

Academic Misconduct

The Institute is committed to maintaining high standards of academic integrity. Students are expected to act honestly and ethically in their studies, appropriately acknowledge the work and ideas of others, and submit assessment work that represents their own learning.

What is Academic Misconduct?

Academic misconduct is a breach of academic integrity. It may be purposeful, involving intentional action to gain an unfair academic advantage, or non-purposeful, arising through negligence, misunderstanding or lack of awareness.

Academic misconduct may include:

- › **Cheating** – breaking assessment rules or using prohibited materials, assistance or practices during an assessment.
- › **Contract cheating or impersonation** – having another person, service or unauthorised tool prepare, contribute to or complete assessment work on your behalf.
- › **Inappropriate use of artificial intelligence or digital tools** – using AI, paraphrasing, translation or similar tools in a way that is not permitted and compromises the originality or integrity of your work.
- › **Plagiarism** – presenting another person's words, ideas, data or other work as your own without appropriate acknowledgement or referencing.
- › **Collusion** – unauthorised collaboration with another person, including allowing another student to copy your work or sharing assessment material that may be submitted by someone else.
- › **Misrepresentation or fabrication** – falsely representing your contribution to assessment work or intentionally creating, altering or misrepresenting academic information, data, sources, identity, attendance or participation.
- › **Recycling** – reusing your own previously assessed work, in whole or in part, without appropriate acknowledgement or permission.

What Happens if Academic Misconduct is Suspected?

Where possible academic misconduct is identified, the assessment is initially reviewed by the relevant Lecturer. Students whose work is suspected of academic misconduct will be informed of the concern and given an opportunity to respond.

Where the matter appears to be non-purposeful, the student may receive feedback and an educative response, including referral to academic integrity resources or Academic Coaching.

Where there is evidence that the misconduct may have been purposeful, the student will be advised and the matter may be referred to an Academic Integrity Officer for further investigation. Where a student acknowledges the breach when first notified, an educative outcome may be applied without further escalation.

Outcomes of Academic Misconduct

The outcome will depend on the nature and seriousness of the misconduct, any previous findings and the circumstances of the individual case.

Purposeful academic misconduct is managed through a tiered process:

- › **Tier One – first instance:** may result in a reprimand and amendment of the assessment mark/grade, or an opportunity to amend the assessment with the resulting mark limited to the maximum pass mark. The student is notified by email and has five working days to reply to the Program Leader if they wish to discuss the finding.
- › **Tier Two – second instance:** requires an interview with the student and Academic Integrity Officer and may result in a mark of zero for the assessment item or affected part of the assessment, together with a final warning.
- › **Tier Three – third instance:** requires an interview and further review and may result in more serious penalties, including restrictions on the grade that may be awarded, suspension or expulsion. Where suspension or expulsion proceeds, the student will receive a Notice of Intention to Suspend or Expel, including the reasons for the decision and information about how to appeal.

Appealing an Academic Misconduct Decision

Students may appeal an academic misconduct decision through the Institute's Academic Complaints and Appeals process.

An appeal may be made where there has been a procedural error, new evidence is available that could not reasonably have been presented earlier, or the penalty is considered disproportionate to the nature or severity of the misconduct.

Confidentiality

Student privacy will be respected throughout the process. Academic misconduct matters are recorded by the Institute and treated as strictly confidential in accordance with applicable privacy requirements and the Institute's Privacy and Personal Information Policy.