</tr>
<tr>
<td><strong>Second offence of Academic Misconduct</strong></td>
<td><strong>Second offence of Academic Misconduct</strong></td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td><strong>Optional (one or more of the following)</strong></td>
</tr>
<tr>
<td>- Require the Student to engage in educational interventions</td>
<td>- Disallow any marks for the Assessment Task which the Academic Misconduct relates to</td>
</tr>
<tr>
<td><strong>Mandatory (one or more of the following)</strong></td>
<td>- Record a Fail by the Student in the relevant Unit</td>
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<td>- Disallow any marks for the Assessment Task which the Academic Misconduct relates to</td>
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<tr>
<td>- Record a Fail by the Student in the relevant Unit</td>
<td>- Expel the Student from the University</td>
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<tr>
<td><strong>Third offence of Academic Misconduct</strong></td>
<td><strong>Mandatory</strong></td>
</tr>
<tr>
<td><strong>Optional (one or more of the following)</strong></td>
<td><strong>Mandatory</strong></td>
</tr>
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**Concerning Academic Misconduct**

- broadly undermine assessment integrity or impact the reputation of the University

**Serious Academic Misconduct**

- First offence of Academic Misconduct
  - Optional
  - Require the Student to engage in educational interventions

- Mandatory (one or more of the following)
  - Deduct marks in line with the severity of the Academic Misconduct
  - Disallow any marks for the Assessment Task which the Academic Misconduct relates to
  - Record a Fail by the Student in the relevant Unit

- Suspend the Student from the University, for no more than twelve months; or
- Expel the Student from the University
<p>| DESIGNATED OFFICER | (^{\ast} \text{ADTL} ) | (\text{Panel: ADTL, Nominated Senior Academic, and Manager, Learning Support} ) | (\text{Panel: ADTL, Nominated Senior Academic, and Manager, Learning Support} ) |</p>
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<thead>
<tr>
<th>CRITERIA</th>
<th>Academic Breach</th>
<th>Concerning Academic Misconduct</th>
<th>Serious Academic Misconduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of experience of the researcher</td>
<td>• AQF Level 8 or higher</td>
<td>• AQF Level 8 or higher</td>
<td>• AQF Level 8 or higher</td>
</tr>
<tr>
<td></td>
<td>• New to ECU student only</td>
<td>• New to ECU student or Experienced student</td>
<td>• New to ECU student or Experienced student</td>
</tr>
<tr>
<td>Form and/or extent of the conduct</td>
<td>Student conduct which by its form and/or extent represents an act of minor and unintentional Plagiarism</td>
<td>Student conduct which by its form and/or extent represents a moderate or concerning breach of academic integrity</td>
<td>Student conduct which by its form and/or extent represents a significant or serious breach of academic integrity</td>
</tr>
<tr>
<td>Plagiarism and Copyright</td>
<td>• Copied some elements of written text (i.e. sentences, paragraph or isolated paragraphs) or data or other source material (e.g. formulae, proofs, computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing or acknowledgement</td>
<td>• Copied some elements of written text (i.e. sentences, paragraph or isolated paragraphs) or data or other source material (e.g. formulae, proofs, computer code, designs, figures, multimedia, artefacts) without referencing or acknowledgement</td>
<td>• Copied sections or essential elements of written text or data or other source material (e.g. formulae, proofs, computer code, designs, figures, multimedia, artefacts) without referencing or acknowledgement</td>
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<tr>
<td>Indicative examples</td>
<td>• Duplicated some elements of Student’s own work (self-plagiarised) that has been: o published, without proper referencing in the submitted Assessment Task; or o submitted for an Assessment Task at another time and at any institution, without Unit Coordinator permission</td>
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</tr>
<tr>
<td>Form of Conduct</td>
<td>• Deviated to a limited extent from the research methods approved by the ethics committee</td>
<td>• Deviated to a limited extent from research data management protocols approved by the ethics committee</td>
<td>• Conducted research without ethics approval or the requisite approvals, permits or licences</td>
</tr>
<tr>
<td>Failure to meet required research standards</td>
<td>• Deviated to a limited extent from the research data management protocols approved by the ethics committee</td>
<td>• Deviated to a significant extent from the research data management protocols approved by the ethics committee</td>
<td>• Deviated to a significant extent from the research methods approved by the ethics committee</td>
</tr>
<tr>
<td>Indicative examples</td>
<td>• Deviated to a limited extent from appropriate research recording protocols</td>
<td>• Deviated to a significant extent from, or failed to apply, appropriate research recording protocols</td>
<td>• Inappropriately destroyed research records, research data and/or source material</td>
</tr>
<tr>
<td></td>
<td>• Conducted research without ethics approval or the requisite approvals, permits or licences</td>
<td>• Inappropriately disclosed or provided access to research records, research data and/or source material</td>
<td>• Misused research funds</td>
</tr>
<tr>
<td></td>
<td>• Made or contributed to misleading allegations of Academic Misconduct in research by others</td>
<td>• Concealed or facilitated Academic Misconduct in research by others</td>
<td>• Made or contributed to misleading allegations of Academic Misconduct in research by others</td>
</tr>
<tr>
<td><strong>FACTORATION OR FALSIFICATION</strong></td>
<td><strong>Indicative examples</strong></td>
<td><strong>Indicative examples</strong></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------</td>
<td>-------------------------</td>
<td></td>
</tr>
</tbody>
</table>
|                                 | • Manipulated research materials, equipment or processes to a limited extent  
|                                 | • Misrepresented, changed or omitted data or results, to a limited extent, without scientific or statistical justification  
|                                 | • Manipulated research materials, equipment or processes, or misrepresented, changed or omitted data or results, to a significant extent, in order to support claims or hypotheses  
|                                 | • Claimed to have carried out tests, experiments or observations, which have not taken place, or illegitimately fabricated data and/or results  
|                                 | • Misrepresented or falsified data in order to obtain research funding  

<table>
<thead>
<tr>
<th><strong>CONTRACT CHEATING</strong></th>
<th><strong>Indicative examples</strong></th>
</tr>
</thead>
</table>
|                       | • Requested, offered, encouraged or induced another person or Student to contract, commission, pay, procure, or complete research activities (e.g. drafting of Thesis chapters and milestone documents) on the Student’s behalf  
|                       | • Completed research activities on another Student’s behalf  

<table>
<thead>
<tr>
<th><strong>AUTHORSHIP AND CONFLICTS OF INTEREST</strong></th>
<th><strong>Indicative examples</strong></th>
</tr>
</thead>
</table>
|                                         | • Failed to fully acknowledge the contributions of others  
|                                         | • Submitted a co-authored research publication for which the Student’s contribution, as first author, did not comprise at least 50%, or the contributions of authors were misrepresented  
|                                         | • Failed to disclose and manage conflicts of interest in choice of Thesis Examiner/s, or inappropriately contacted Thesis Examiner/s  
|                                         | • Attempted to inappropriately influence a peer review process  

<table>
<thead>
<tr>
<th><strong>Intent of Student</strong></th>
<th><strong>The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage</strong></th>
<th><strong>The conduct was due to a deliberate and planned attempt to gain advantage</strong></th>
</tr>
</thead>
</table>
|                       | • There is no basis to suggest that the conduct was intentional  
|                       | • The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage  
|                       | • The conduct was due to a deliberate and planned attempt to gain advantage  

<table>
<thead>
<tr>
<th><strong>Impact of conduct</strong></th>
<th><strong>The integrity of the research is affected to a minor extent; and</strong></th>
</tr>
</thead>
</table>
|                       | • The actual or potential impact on research participants, funding bodies, industry parties, the University, the wider community, animals and/or the environment, is nominal  
|                       | • The integrity of the research is affected to a limited extent; and  
|                       | • The actual or potential impact on research participants, funding bodies, industry parties, the University, the wider community, animals and/or the environment, is limited  
|                       | • The integrity of the research is affected to a significant extent; or  
|                       | • The actual or potential impact on research participants, funding bodies, industry parties, the University, the wider community, animals and/or the environment, is significant  

### Academic Breach and Academic Misconduct in Research, a Thesis or a Thesis Unit: All Students Matrix

<table>
<thead>
<tr>
<th>OUTCOME/S</th>
<th>Academic Breach</th>
<th>Concerning Academic Misconduct</th>
<th>Serious Academic Misconduct</th>
</tr>
</thead>
</table>
| **First offence of Academic Misconduct ^**  
One of more of the following  
- Give the Student a written warning  
- Direct the Student to:  
  - Resubmit their Thesis, Assessment Task or equivalent  
  - Publish a formal apology  
  - Take steps to retract a publication or publish a correction (including notifying co-authors of any finding of Academic Misconduct and the need to retract a publication or publish a correction)  
- Deduct marks in line with the severity of the Academic Breach  
- Restrict public, Student or University access to a submitted Thesis held by the University library  
- Undertake any other additional training or remedial action as may be appropriate in the circumstances | **First or subsequent offence of Academic Misconduct**  
One of more of the following  
- Direct the Student to:  
  - Resubmit their Thesis, Assessment Task or equivalent  
  - Publish a formal apology  
  - Take steps to retract a publication or publish a correction (including notifying co-authors of Academic Misconduct and the need to retract a publication or publish a correction)  
  - Reimburse or contribute towards the cost of making good any damage caused  
- Disallow experimentation, research or data from use in connection with an Assessment Task, Thesis or relevant Unit  
- Deduct marks in line with the severity of the Academic Misconduct  
- Disallow marks or record a Fail for a submitted Assessment Task, Thesis or the relevant Unit  
- Restrict public, Student or University access to a submitted Thesis held by the University library  
- Withdraw or withhold research funding, scholarships or stipends and direct the Student to take such further actions as may be necessary to modify their research  
- Exclude the Student from the relevant course or Unit  
- Expel the Student from the University  
- Undertake any other additional training or remedial action as may be appropriate in the circumstances | **Second or subsequent offence of Academic Misconduct ^**  
Impose one or more of the outcomes available for serious academic misconduct, as listed in adjacent matrix cell.  

---

^ First or subsequent offence of Academic Misconduct
^ First or more of the following

---

* First or subsequent offence of Academic Misconduct
* First or more of the following
<table>
<thead>
<tr>
<th>DESIGNATED OFFICER</th>
<th>Academic Breach</th>
<th>Concerning Academic Misconduct</th>
<th>Serious Academic Misconduct</th>
</tr>
</thead>
</table>
|                    | Pre-submission and post-submission of Thesis Unit Coordinator | Pre-submission of Thesis
^ ADR or GRS equivalent
* Panel: ADR or GRS equivalent, Nominated Senior Academic, and Manager, Learning Support | Post-submission of Thesis
Panel: ADR or GRS equivalent, Nominated Senior Academic, and Manager, Learning Support |
|                    | Post-submission of Thesis
Doctoral Degree or Masters by Research |
^ Dean, GRS; * Panel: Dean, GRS, Nominated Senior Academic, and Manager, Learning Support |
|                    | Honours Degree, Masters by Coursework, or Other |
^ ADR; * Panel: ADR, Nominated Senior Academic, and Manager, Learning Support |
|                    | Post-submission of Thesis
Doctoral Degree or Masters by Research |
Panel: Dean, GRS, Nominated Senior Academic, and Manager, Learning Support |
|                    | Honours Degree, Masters by Coursework, or Other |
Panel: ADR, Nominated Senior Academic, and Manager, Learning Support |
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Concerning Academic Misconduct</th>
<th>Serious Academic Misconduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form and/or extent of</td>
<td>Student conduct which by its form and/or extent represents a moderate or concerning breach of</td>
<td>Student conduct which by its form and/or extent represents a significant or serious breach of</td>
</tr>
<tr>
<td>the conduct</td>
<td>academic integrity</td>
<td>academic integrity</td>
</tr>
<tr>
<td>Indicative examples</td>
<td>• Had access to, or use of, unauthorised written notes, printed reference material or an</td>
<td>• Used, or attempted to use, unauthorised written notes, printed reference material or an</td>
</tr>
<tr>
<td></td>
<td>electronic device</td>
<td>electronic device</td>
</tr>
<tr>
<td></td>
<td>• Copied, or attempted to copy, from another Student on one occasion</td>
<td>• Copied, or attempted to copy, from another Student on multiple occasions in the same</td>
</tr>
<tr>
<td></td>
<td>• Communicated, or attempted to communicate, with another Student on one occasion</td>
<td>Examination</td>
</tr>
<tr>
<td></td>
<td>• Disobeyed the instructions of an Invigilator</td>
<td>• Accessed, or attempted to access, assistance via systematic or sophisticated/technological</td>
</tr>
<tr>
<td></td>
<td></td>
<td>means</td>
</tr>
<tr>
<td>EXAMINATIONS CONDUCT</td>
<td></td>
<td>• Communicated, or attempted to communicate, with another Student, on multiple occasions in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the same Examination via systematic or sophisticated/technological means</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Impersonated another Student or allowed a third party to impersonate them in the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Falsified Student ID for Examination purposes</td>
</tr>
<tr>
<td>Intent of Student</td>
<td>The conduct was due to negligence or recklessness where the issue should have been foreseen; or</td>
<td>The conduct was due to a deliberate and planned attempt to gain advantage where otherwise</td>
</tr>
<tr>
<td></td>
<td>an intent to gain advantage</td>
<td>marks would not have been awarded</td>
</tr>
<tr>
<td>Impact of conduct</td>
<td>Student’s ability may be unclear as work, to some extent, relies on that of others or an unfair</td>
<td>Student’s ability is not demonstrated as work relies largely or entirely on that of others;</td>
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<td>Assessment integrity</td>
<td>advantage to address learning outcomes</td>
<td>or Student’s conduct has the potential to more broadly undermine assessment integrity or</td>
</tr>
<tr>
<td>and University</td>
<td></td>
<td>impact the reputation of the University</td>
</tr>
<tr>
<td>reputation</td>
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<td></td>
</tr>
<tr>
<td></td>
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</table>
### Concerning Academic Misconduct

<table>
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<tr>
<th>OUTCOME/S</th>
<th>First offence of <strong>Academic Misconduct</strong> ^</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>One or more of the following</strong></td>
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<td>• Require the Student to complete another Examination (only in cases involving extreme extenuating personal circumstances)</td>
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</table>

<table>
<thead>
<tr>
<th>Second offence of <strong>Academic Misconduct</strong> ^</th>
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<tbody>
<tr>
<td><strong>Optional</strong></td>
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<table>
<thead>
<tr>
<th><strong>Mandatory (one or more of the following)</strong></th>
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<tr>
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<table>
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<tr>
<th>Third offence of <strong>Academic Misconduct</strong> *</th>
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<tbody>
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### Serious Academic Misconduct

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</table>

### DESIGNATED OFFICER

<table>
<thead>
<tr>
<th>Central Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>^ Director, Student Administration</td>
</tr>
<tr>
<td>* Panel: Director, Student Administration and Director, Student Life</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>^ ADTL</td>
</tr>
<tr>
<td>* Panel: ADTL, Nominated Senior Academic, and Manager, Learning Support</td>
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<tr>
<th>School Examination</th>
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<tbody>
<tr>
<td>Panel: ADTL, Nominated Senior Academic, and Manager, Learning Support</td>
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<tr>
<td>Type</td>
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<tr>
<td><strong>Coursework Units (Undergraduate and Postgraduate)</strong></td>
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<tr>
<td><strong>Research, Thesis or Thesis Units (Bachelor Honours Degree and above)</strong></td>
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<td><strong>Pre-submission of thesis</strong></td>
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<td><strong>Post-submission of thesis</strong></td>
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<td><strong>Examinations</strong></td>
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