



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Procedure:

Academic Integrity

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1 PURPOSE

- 1.1** This procedure supports the *Policy: Academic Integrity* by stating requirements for:
 - 1.1.1 supporting staff and students to maintain academic integrity, and
 - 1.1.2 responding to breaches of academic integrity when they occur.

2 RELATED POLICIES AND REGULATIONS

- 2.1** This procedure should be read in conjunction with the following policy documents:
 - 2.1.1 *Policy: Academic Integrity*
 - 2.1.2 *General Regulations*
 - 2.1.3 *Code of Conduct: Students*
 - 2.1.4 *Employee Code of Conduct and Ethical Behaviour*
 - 2.1.5 *Policy: Misconduct (Staff)*
 - 2.1.6 *Policy: Programs and Courses* and its supporting procedures:
 - 2.1.6.1 *Procedure: Assessment and Examinations*, and
 - 2.1.6.2 *Procedure: Program and Course Design*.

3 EDUCATING STUDENTS ABOUT ACADEMIC INTEGRITY

- 3.1** Coursework programs will be designed so that students have opportunities to develop the knowledge and skills needed to maintain academic integrity.
- 3.2** The *Procedure: Program and Course Design* states requirements for design of programs to include early assessment tasks, so that students who need academic support can be identified and referred to Student Success.
- 3.3** Students will have access to learning resources and academic support services to help them understand and apply principles of academic integrity. These will include:
 - 3.3.1 online academic integrity training modules
 - 3.3.2 workshops and a consultation service for students provided by Student Success; and
 - 3.3.3 Library resources such as referencing guides, guides to using scholarly resources, research skills and learning skills guides.
- 3.4** To minimise academic integrity breaches:
 - 3.4.1 All staff are expected to:
 - 3.4.1.1 ensure they understand how to comply with the university's expectations for academic integrity
 - 3.4.1.2 model ethical behaviour, and
 - 3.4.1.3 communicate the University's expectations for academic integrity to students.
 - 3.4.2 Staff involved in teaching, student supervision, training and assessment are expected to:
 - 3.4.2.1 engage with resources for teaching staff on how to maintain academic integrity provided by the University
 - 3.4.2.2 be aware of the signs of contract cheating and monitor student assessment work for their occurrence
 - 3.4.2.3 provide students with feedback that supports an educative approach to maintaining academic integrity
 - 3.4.2.4 refer students who need further academic support to the course coordinator or to Student Success, and

- 3.4.2.5 act on suspected breaches when they are detected.
- 3.4.3 Course coordinators, in addition to the requirements in 3.6.2, are expected to:
 - 3.4.3.1 ensure courses include learning activities and assessment that supports an educative approach to maintaining academic integrity
 - 3.4.3.2 design assessment tasks that are less likely to lead to breaches
 - 3.4.3.3 provide students with clear expectations for assessment, including the specific referencing requirements for the course
 - 3.4.3.4 provide students with access to text-matching software
 - 3.4.3.5 follow the practices to maintain the integrity of examinations and tests stated in the *Procedure: Assessment and Examinations*
 - 3.4.3.6 ensure all staff teaching or supervising students in their course are aware of the requirements of this procedure, and
 - 3.4.3.7 ensure they are accessible to students who are seeking support or advice about maintaining academic integrity
- 3.4.4 All students are expected to:
 - 3.4.4.1 Complete the online academic integrity training modules for students
 - 3.4.4.2 ensure they understand how to comply with the University's expectations for academic integrity
 - 3.4.4.3 ensure they only submit original work for assessment
 - 3.4.4.4 use correct citation practices and follow specified referencing requirements
 - 3.4.4.5 take steps to ensure other students don't copy their work, and
 - 3.4.4.6 seek assistance either from the course coordinator or other available academic support.

4 CLASSIFYING BREACHES OF ACADEMIC INTEGRITY BY STUDENTS

- 4.1** Breaches of academic integrity by students are classified in four levels based on the type and severity of the breach, to guide staff in considering:
 - 4.1.1 when they are carrying out the initial investigation of a suspected breach, and whether it can be handled by the course coordinator or needs to be handled as an allegation of student misconduct, or
 - 4.1.2 when they are deciding the penalty for a breach of academic integrity in accordance with the student misconduct section of the *General Regulations*, what penalty is appropriate.
- 4.2 Level one breach**
 - 4.2.1 A level one breach of academic integrity:
 - 4.2.1.1 does not involve cheating or fraudulent behaviour, and
 - 4.2.1.2 is poor academic practice and results from inexperience or a lack of knowledge of academic integrity principles and their application.
 - 4.2.2 A level one breach is not considered student misconduct and is handled by the course coordinator.
 - 4.2.3 Level one breaches are documented in accordance with Section 7 of this procedure.
- 4.3 Level two breach**
 - 4.3.1 A level two breach of academic integrity:
 - 4.3.1.1 does not involve cheating or fraudulent behaviour and
 - 4.3.1.2 does not have the effect that a substantial or central part of an assessment task designed to assess program learning outcome/s lacks integrity; but

4.3.1.3 is intentional or can't be explained by inexperience or a lack of knowledge of academic integrity principles and their application.

4.3.2 Repeated level one breaches will be classified as a level two breach.

4.4 Level three breach

4.4.1 A level three breach of academic integrity may involve any of the following:

4.4.1.1 any form of cheating, including contract cheating

4.4.1.2 fabrication or falsification of data or other information, or

4.4.1.3 an intentional breach which has the effect that a substantial or central portion of an assessment task designed to assess program learning outcome/s lacks integrity; but which

4.4.1.4 is unlikely to have included committing an offence that might lead to legal proceedings.

4.4.2 Repeated level three breaches will be classified as a level four breach.

4.5 Level four breach

4.5.1 A level four breach of academic integrity may involve any of the following:

4.5.1.1 is likely to have included committing an offence that might lead to legal proceedings

4.5.1.2 providing a false document or misrepresenting information, or

4.5.1.3 involves wilfully concealing or facilitating a breach of academic integrity by others.

4.5.2 Any breach of academic integrity, where the student has previously been suspended for a breach of academic integrity, is classified as a level four breach.

4.6 Appendix 1 provides further guidance for classifying the level of severity of an academic integrity breach and for determining an appropriate response, including the penalty for a breach within the disciplinary powers of the head of school, school disciplinary committee or University disciplinary committee. (in accordance with section 8 of the *General Regulations*).

5 INVESTIGATING A SUSPECTED BREACH OF ACADEMIC INTEGRITY BY A STUDENT

5.1 If a staff member or student believes a student has breached academic integrity, they will notify the course coordinator (if they are not themselves the course coordinator).

5.1.1 Suspected breaches of academic integrity by students will be investigated in a way that ensures:

5.1.1.1 the student is provided enough details of the allegation to enable them to understand and properly consider it

5.1.1.2 the student has an opportunity to respond to the allegation, either verbally or in writing, and is allowed enough time to do so

5.1.1.3 the confidentiality of all parties is respected, and

5.1.1.4 a decision is made promptly and without bias.

5.1.2 Investigations will take into consideration any evidence relevant to the allegation, such as:

5.1.2.1 notes about sources of plagiarised content (whether identified by text matching software or by other searches)

5.1.2.2 a text-matching software report containing the student's similarity score and highlighted passages of text

- 5.1.2.3 a digital copy of the student's work submitted for assessment
- 5.1.2.4 copies of other work by the student to ascertain the standard of work previously assessed
- 5.1.2.5 copies of other student's or students' work, and/or
- 5.1.2.6 witness statements.

5.2 Reporting pathways for academic integrity breaches

- 5.2.1 All suspected breaches of academic integrity by students referred to a course coordinator for investigation are formally reported.
- 5.2.2 The pathways for reporting academic integrity breaches include:
 - 5.2.2.1 the head of school for courses in coursework programs
 - 5.2.2.2 the National Director, Pathways for enabling programs and ELICOS courses
 - 5.2.2.3 the National Director, Research for coursework courses in higher degree by research programs, and
 - 5.2.2.4 the Chief Executive Officer, VET for VET courses.

5.3 Academic integrity breaches that are not considered to be student misconduct (level one)

- 5.3.1 If the initial investigation identifies a level one breach that is not considered to be misconduct, the course coordinator will:
 - 5.3.1.1 decide on an appropriate response (refer to Appendix 1 of this procedure)
 - 5.3.1.2 advise the student in writing of the decision, and
 - 5.3.1.3 copy that communication to the appropriate head of school or director (refer to clause 5.2.2 of this procedure) and the National Appeals and Policy Coordinator for recording in the University's academic integrity register (see Section 7).

5.4 Contract cheating

- 5.4.1 All breaches of academic integrity involving contract cheating are considered to be student misconduct.
- 5.4.2 If the suspected breach of academic integrity involves an allegation of contract cheating, the course coordinator will refer it to the Academic Integrity Officer for investigation to decide if it can be substantiated.
- 5.4.3 If the Academic Integrity Officer decides it is likely that contract cheating has occurred, they will notify the course coordinator who will report the matter to the appropriate head of school or director. (refer to clause 5.2.2 of this procedure)
 - 5.4.3.1 If the incident of contract cheating involves multiple students, the Academic Integrity Officer will also notify the Head, Curriculum and Quality and the Deputy Vice-Chancellor, Learning and Teaching.
- 5.4.4 If the Academic Integrity Officer decides that contract cheating cannot be substantiated, they will notify the course coordinator and provide the reason for their decision.

5.5 Other academic integrity breaches that are considered to be student misconduct (level two and above)

- 5.5.1 If a suspected breach of academic integrity does not involve contract cheating and the course coordinator finds the breach to be level two or above, the course coordinator will report the matter to the appropriate head of school or director (refer to clause 5.2.2 of this procedure).
- 5.5.2 When reporting the matter, the course coordinator will provide the documentary evidence that supports the allegation.

5.6 Referral of academic integrity breaches that are considered to be student misconduct

- 5.6.1 On receiving a report of a breach of academic integrity the head of school or director will decide whether the allegation against the student should proceed in accordance with clause 8.7 of the *General Regulations*.
- 5.6.2 Where, however, the student is also a staff member, the head of school or director will decide whether the allegation will proceed and, if so, whether it will be handled as:
 - 5.6.2.1 a case of student misconduct in accordance with clause 8.7 of the *General Regulations*, or
 - 5.6.2.2 an allegation of staff misconduct in accordance with the *Policy: Managing Misconduct*.

6 SUSPECTED BREACHES OF ACADEMIC INTEGRITY BY STAFF

- 6.1 Suspected breaches of academic integrity by staff, will be treated as an allegation of misconduct in accordance with the *Policy: Misconduct (staff)*, except where:
 - 6.1.1 the breach occurred in a situation where the staff member was a student and clause 5.6.2.1 of this procedure applies.

7 RECORDING ACADEMIC INTEGRITY BREACHES

- 7.1 Student Administration will maintain a central academic integrity register that records the following details for all level one breaches of academic integrity and all instances where a suspected breach is handled as an allegation of student misconduct.
 - 7.1.1 The date when the alleged breach occurred
 - 7.1.2 Student ID
 - 7.1.3 Student name
 - 7.1.4 Course code
 - 7.1.5 Course title
 - 7.1.6 School administering the course
 - 7.1.7 Level of breach
 - 7.1.8 The type of breach (in alignment with the breach-types classified in clause 4.5.2 of the *Policy: Academic Integrity*)
 - 7.1.9 The type of assessment task in which the breach was detected
 - 7.1.10 Decision-maker (course coordinator, school discipline committee, University Discipline Committee)
 - 7.1.11 Whether the allegation was upheld or denied (in cases considered to be student misconduct)
 - 7.1.12 The response and any penalty applied.
- 7.2 The National Appeals and Policy Coordinator will manage staff access to the academic integrity register and keep a record of approved users.
 - 7.2.1 The following positions may have access to the register:
 - 7.2.1.1 Head of school
 - 7.2.1.2 Academic Integrity Officers
 - 7.2.1.3 Manager, Academic Integrity and Misconduct
 - 7.2.1.4 National Director Research Office
 - 7.2.1.5 Academic Registrar
 - 7.2.1.6 Head, Curriculum and Quality
 - 7.2.1.7 Any other positions approved to have the access by the Academic Registrar.

- 7.2.2 Users of the register are expected to keep their login details secure and maintain the confidentiality of the information in the register in accordance with the *Policy: Privacy*.
- 7.3** The Chair of the University Disciplinary Committee (in accordance with the student misconduct process in the *General Regulations*) will:
 - 7.3.1 provide details of alleged level three and level four breaches of academic integrity to the National Appeals and Policy Coordinator once the University Disciplinary Committee has made a determination, and
- 7.4** Chairs of School Disciplinary Committees (in accordance with the student misconduct process in the *General Regulations*) will:
 - 7.4.1 provide details of alleged level two breaches of academic integrity to the National Appeals and Policy Coordinator when the School Disciplinary Committee had made a determination.
- 7.5** Heads of school or directors (for alleged breaches not referred to a disciplinary committee, in accordance with the student misconduct process in the *General Regulations*) will:
 - 7.5.1 provide details of alleged level two breaches of academic integrity to the National Appeals and Policy Coordinator Officer when they have made a determination.
- 7.6** Records of breaches of academic integrity by staff will be maintained in accordance with the *Policy: Misconduct (staff)*, except where
 - 7.6.1 the breach occurred in a situation where the staff member was a student and clause 5.7.1.1 of this procedure applies.

8 MONITORING AND IMPROVEMENT

- 8.1** Executive deans, heads of school and other staff in learning and teaching leadership roles will have access to student academic integrity breach data to monitor and improve practices for:
 - 8.1.1 educating students about academic integrity, and
 - 8.1.2 detecting and responding to alleged breaches of academic integrity.
- 8.2** To maintain student confidentiality in accordance with the *Policy: Privacy* individual students will not be identified in any reports that include student academic integrity breach data.
 - 8.2.1 Breach data will not be reported for a student cohort if the number of students in the cohort is small enough to make it likely that an individual student could be identified.
- 8.3** The Manager, Academic Integrity and Misconduct will use the central academic integrity register to report on trends for the occurrence and outcomes of student academic integrity breaches to the Academic Standards and Policy Committee for each Study Period.
- 8.4** The Deputy Vice-Chancellor, Learning and Teaching will report annually on student academic integrity to Academic Council.
 - 8.4.1 Annual student academic integrity reports will include analyses of:
 - 8.4.1.1 institutional trends for academic integrity breaches (number and types of breach, student referrals to academic support and penalties applied)
 - 8.4.1.2 training and support for students (number of students completing the online academic integrity modules, attendance at the Office of Student Success and Library workshops, individual consultations) and
 - 8.4.1.3 training and support for staff (engagement in continuing professional learning activities, available support resources).
 - 8.4.2 Academic Council will use annual academic integrity reports to monitor the effectiveness of institutional systems and processes for
 - 8.4.2.1 controlling or mitigating risks to academic integrity,

- 8.4.2.2 detecting and responding to breaches of academic integrity when they occur, and
- 8.4.2.3 to recommend changes to improve policy and practice.

9 RELATED DOCUMENTS

- 9.1 The [Learning and Teaching Resources Catalogue](#) provides resources to guide staff on how to:
 - 9.1.1 ensure students understand academic integrity and acquire the skills they need to avoid breaching it
 - 9.1.2 design course assessment to ensure academic integrity
 - 9.1.3 themselves model ethical behaviour
 - 9.1.4 identify contract cheating
 - 9.1.5 interpret Turnitin similarity reports, and
 - 9.1.6 set up Turnitin so students can submit drafts of assessment work and receive similarity reports on them, to help them improve their referencing practice.
- 9.2 *The University of Notre Dame Australia Style and Referencing Guide.*

10 DEFINITIONS

- 10.1 The definitions of the following terms are stated in the *Policy: Academic Integrity*.
 - 10.1.1 **Academic integrity**
 - 10.1.2 **Academic integrity breach**
 - 10.1.3 **Collusion or unauthorised collaboration**
 - 10.1.4 **Contract cheating**
 - 10.1.5 **Plagiarism**
 - 10.1.6 **Unauthorised assignment recycling**
- 10.2 The following terms have the definition stated the *Definitions* section of the *Policy: Programs and Courses*
 - 10.2.1 **Assessment task**
 - 10.2.2 **Course**
 - 10.2.3 **Coursework**
 - 10.2.4 **Grade**
 - 10.2.5 **Mark**
 - 10.2.6 **Program**
- 10.3 The following additional terms have the meanings stated below
 - 10.3.1 **Academic integrity register** has the same meaning as in clause 7.1.
 - 10.3.2 **Hurdle assessment task** has the definition stated in the *Definitions* section of the *Procedure: Assessment and Examinations*.
 - 10.3.3 **Marking rubric** has the same meaning as in the *Procedure: Program and Course Information*.
 - 10.3.4 **Online academic integrity module** means the online educational resource provided by the University to support students and staff to understand the principles, processes and importance of academic integrity.
 - 10.3.5 **Text-matching software** means software used to compare text-based work submitted for assessment with other texts for similarity and check that the work of others is correctly referenced.

Version	Date of approval	Approved by	Amendment
1	11 January 2023	Vice Chancellor	New procedure, replaces Procedure: Managing breaches of Academic Integrity (Students)
2	8 November 2023	University Secretary	Consequential edit to add reference to <i>Employee Code of Conduct and Ethical Behaviour</i> (replaced Staff Code of Conduct)

APPENDIX 1 CLASSIFYING LEVELS AND SUGGESTED RESPONSES FOR ACADEMIC INTEGRITY BREACHES

The following table provides a guidance for classifying the level of severity of an academic integrity breach and for determining an appropriate response, including the penalty for a breach within the disciplinary powers of the head of school, school disciplinary committee or University disciplinary committee (in accordance with section 8 of the *General Regulations*)

Level of breach	Example of breach	Suggested response
One	<p>Any of the following affecting assessment work submitted by student who is in their first year of study:</p> <ul style="list-style-type: none"> Unintentional plagiarism resulting from poor academic practice For example, copying someone else's words without the use of quotation marks and/or poorly paraphrasing without appropriate acknowledgement while broadly referring to the original work in some way (i.e. in the reference list or bibliography) Unauthorised assignment recycling Unauthorised collaboration that results in similarity with another student's assignment. 	<p>All of the following:</p> <ul style="list-style-type: none"> Written warning Refer the student to Student Success for consultation Explain the breach and how to avoid it. <p><i>Plus, if the breach is level one and does not have the effect that a substantial or central part of an assessment task lacks integrity</i></p> <ul style="list-style-type: none"> deduct marks allocated for paraphrasing, correct citation practice and other referencing skills. <p><i>Or, if the breach is level one but has the effect that a substantial or central part of an assessment task lacks integrity</i></p> <ul style="list-style-type: none"> student to revise and resubmit the work for a maximum mark of half the highest possible mark for the assessment task.
Two	<p>Where the breach:</p> <ul style="list-style-type: none"> is either intentional or cannot be explained by inexperience or a lack of knowledge For example, there is evidence of a prior Level One breach that has been remediated or the student has progressed beyond their first year of study But does not have the effect that a substantial or central component of an assessment task designed to assess a program learning outcome/s lacks integrity. <p>Any of the following:</p> <ul style="list-style-type: none"> Plagiarism or misuse of intellectual property For example, copying someone else's words, including their citations, and representing this as your own research and writing Unauthorised assignment recycling Collusion or unauthorised collaboration that results in similarity with another student's assignment For example, unauthorised sharing of questions or responses to discussion or quiz based assessment tasks ahead of or 	<p>All of the following:</p> <ul style="list-style-type: none"> Written reprimand Refer the student to Student Success for consultation Explain the breach and how to avoid it Student to revise and resubmit the work for a maximum mark of half the highest possible mark for the assessment task (for example a maximum of 10 if the highest possible mark was 20).

Level of breach	Example of breach	Suggested response
	<p>outside of class;</p> <ul style="list-style-type: none"> Falsifying or fabricating data or other in assessment work For example, falsifying experimental results or data in coursework laboratory workbooks or reports. 	
Three	<p>Where the breach:</p> <ul style="list-style-type: none"> is either intentional or cannot be explained by inexperience or a lack of knowledge, For example, there is evidence of a prior Level Two breach that has been remediated or has the effect that a substantial or central component of an assessment task designed to assess a program learning outcome/s lacks integrity. <p>Any of the following:</p> <ul style="list-style-type: none"> Plagiarism or misuse of intellectual property For example, copying someone else's words and then citing different sources in order to mask plagiarism Unauthorised assignment recycling Collusion or unauthorised collaboration that results in similarity with another student's assignment For example, memorising questions from an examination and sharing questions or answers ahead of or outside of the examination. 	<p>Both of the following:</p> <ul style="list-style-type: none"> Written reprimand Refer the student to Student Success for consultation. <p>and:</p> <p><i>if the breach is the first level three breach recorded for the student</i></p> <ul style="list-style-type: none"> award a mark of zero for the assessment task, or <p><i>if the breach is not the student's first level three breach</i></p> <ul style="list-style-type: none"> award a Fail grade (with a course mark of zero) for the course in which the breach occurred.
Three	<p>Any of the following:</p> <ul style="list-style-type: none"> Contract cheating involving a single student Cheating in an assessment or examination Facilitating copying in an examination Using materials not permitted during an examination Colluding with another student to exchange information in an examination Falsifying or fabricating data or other in assessment work For example, falsification of a supervisor's report or timesheet in a placement course. 	<p>All of the following:</p> <ul style="list-style-type: none"> Written reprimand Refer the student to Student Success for consultation. Award a Fail grade (course mark of zero) for the course in which the breach occurred.
Four	<ul style="list-style-type: none"> Wilful concealment or facilitation of a breach of academic integrity by others. 	<ul style="list-style-type: none"> Written reprimand Refer the student to Student Success for consultation. Award a Fail grade (with a course mark of zero) for the course in which the breach occurred.

Level of breach	Example of breach	Suggested response
Four	<p>Any of the following:</p> <ul style="list-style-type: none"> Contract cheating where the incident involves multiple students Theft or unauthorised acquisition or distribution of an examination paper Impersonating another student to complete an examination or assessment task Falsifying information as part of an application for a reasonable adjustment to an assessment task or learning activity, extension of time to submit assessment work, special consideration, a deferred exam or irregularly scheduled exam Falsifying information as part of an application for credit transfer or recognition of prior learning. 	<p><i>If the breach is the first academic integrity breach recorded for the student</i></p> <ul style="list-style-type: none"> suspend the student's enrolment at the University for such a period, and subject to such conditions for the student to be permitted to resume their studies, as the University Discipline Committee considers appropriate. <p><i>If the breach is not the student's first breach</i></p> <ul style="list-style-type: none"> terminate the student's enrolment at the University permanently.
Four	<ul style="list-style-type: none"> Falsifying information as part of an application for admission to the University Offering a bribe as an inducement to gain an unjustified academic advantage, such as a particular assessment mark or final grade. 	<ul style="list-style-type: none"> Terminate the student's enrolment at the University permanently.