

# PENALTIES FOR AN ACADEMIC INTEGRITY BREACH

## Preamble

Monash College is committed to promoting academic integrity practices across its learning community. Academic misconduct occurs when students seek to gain an unfair or unjustified academic advantage in a course or unit of study. Breaches include plagiarism, collusion and cheating.

All findings of Academic Integrity are to be recorded on the whole-of-college Academic Integrity Incident Register. Evidence of academic integrity breach cases will be retained for a period of 7 years.

Findings of Academic Integrity breaches by Monash College students will not be shared with Monash University.

## Guidance Notes

In determining if an academic breach has occurred and for application of penalties the burden of proof is 'on the balance of probabilities.' There is no requirement for misconduct to be proved beyond reasonable doubt; rather, the staff member responsible for investigating the breach is entitled and expected to use his or her professional judgement.

### Poor academic practice versus academic misconduct

The staff member responsible for investigating an academic integrity breach may determine that the breach is the result of poor academic practice where they judge the breach to be minor and have formed the reasonable belief that the student's conduct was neither intentional nor reckless. Such a breach is not considered to be an academic integrity offence.

Where the staff member judges the breach to be serious and/or has formed the reasonable belief that the student's conduct was either intentional or reckless, the breach will be investigated as an allegation of misconduct.

### Educative response for poor academic practice

If a breach is determined to be due to poor academic practice, the staff member responsible for investigating the breach must ensure that the program area:

- helps the student identify gaps in their skills or knowledge that led to the academic integrity breach;
- counsels the student in good academic practice;
- recommends that the student undertake relevant academic skills development (e.g. Library resources); and
- warns the student of the consequences of academic misconduct.

The staff member responsible for investigating the breach will award a mark that reflects the poor academic practice indicated by the breach. This may result in:

- disallowing the work in whole or in part, e.g. a mark of zero is given for the work or the marker may disregard the sections of the work that contain plagiarism;
- marking the work with or without a deduction of marks, e.g. a percentage may be deducted for inadequate referencing as detailed in the marking criteria; or
- requiring the student to resubmit the work in whole or in part and mark it with or without a deduction of marks.

The warning for poor academic practice is to be recorded in the Academic Integrity Incident Register, classified as 'No misconduct found'. This serves as a record that the student has been counselled in good academic practice and warned of the consequences of academic misconduct. If the student is suspected on a later occasion of breaching academic integrity, the warning will be taken into account and the later occasion will be referred directly to the responsible officer as an allegation of academic misconduct.

### Determining degree and consequences of misconduct

If a breach of Academic Integrity has been identified, prior to determining a penalty please check if the student has any history of academic misconduct. To do this please refer to the whole-of-college Academic Integrity Incident Register. Each program area will ensure at least one staff member has designated access to the register.

Circumstances that could result in actions being categorised as ‘not of a serious nature’:

A student has not fully understood academic integrity and its requirements. As a result, the student has used unauthorised material or incorrectly referred materials, which has resulted in the student gaining an unfair advantage.

Circumstances that could result in actions being categorised as ‘serious in nature’:

Deliberate, misleading or deceptive actions have been taken to breach academic integrity standards, including but not limited to:

- Having another person complete an assessment/examination on the student’s behalf (contract cheating or person substitution)
- Not acknowledging materials/sources with the intention to deceive
- Purchased materials and utilised in assessments/examinations
- Deliberate collusion or cheating of an assessment/examination
- Submitting fraudulent documentation

<b>Offence</b>	<b>First offence <u>not</u> of a serious nature and the student expresses remorse</b>	<b>First offence of a serious nature (e.g. deliberate disregard for, or a clear attempt to, circumvent rules), or Second offence <u>not</u> of a serious nature.</b>	<b>Second offence of a serious nature.</b>
Plagiarism	<i>- Academic Breach recorded; - penalty for part or whole of assessment</i>	<i>- Academic Breach recorded; - penalty for whole of assessment or zero for unit - Student suspension is assessed.</i>	<i>- Academic Breach recorded; - imposing zero in the unit - Student suspension/ exclusion is assessed.</i>
Collusion			
Cheating in an examination (including being in possession of a mobile phone)			
Cheating by having another person complete an assessment/ exam *			
Assisting someone else to cheat			
Submitting fraudulent documentation to support special consideration application *	<i>- Academic Breach recorded; - penalty for part or whole of assessment - conditional penalty focused on cause of conduct</i>	<i>- Academic Breach recorded; - imposing zero for the assessment or unit; and - Student suspension is assessed</i>	<i>- Academic Breach recorded; - imposing zero in the unit - Student exclusion is assessed.</i>

\* Only in very unusual circumstances would this be an offence that is not of a serious nature due to the inherent seriousness of the offence.

<b>Approval Body</b>	Academic Integrity Committee
<b>Responsibility for Implementation</b>	Monash College, Governance.
<b>Status</b>	Current
<b>Date effective</b>	1 July 2020