

ACADEMIC MISCONDUCT PROCEDURE

Policy Code	ACA05
Policy Lead	Academic Dean
Approving Authority	Academic Board
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Version	2024.1
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 Misconduct Procedure Student Progression and At Risk Policy Student Progression and At Risk Procedure Student Grievance Policy Student Grievance Procedure

1. Purpose

The purpose of this procedure is to foster and support academic integrity and independently achieved intellectual enquiry at Australian School of Accounting (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.

7. 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.

8. 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.

9. Version Control

This Policy has been reviewed and approved by the Australian School of Accounting Academic Board as at February 2024 and is reviewed every three years.

The Policy, with associated procedure, are published and available on the Australian School of Accounting 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:
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	