

COURSEWORK STUDENTS:

Academic Dishonesty Procedures



under *Principles: Section 2 Academic Honesty* of the Academic Honesty and Assessment Obligations for Coursework Students Policy

Registers

Faculty Academic Honesty Register:

When a breach of the Academic Honesty and Student Obligations for Coursework Students Policy is determined to be due to a genuine misunderstanding, the outcome will be recorded on the relevant Faculty Academic Honesty Register, which is maintained by the Faculty's Associate Dean (Learning & Teaching) or equivalent. This Register may only be referred to by a Course Coordinator or Head of School, through an Associate Dean (Learning and Teaching) or Student Policy and Appeals staff member, and only when evidence of a breach is presented.

These records will be destroyed three years after graduation from the relevant Faculty program or five years after the student was last enrolled in the University.

Central University Academic Dishonesty Register:

When an alleged breach of the Academic Honesty and Assessment Obligations for Coursework Students Policy is substantiated, and is not due to a misunderstanding, it is recorded on a Central University Academic Dishonesty Register. This is maintained by the Student Policy and Appeals Office in the Division of the Deputy Vice-Chancellor and Vice-President (Academic), and stored in the Records Management Office.

These records will be destroyed 10 years after the entry was made on the register, or three years after graduation from the relevant Faculty program or five years after the student was last enrolled in the University, whichever is latest.

Aggravated Offences

Where there are multiple breaches of the Academic Honesty and Assessment Obligations for Coursework Students Policy, or where the interests of other students or the integrity of the assessment scheme itself are prejudiced by the conduct constituting the alleged breach, the matter may be referred directly to the Head of School, who may submit a formal complaint to the Deputy Vice-Chancellor and Vice-President (Academic), for action under the Rules for Student Conduct.

www.adelaide.edu.au/policies/33

Confidentiality

All investigations of academic dishonesty allegations must be confidential; and all information provided is confidential and must only be used for the purpose for which it was provided and by people within the process. Exceptions to this are:

- if access to the information is in accord with the Academic Dishonesty Procedures
- if the information gives the University reasonable grounds for concern about security of people or property
- if the parties give express consent
- when procedural fairness requires the information to be shared
- when access to information is required by law.

PROCESS:

Responsibility: Exam official or assessment task assessor who identifies alleged breach

1

Observe breach and prepare report

If suspected breach occurs during an exam:

Exam official:

- warns student
- provides student with Alleged Breach Notice
- may take other action in accord with supervisor authorities, such as confiscating prohibited materials.

If breach identified as part of non-exam assessment:

Identifier (usually the assessor) collates the evidence of the breach.

2

Notify responsible person

Exam official/assessor completes the Suspected Academic Dishonesty Incident Form, immediately or as soon as is practicable after the suspected breach is discovered or observed. Full details of the allegation must be provided.

If breach occurs at centrally organised exam, exam official sends Incident Form to Director, Student Administrative Services, who forwards it to the relevant Course Coordinator, with a copy to the relevant Head of School. **For all other breaches**, Incident form is sent directly to the relevant Course Coordinator, with a copy to the relevant Head of School.

Important note: If the Course Coordinator is the person who observes or identifies the breach, the Incident Form is sent only to the relevant Head of School. The responsibilities of the Course Coordinator throughout these procedures then become the responsibilities of the Head of School.

Responsibility: Course Coordinator (or Head of School, if Course Coordinator has completed the Incident Form)

3

Preliminary Review: Is the evidence consistent with the allegation of plagiarism or cheating in breach of the Academic Honesty & Assessment Obligations for Coursework Students Policy?

This is a preliminary review only, to ensure that there is evidence to support the allegation of a breach, and does not require a determination that there has been a breach.

If NO

4

Ensure assessment marked in usual way

Keep form for 6 months and then destroy.

No further action required.

If YES

4

Check Registers

Check the:

- Faculty Academic Honesty Register, and
- Central University Academic Dishonesty Register (phone 37503 or 37572 or email academicdishonesty@adelaide.edu.au) to see if there is an existing record for the student.

4

Check Registers

Prior case recorded on Central University Academic Dishonesty Register

Refer case to Head of School (If Head of School is also Course Coordinator, refer to Executive Dean of Faculty, who may appoint a nominee to this responsibility.)

Proceed to step 4a. then to step 5.

No prior case recorded on Registers; or prior case recorded only on Faculty Academic Honesty Register

Proceed to step 5.

Responsibility: Head of School (or Executive Dean or nominee)

4a

Convene an Academic Dishonesty Review Committee

The Academic Dishonesty Review Committee comprises:

- Head of School (chair)
- The Course Coordinator (if the Course Coordinator lodged the original Notification form, then another academic staff member appointed by the Head)
- An academic staff member from the same or a cognate discipline.

An executive officer may be in attendance. The committee may also speak with the person who completed the Incident Form, and any other people who it considers might help it reach a decision.

Responsibility: Course Coordinator or Academic Dishonesty Review Committee

5

Set a meeting time and inform student in writing (email to University account or letter or both)

Timeline: Within 5 business days of receipt of Incident Form
Email/letter to student must contain the following information:

- details of the exam/assessment task
- the name of the person who submitted the Incident Form
- the evidence that relates to the alleged breach
- the date, time and place of the proposed meeting, and the names/positions of all persons who will be in attendance
- the student's entitlement to be accompanied by an Education & Welfare Officer or another support person or friend. If a support person is attending, the student must also attend, in person or by teleconference.
- an invitation for the student to respond to the allegation ahead of the meeting, in writing.

6

Ensure student is given chance to respond, and to attend meeting

If the student responds within 10 days of the email or letter, and indicates that they or their support person cannot reasonably meet the nominated meeting time:

- Change the date of the meeting to a mutually agreed time, no later than 20 business days after the letter to the student, and/or
- Arrange a teleconference, if the student is interstate or overseas, with the nominated support person, if there is one, in attendance at the meeting.

If the student does not respond within 10 days of the email or letter, the meeting may proceed in the student's absence.

7**Hold meeting**

- a. Ensure student is given an opportunity to present their case, if they attend the meeting in person or by teleconference.
- b. If the student indicates they will not attend, the allegation can be considered without the student, but any material provided by the student must be taken into consideration.
- c. Investigate the allegation fairly, objectively, without bias and strictly on its merits, making enquiries and seeking advice as necessary.

8**Make decision
(continued on next page)**

Apply the 'balance of probabilities' test, rather than the 'beyond reasonable doubt' test. Was the breach the result of an inadequate understanding or a genuine misunderstanding or misinterpretation of the Academic Honesty & Assessment Obligations for Coursework Students Policy, or a planned or deliberate breach? An entry in the Faculty Academic Honesty Register would normally preclude a finding of misunderstanding, except in exceptional circumstances.

If decision is that
there has been
NO breach

9**Inform student
in writing**

Notify the student within 5 business days of the meeting that there is no breach and no Register entry, by email to University account or by letter. Records must be kept for 6 months (not on student file) and then may be destroyed.

10**Ensure assessment
marked in usual way**

If decision is that
breach is result of
misunderstanding

9**Decide how assessment
task/exam to be dealt with**

- a. If work has been given a mark: deduct up to 10% of marks for inappropriate referencing or unfair academic benefit gained through breach of Academic Honesty & Assessment Obligations for Coursework Students Policy, or
- b. Arrange a re-mark of work as it stands, or
- c. Request the student to re-write and re-submit the work, using appropriate referencing, or to re-sit the examination, in accord with the [new policy on supps].

10**Inform student in writing
(by email to University
account or letter or both)**

Notify student within 5 business days of the meeting. Include the following information:

- a. the decisions under Steps 9 and 10
- b. a copy of the Academic Honesty & Assessment Obligations for Coursework Students Policy, and any relevant workshops or other resources that may help the student gain the necessary skills to comply with the policy (such as referral to the Centre for Learning and Professional Development)
- c. the fact that the letter constitutes a Warning, and will be recorded on the Faculty Academic Honesty Register. Any future alleged breach will be assumed not to be due to a misunderstanding of the requirements of the policy.
- d. the student's right to raise a grievance under the Student Grievance Resolution Process.

www.adelaide.edu.au/student/grievance/

11**Provide copy of email/letter to student
to Student Policy & Appeals Office**

8

Make decision
(continued from previous page)

If decision is that
YES, there has
been a breach

And NO prior entry
in Central University
Academic Dishonesty
Register

9

Apply penalty of zero
marks for assessment
task/examination and
decide on options

If there are extenuating circumstances (going beyond misunderstanding), decide whether student may have option of re-submitting assessment task or sitting an additional examination, and, if so, whether maximum mark that may be awarded is 50%.

10

Inform student in writing
(by email to University
account or letter or both)

Notify the student within 5 business days of the hearing. Include the following information:

- a. the decision, and the reasons for it
- b. the penalty and whether re-submission of the assignment or re-sitting of the examination is permitted; and, if so, whether there is a maximum mark awardable.
- c. the fact that the case will be recorded in the Central University Academic Dishonesty Register
- d. the student's right to appeal under Stage 3 of the Student Grievance Resolution Process.

www.adelaide.edu.au/student/grievance/

11

Provide copy of email/letter to student
to Student Policy & Appeals Office

If decision is that
YES, there has
been a breach

And there IS prior
entry in Central
University Academic
Dishonesty Register

9

Apply penalty of zero
marks for the assessment
/examination, and a
Fail for the course

No supplementary assessment/examination is permitted.
If case is third or subsequent confirmed case of formal breach of Academic Honesty & Assessment Obligations for Coursework Students Policy, it may be referred to the Deputy Vice-Chancellor and Vice-President (Academic), to take action under the Rules for Student Conduct. Action under these rules may result in suspension or expulsion from the University, or a fine.

10

Inform student in writing
(by email to University
account or letter or both)

Notify the student within 5 business days of the hearing. Include the following information:

- a. the decision, and the reasons for it
- b. the penalty
- c. the fact that the case will be recorded in the Central University Academic Dishonesty Register
- d. whether the case will be referred to the Deputy Vice-Chancellor and Vice-President (Academic) for action under the Rules for Student Conduct.
- e. the student's right to appeal under Stage 3 of the Student Grievance Resolution Process.

www.adelaide.edu.au/student/grievance/

11

Provide copy of email/letter to student
to Student Policy & Appeals Office

Entitlements and responsibilities of parties, following an allegation of academic dishonesty:

For students:

Entitlements

1. To seek the assistance of an Education & Welfare Officer, (www.aau.org.au/site/page.cfm?u=69) or other support person.
2. To have the matter considered promptly and in accord with the Assessment Dishonesty Procedures and timelines.
3. If a meeting is requested: to be accompanied by a support person, who may be an Education & Welfare Officer or colleague or friend to negotiate an alternative meeting time, or a meeting by teleconference, within the timelines specified in the Academic Dishonesty Procedures.
4. To be treated courteously.
5. To be provided with all information relevant to the allegation.
6. To have an opportunity to present their case, in person and in writing.
7. To receive a written account of the decision, with details of the decision and a summary of reasons for the decision.
8. To appeal against the decision, in accord with Stage Three of the Student Grievance Resolution Process. www.adelaide.edu.au/student/grievance/

Responsibilities

1. To respond to any communications from the University about the allegation, within specified timelines.
2. To attend a meeting unless the student has chosen not to attend and informed the relevant person/ committee in writing.

For person / committee dealing with allegation

Entitlements

1. To be treated courteously.

Responsibilities

1. To determine whether they have any direct interest in the case, or any interest which would prevent their acting impartially. If so, they must exclude themselves from the case and refer it on to their supervisor or another appropriate person.
2. To ensure the entitlements of students referred to above are met.
3. To carry out the administrative processes within the allotted timeframes.
4. To investigate the allegation fairly, objectively, without bias and strictly on its merits, making enquiries and seeking advice as necessary. Note that a previous finding of a breach of the policy by the student is not evidence that the student has committed the breach under investigation. However, a previous breach can be taken into account when determining whether the breach under investigation is due to a misunderstanding and in determining the penalty.
5. To apply the measure of balance of probabilities in determining whether academic dishonesty has taken place.
6. Where the final decision requires action or implementation, ensure the appropriate actions are set in train promptly.
7. To maintain confidentiality about the case, i.e. to inform only those who are assisting or involved in the allegation and its investigation, and to abide by the University's Privacy Policy. www.adelaide.edu.au/policies/62/
8. To submit a record of the outcome to the Student Policy and Appeals Office, when required by the Procedures.