

Detail: Adequate but not excessive detail is provided in relation to reporting, recording, confidentiality and the appeals process.

Example: University of South Australia's policy communicates the student's rights through the decision making process of an alleged academic integrity breach.

University of South Australia

Assessment Policies and Procedures Manual 2012 – Section 9: Academic Integrity

9.6.7 The head of school will notify the student in writing of the details of the alleged misconduct and invite the student to attend or, if unable to attend (in person or via teleconferencing) to provide evidence to the formal inquiry committee regarding the allegation. The letter to the student must include a copy of this policy.

9.6.8 The student may be assisted or represented at the inquiry by:

- a. a representative of UniLife, or in the case of offshore students, a representative of the UniSA partner institution
- b. any staff member or student of the University.

9.6.9 The formal inquiry may proceed whether or not the student responds or attends.

9.6.10 Where the formal inquiry concludes that:

a. the action of the student does not constitute academic misconduct as defined above, no further action will be taken. Where the inquiry arose following the removal of a student from a placement (see Section 4 of this Manual), the student may be reinstated in the existing placement or arrangements made to complete an alternative placement.

b. the action of the student constitutes academic misconduct, warranting an outcome equal to or less serious than, failure in the assessment component of the course, the outcomes described in clause

9.5.4 b. will be applicable and the matter may be referred back to the academic integrity officer for implementation, where appropriate. Where the inquiry arose following the removal of a student from a placement (see Section 4 of this Manual), the student may be reinstated in the existing placement or arrangements made to complete an alternative placement following counselling from the academic integrity officer.

c. the action of the student constitutes academic misconduct, and warrants an outcome more serious than failure in the assessment component of the course, one of the following outcomes will be determined:

(i) failure in the course, or

(ii) failure in the course and suspension from the course for a period not exceeding one year, or

(iii) suspension from the University for a period not exceeding three years, or

(iv) another outcome appropriate to the case but with an impact less serious than expulsion from the University, or

(v) expulsion from the University, or

(vi) referral to police (in the case of fraud).

9.6.11 Where the formal inquiry concludes that the action of the student warrants suspension from the University, the student will be notified by registered mail within ten working days that:

- a. re-admission to the University in any program will not normally be considered during the period of suspension
- b. application for re-admission to the University will follow normal procedures and is not guaranteed, and
- c. students who gain re-admission will be classified as new students for the purposes of assessing fees and eligibility for Commonwealth support or assistance.

9.6.12 The head of school will notify the following people of the outcome of the inquiry within five working days:

- a. the student
- b. the relevant academic integrity officer
- c. the course coordinator and program director, and
- d. Campus Central, or UniSA transnational administration office, as applicable, to be retained on the student's file, and to notify UniSA International, where appropriate.

9.6.13 If the outcome of the inquiry is one listed under clause 9.6.10 c., the head of school will include a copy of this policy in their correspondence to the student, and will advise the student of their right of appeal.

9.7 Appeals against outcomes of a formal inquiry

9.7.1 The student has the right of appeal against the decision of the formal inquiry committee.

9.7.2 The student may appeal in writing to the Director: Student and Academic Services within 20 working days of being notified of the outcome of the formal inquiry. The Director: Student and Academic Services will collect relevant documentation, including the records of prior inquiries (see clause 9.8) and forward this, together with the appeal, to the Student Appeals Committee of the Council for final resolution (see Section 11 of this Manual).

9.7.3 Students may continue their program of study pending the outcome of an internal appeal, unless the University considers that this places the student at risk. In these cases, appropriate documentary evidence must be maintained on the student's file.

9.7.4 Clinical or field placements may only continue if they are part of a course not affected by the appeal.

9.7.5 Should the student's appeal be denied, their current enrolment will be amended accordingly

Source: <http://w3.unisa.edu.au/policies/manual/2012/s9-academic%20integrity.pdf>

Acknowledgement:

This content is an adaptation of the format from the following resource:

Academic Integrity Standards Project (AISP): Aligning Policy and Practice in Australian Universities (2012). *Elements of exemplary academic integrity policy*, Office for Learning and Teaching Priority Project 2010-2012, <http://www.aisp.apfei.edu.au/content/exemplary-elements-policy>.