

**ACADEMIC BOARD
GUIDELINES
SCHEDULE OF STUDENT ACADEMIC MISCONDUCT PENALTIES**

The following are guidelines only, *except for a finding of academic misconduct in a graduate research course – thesis component – where a candidate is allowed to proceed to examination.*

Student Academic Misconduct Committees should exercise judgement in the application of penalties and should be consistent and fair within their faculty in their application having regard to proportionality.

The following penalties may be applied by a student academic misconduct committee established by a dean in accordance with the Student Academic Integrity Policy and the Academic Board Regulation.

If a student is found to have engaged in any academic misconduct conduct not specifically listed here with a view to gaining unfair advantage, whether or not the advantage has been gained, the discipline committee should exercise its judgment in deciding the level of penalty which should apply having regard to the principle of proportionality and taking into account the student's circumstances and intention considered at the Student Academic Misconduct Committee hearing.

MINOR CASES of academic misconduct (where an educative response was not considered appropriate and a Student Academic Misconduct Hearing has considered the case)

- Issue a reprimand or warning, which may include a requirement to review educative materials.
- Issue a reprimand or warning and amend the mark and/or grade for whole or part of assessment (but not below a pass mark)
- Agree with the student a corrective course of action – which may include resubmission of work for a capped result.
- Issue a reprimand or warning and agree with the student a corrective course of action – which may include resubmission of work for a capped result; review educative materials.

FRAUDULENT DOCUMENTS – including, but not limited to, medical certificates, academic records, academic transcripts, documents required for admission.

- Fraudulent documents relating to admission – Expulsion (includes termination of enrolment) - Mark 0, Grade N, for any subjects
- Fraudulent documents – selection/placement test
 - Suspension - - Mark 0, Grade N
 - Expulsion (and termination of enrolment) - Mark 0, Grade N
- Forged medical certificates relating to special consideration (gaining academic advantage):
 - Reprimand (unknowingly, or first year undergraduate only)
 - Mark 0, for related assessment task(s)
 - Mark 0, Grade N for related subject(s)
 - Suspension and Mark 0, Grade N for related subject(s)
 - Expulsion (and termination of enrolment) - Mark 0, Grade N for related subject(s)

EXAMINATION/TEST MISCONDUCT including cheating, copying or possession of unauthorised materials whether or not an advantage was gained

- No mark (0) for specific parts/questions in the examination
- Failure of the examination – Mark 0, Grade N
- Failure of subject – Mark 0, Grade N
- If a student has had repeated allegations of examination misconduct upheld- - suspension or termination and failure of subject – Mark 0, Grade N

EXAMINATION/TEST/ASSESSMENT TASK MISCONDUCT – paying or allowing another person to complete the examination/test/assessment task, or completing an assessment task for another person

- Mark 0, Grade N for related subject(s)
- Suspension and Mark 0, Grade N for related subject(s)
- Expulsion (includes termination of enrolment) and Mark 0, Grade N for related subject(s)

CHEATING – copying from or providing to another student or students an answer or answers to any assessment task

- First year undergraduate student - failure of subject - Mark 0, Grade N
- Any other student, and/or second or subsequent offence for an undergraduate student –
 - suspension - Mark 0, Grade N
 - expulsion (termination of enrolment - Mark 0, Grade N

CHEATING - purchasing an assignment or assessment materials– including purchasing an essay, examination or test questions, or answers to any assessment task

- First offence first year undergraduate student - failure of subject - Mark 0 Grade N
- Graduate student and/or second or subsequent offence for any other student
 - Suspension - Mark 0, Grade N
 - Expulsion (includes termination of enrolment) - Mark 0, Grade N

CHEATING - selling an assignment or assessment materials – including essays, examination or test questions or answers to any assessment task to any person or organisation

- Suspension - Mark 0, Grade N
- Expulsion (includes termination of enrolment) - Mark 0, Grade N

CHEATING – resubmitting in whole or part their own work for another assessment item or past attempt at same assessment item in current or previous enrolment in the subject or any other subject

- First year undergraduate student - failure of subject - Mark 0, Grade N
- Any other student and/or second or subsequent offence–
 - Suspension - Mark 0, Grade N
 - Expulsion (includes termination of enrolment) - Mark 0, Grade N

CHEATING – making available through online publication assignment or assessment materials – including essays, examinations, test questions, or answers to any assessment task

- Suspension - Mark 0, Grade N r
- Expulsion (includes termination of enrolment) - Mark 0, Grade N

COLLUSION - improperly colludes with another person or persons;

Plagiarism penalties apply

PLAGIARISM IS–

Using another person's work as though it is the person's own work.

Using another person's work as though it is the person's own work without appropriate attribution—

- when writing a computer program and presenting it as his or her own, incorporates the coding of a computer program written by another person;
- using work from any source other than the person's own work, including a book, journal, newspaper article, set of lecture notes, current or past student's work or any other person's work;
- uses a musical composition, audio, visual, graphic or photographic work created by another person;
- uses an object created by another person, including an artefact, costume or model.

Producing and submitting or presenting as his or her own independent work an assessment item which has been prepared in conjunction with another person.

Resubmitting in whole or part their own work for another assessment item

Penalties

- Undergraduate student - failure of the subject - mark 0 Grade N.
- Any other student or second or subsequent offence for an undergraduate student –
 - Suspension
 - Expulsion (includes termination of enrolment) - Mark 0, Grade N.

FALSIFYING OR MISREPRESENTING DATA OR RESULTS –

Plagiarism penalties apply.

SUSPENSION OR EXPULSION (expulsion includes termination of enrolment)

Where suspension or expulsion is applied as a penalty, a fail mark of zero is also applied to the subject or subjects that are related to the finding of academic misconduct.

RESEARCH MISCONDUCT by students – penalties

Committees convened by the dean in accordance with the Student Academic Integrity Policy, after a finding of research misconduct referred to the dean by the Director OREI, should exercise judgement in the application of penalties and should be consistent and fair in their application having regard to proportionality.

Students in research components of coursework degrees -

The committee may do one of the following –

- Issue a warning and reprimand;
- Issue a warning and reprimand, and allow revise and resubmit and cap a mark;
- Apply a zero mark and Grade N to the subject;
- Apply a zero mark and Grade N to the subject and recommend suspension; or
- Apply a zero mark and Grade N to the subject and recommend termination

Candidates in graduate research courses

- The committee may recommend the candidate's enrolment be terminated; or
- allow the candidate to continue and the thesis examination to proceed.

Where the thesis is allowed to proceed to examination the candidate must:

- make any changes requested by the examiners
- where appropriate, remove all unoriginal text from the thesis or correctly cite it
- submit the revised thesis and an index of revisions made to the Chair of Examiners and the academic misconduct committee for approval

The Chair of Examiners and the academic misconduct committee will review the changes made to the thesis. If they agree the candidate has adequately addressed the examiners' comments and concerns, the examination of the thesis or compilation may proceed. If they do not believe the student has adequately addressed the examiners comments and concerns they may recommend

- a fail result or
- that the candidate be given one final opportunity to revise and resubmit.

The revised thesis will be sent to the original examiners for a second examination.

- the examiners will not be provided with the reports from their co-examiners
- examiners who are unaware of the allegation of academic misconduct will not be informed of the allegation
- the student will not be permitted to submit a response to the examiners comments from the first examination.

Except for the provisions above, the second examination will be carried out in accordance with the standard procedures for second examination of a thesis.