

Academic Integrity and Misconduct Procedures

Contents

Contents.....	1
1. Associated Policy	2
2. Scope.....	2
3. Procedures.....	2
4. Supporting Documents	4
4.1 Related Legislation/Regulation	4
4.2 Related Policy and Procedures.....	4
4.3 Related Documents.....	5
5. Definitions.....	5

1. Associated Policy

This procedure is to be read in conjunction with the ***Academic Integrity and Misconduct Policy***.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to all CIT staff and students, regardless of the campus location or mode of delivery.

3. Procedures

Instances of academic misconduct, including plagiarism are treated as serious incidents of misconduct.

Step	Action	Responsibility
1	<p>Student is suspected:</p> <ul style="list-style-type: none"> of using generative artificial intelligence tools, without the permission of the educator, to generate assessment tasks cheating. <p>Allow the student to complete the assessment event.</p> <p>Retain suspect material, note times when suspicion arose and attempt to identify any person attempting the assessment event on behalf of the student.</p> <p>Discuss with the student and determine, in the first instance, if the alleged action is poor academic practice or academic misconduct.</p>	Educator
2	<p>Where an instance of poor academic practice occurs:</p> <ul style="list-style-type: none"> present evidence to the student and discuss the matter to establish fact provide the student detailed feedback and guidance to improve practices refer the student to <i>Referencing at CIT and Copyright Guide</i>, librarians and Student Support monitor improvements in academic scholarship provide a written report and evidence of academic misconduct to the Head of Department and the College Director. <p>Refer: <i>Student Support Policy</i> <i>Student Support Procedure</i></p>	Educator

Step	Action	Responsibility
3	<p>Collect evidence of suspected academic misconduct, retain evidence in a secure location and attach a copy to the student's file.</p> <p>Investigate suspected academic misconduct.</p> <p>Where resolved, ensure the student's record is amended.</p> <p>Where proven, refer the student to the <i>Student Code of Conduct</i>.</p>	<p>Educator</p> <p>Head of Department</p>
4	<p>Where the student is under the age of 17 years, advise the parent/guardian and host school (where applicable) that a matter of academic misconduct is under consideration.</p>	<p>Educator</p> <p>Learning Coordinator</p> <p>Head of Department</p>
5	<p>Investigate the alleged academic misconduct, and maintain a record of actions and outcomes. Attach documents to the student file and collate for future reporting, via the program review and improvement (PRI) process.</p>	<p>Head of Department</p>
5	<p>Where the academic misconduct is substantiated:</p> <ul style="list-style-type: none"> • advise the student • deem the assessment event as unsatisfactory, with re-sit permitted at the discretion of the educator and head of department • advise the student of the option to re-enrol if necessary (refer <i>Academic Integrity Policy</i>) • refer student, and parent/guardian where relevant, to the Student Code of Conduct and discuss the disciplinary procedure: <ul style="list-style-type: none"> • verbal warning • written warning • behaviour contract • suspension • expulsion • formal Investigation • appeals procedure. 	<p>Head of Department</p>
6	<p>Where there has been more than one instance of a breach of academic integrity or misconduct, or a student is not satisfied and wants to appeal the decision, refer the case to the college director.</p>	<p>Head of Department</p>
7	<p>Investigate academic integrity or misconduct when:</p> <ul style="list-style-type: none"> • a student appeals the Head of Department decision • there has been more than one instance. 	<p>College Director</p>

Step	Action	Responsibility
	Refer the case to the Education Design and Delivery Lead, where it is considered the student may be excluded from a subject or program.	
8	On the recommendation of the college director, consider and approve/not approve excluding the student from their subject or program.	Education Design and Delivery Lead
9	Where the academic misconduct is not substantiated, confirm with the student that the matter is closed, and the student's records will not have any mention of alleged academic misconduct.	Head of Department
10	Update the student file details relating to the instance of academic misconduct and advise the educator.	Head of Department
11	Report instances of academic misconduct to the college director through the program review and improvement (PRI) process.	Head of Department
12	Collate and provide summary report through the program review and improvement (PRI) process, and include a report to Academic Council. Ensure academic integrity is consistently maintained throughout the college.	Education Design and Delivery Lead College Director

4. Supporting Documents

4.1 Related Legislation/Regulation

- [Higher Education Support Act 2003](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)

4.2 Related Policy and Procedures

- [Student and Community Members Complaint Policy](#)
- [Privacy Policy](#)
- [Student Support Policy](#)
- [Student Code of Conduct](#)
- [Academic Integrity and Misconduct Policy](#)

- [Assessment Policy](#)
- [Intellectual Property Policy](#)

4.3 Related Documents

- Information for senior secondary students
- Referencing at CIT
- Plagiarism Guide
- Copyright Guide

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms. Specific definitions relating to this procedure include:

<p>Academic Integrity</p>	<p>Educators, students, and all members of the CIT community act with honesty, trust, fairness, respect and responsibility.</p> <p>Adapted from TEQSA's definition</p>
<p>Academic misconduct</p>	<p>Academic misconduct includes but is not limited to not: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks. Student Academic misconduct is prohibited and any violations by students may result in academic penalties.</p> <p>Credit to William Angliss Institute</p>
<p>Cheating</p>	<p>The dishonest use of information or misleading or deceptive submission of work in any academic context may take the form of but is not limited to:</p> <ul style="list-style-type: none"> • Using and/or copying from electronic accessories (translators, diaries, dictionaries, personal digital assistants [PDAs], programmable calculators, mobile phones, mp3 players, smart watches etc.) as observed during an assessment. (This does not apply where formal arrangements have been made in advance to cater for special needs.) • Hiring or asking another person (or organisation) to complete an assessment, prepare or produce content or any other material used for academic assessment purposes on their behalf. • Submitting identical work (or a significant portion of) used in another subject or program by the student. • Unauthorised communications with other students during the exam or assessment. • Copying from someone else's test or assessment,

	<ul style="list-style-type: none"> • Using unauthorised material such as textbook, notebook, cheat notes or any other written materials during an assessment. • Communicating material to other students in an assessment leaving answers exposed for other students to copy. • Copying another student’s work and submitting it as their own
<p>Plagiarism</p>	<p>Actions by a student that use the ideas, words or work of another person without acknowledging the sources of the ideas, words or work. Plagiarism may take several forms:</p> <ul style="list-style-type: none"> • Direct copying of someone else’s work such as “phrases, paragraphs, graphs, tables or ideas” without acknowledgment, this also includes copying of internet materials without referencing. • Minor paraphrasing of other people’s work by changing words or altering phrases or paragraphs order without acknowledgment. • Submitting work which has been developed fully or partly by other people on the student’s behalf as if it were the work of the student.
<p>Poor Academic Practice</p>	<p>Poor Academic Practice occurs when a student submits any type of assessment that does not properly acknowledge the origin of words, ideas, images, tables, diagrams, maps, code, sound and any other sources used in the assessment.</p>