ACADEMIC MISCONDUCT PROCEDURE

Policy Code	ACA05
Policy Lead	Academic Dean
Approving Authority	Academic Board
Approval date	29 January 2025
Commencement date	06 March 2025
Next Review Date	February 2027
Version	2025.1
Relevant legislation or external requirements	Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 1.3.2-4, 1.4.3-4, 2.4, 3.2.5, 3.3, 5.2, 5.3.7, 6.2.1(j), 6.3.2(d), 7.2.4.d) Australian Qualifications Framework (AQF) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Education Services for Overseas Students Act 2000 (ESOS Act) International Center for Academic Integrity (2014) Fundamentals Values Project TEQSA Guidance Note: Academic Integrity V2.0
Related ASA Documents	Quality Assurance Framework Student Support Framework Student Code of Conduct Staff Code of Conduct Student Assessment Policy Student Assessment Procedure Academic Integrity Policy Student Progression and At Risk Policy Student Progression and At Risk Procedure Student Grievance Policy Student Grievance Procedure Artificial Intelligence Policy and Procedure

1. Purpose

The purpose of this procedure is to foster and support academic integrity and independently achieved intellectual enquiry at Australian Institute of Higher Education (**ASA**) by providing consistent, equitable and transparent guidelines as to the academic conduct expected of students and the penalties that apply to breaches of conduct.

2. Scope

This policy applies to all ASA applicants, students, staff, volunteers and contractors.

3. Deterring And Preventing Academic Misconduct

ASA will employ prevention strategies to prevent, detect and correct instances of academic misconduct. Such measures will include:

1. Development of assessment tasks which minimise opportunities for academic dishonesty, such as individual project work and individual oral presentations of group work.

2. Requiring students to complete and sign an Academic Honesty Declaration Form with every assessment submitted, which requires students to be accountable for original work submitted and affirm that they are aware of the penalties and processes associated with submitting work that breaches academic integrity requirements.

3. Require students to submit early drafts of assessment tasks.

4. Review of all electronic assessment submissions using plagiarism detection software wherever feasible.

4. Reporting Academic Misconduct

1. Allegations of academic misconduct may be made by any staff member or student and must initially be reported in writing to the Academic Dean, or delegate, together with *prima facie* evidence of the breach. If misconduct is deemed to have occurred in an examination, then the Examination Supervisor will complete and submit an Examination Incident Report to the Academic Dean.

2. If there is reasonable suspicion that a breach has occurred, the matter will be referred for further investigation by the Academic Dean, or delegate, in order to ascertain the extent, degree, nature and credibility of the alleged breach.

3. Students will be advised in writing that an allegation of academic misconduct has been made against them within five (5) working days of notification. Students will be provided with the substance of the allegation.

5. Review of Alleged Academic Misconduct

The following steps are to be taken when reviewing allegations:

1. The Academic Dean, or delegate, will undertake a preliminary review to determine if there is sufficient evidence to support the allegation of academic misconduct, as well as assessing the severity of the misconduct.

2. The student will be contacted regarding the allegation and an interview held with the Academic Dean, or delegate. Students will be advised that they may bring a support person to the interview if desired.

3. Full details of the allegation, evidence presented, communication, and outcome will be recorded on the student's profile.

6. Penalties for Proven Academic Misconduct

6.1 Unintentional/Minor Misconduct

This may include inadvertent misconduct due to a lack of understanding of the concept of academic integrity, or lack of skill in the conventions used to acknowledge sources. Depending on the nature and extent of the breach, the Academic Dean, or delegate, may decide to:

1. allocate zero marks for the assessment item;

2. take no further action; or

3. allocate an alternate assessment task.

Where the breach is found to be unintentional, the Academic Dean, or delegate, will apply any applicable penalties (as listed above) and/or remedial action (such as counselling or referral to a study skills workshop).

A second and subsequent breach will attract a more substantial penalty.

6.2 Intentional/Serious Misconduct

If it is found that a student has deliberately and willfully breached the requirements for academic conduct, the following steps will be taken:

1. The student will be notified in writing of the allegation and the details of the enquiry. The scheduled enquiry must allow sufficient time for the student to lodge a written response to the allegation.

2. A formal enquiry will be arranged with the Academic Dean, or delegate. The student will be invited to attend the enquiry. The student is entitled to have a support person or representative in attendance during this interview and to bring any/all relevant material in their defence. The enquiry will be confidential, evidence-based and impartial.

3. Students will be notified of the outcome of the enquiry in writing and the nature of any penalties to be imposed within ten (10) working days. Penalties for intentional/serious academic misconduct may include one or more of the following:

   - failure of the assessment item;

   - failure of the subject;

   - failure of the course;

   - suspension; and

   - cancellation of course enrolment.

6.3 Academic Integrity Module

In all instances of breaches of academic integrity. The student will be required to re-attempt the *Academic Integrity Module*, located in Canvas on the *Student Learning Hub*. This will be tracked via the *Academic Misconduct Register* and socialised to all students via classroom visits and formal communication from Meshed.

7. Artificial Intelligence, Generative AI and Academic Misconduct

With the recent developments the capacities of Artificial Intelligence, the focus on its effect on our outcomes and academic integrity is an organisational and sector-wide priority. All instances of unreported, and unacknowledged usage of Gen Ai will be treated as misconduct via the same protocols listed in this procedure.

7.1 Gen AI and Referencing Protocols

With the adoption of Gen AI in the workplace, as well as in the classroom, certain additional protocols must be observed to ensure the verity of our degrees, and to ensure that our students are using the technology as a study tool, rather than a replacement or enabler of their own output. At ASA we are observing the following protocols:

1. We have initiated a model, called the 'EVERY Model', which we have posted in classrooms, as well as in the Student Learning Hub. (see appendix 1 – EVERY Model) This model stresses the importance of students confirming the output that they generate from any Gen AI platform.

2. Any submission that has used Gen AI must reference the date and time of the content being generated, as in a Web reference.

3. All submissions must be submitted with the following appendices:

   a. The student must submit a screenshot of the prompts which they pose to the platform.

b. The student must submit a screenshot or soft copy file of the output generated by the platform.

c. The student must also submit a word document which highlights the content used, and the student modifications.

4. In any instance of suspected misconduct, the lecturer will have the right to invite the student for a viva voce, at which time the student will have the opportunity to illustrate their understanding of the topic.

For more details about the referencing implications, verification processes, and marking implications, consult the *Student Assessment Policy,* and *Student Assessment Procedure.*

8. Recording Keeping and Confidentiality

All matters relating to misconduct will be recorded in the student file and in the Academic Misconduct Register. Students may, upon request, have access to their records. Any allegations that are dismissed or not proven will be retained on the student file and the register with the determined outcome clearly noted.

All information associated with investigations of academic dishonesty will remain confidential. In accordance with privacy provisions and policy, such information will only be used for the purpose for which it was provided. Exceptions to this provision include instances where:

1. The student gives their express consent.

2. Procedural fairness requires the information to be shared; or

3. Access to the information is required by law.

9. Grievances

A student may complain against a decision made under this Policy and Procedure. Complaints must be made within ten (10) working days of receipt of notification of the outcome of the enquiry and in accordance with the processes outlined in the *Student Grievance Policy* and associated procedure*.*

10. Version Control

This Procedure has been reviewed and approved by the ASA Academic Board as at January 2025 and is reviewed every three years.

The Procedure, with associated policy, are published and available on the ASA website https://www.asahe.edu.au/policies-and-forms/.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2025.1	Academic Dean	Section added which references the procedure for all instances of academic misconduct, and the communication and documentation thereof.	29/01/2025	06/03/2025
2024.2	Academic Dean	Significant addition of a section, Section 7, that provides specific information on referencing protocols and how student achievement will be assured through additional measures. Inclusion of Appendix 1, the EVERY Model used	21/06/2024	01/07/2024

		to guide student engagement with GenAI. Logo and versioning updates also carried out.		
2024.1	Academic Dean	Updated policy to include HESF references, changes in regulatory compliances and reflect changes in practice.	14/02/2024	08/03/2024
Previous version archived. New Policy code and numbering system implemented.				
2.0		Academic Board approval	20/04/2022	

Appendix 1 – EVERY Model

How to Use AI Responsibly EVERY Time

AI for Education

EVALUATE the initial output to see if it meets the intended purpose and your needs.

VERIFY facts, figures, quotes, and data using reliable sources to ensure there are no hallucinations or bias.

EDIT your prompt and ask follow up questions to have the AI improve its output.

REVISE the results to reflect your unique needs, style, and/or tone. AI output is a great starting point, but shouldn't be a final product.

YOU are responsible for everything you create with AI. Always be transparent about how you've used these tools.

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