

PROCEDURE

Procedure Title

Academic Integrity MUELC Procedure

Parent Policy

Monash College Student Academic Integrity Policy

Preamble

The purpose of this document is to communicate the actions that Monash University English Language Centre (MUELC) will follow to ensure that high standards of academic integrity at Monash College are maintained and academic misconduct is managed in a consistent and fair manner.

Definitions

Academic Integrity	Involves using, generating and communicating information in an ethical, honest and responsible manner. This means that all academic work is the individual's own and credit is given to other people's ideas.
Academic misconduct	<p>Conduct or behaviour by which a student seeks to gain an unfair or unjustified academic advantage in a course or unit of study.</p> <p>This includes:</p> <ul style="list-style-type: none"> • knowingly cheating or helping another student to cheat in an exam or other form of assessment • knowingly or recklessly breaching a condition under which an examination or other form of assessment is to be undertaken where the breach is to seek to gain an unfair academic advantage • plagiarism, contract cheating, academic collusion or recycling (see below) • exam substitution or identity fraud
Plagiarism	<p>Using another person's ideas and or manner of expressing them, and then to suggest they are your own by failing to give appropriate acknowledgment. This includes material sourced from the internet, staff, other students, and from published and unpublished works.</p> <p>Plagiarism includes:</p> <ul style="list-style-type: none"> • paraphrasing and presenting work or ideas without a reference • copying work either in whole or in part • presenting designs, codes or images as your own work • using phrases and passages verbatim without quotation marks or referencing the author or web page • reproducing lecture notes without proper acknowledgement

Contract cheating	<p>Contract cheating occurs when a student ‘contracts’ (pays or employs) a third party to write an assignment or task and then submits that work as their own.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • purchasing an essay or report (or part thereof) from a past student, another person or an online source • asking or allowing someone to write part or all of a written assessment
Collusion	<p>The submission of an assessment task which is the result in whole or in part of unauthorised collaboration with another person or persons. It is acceptable for students to plan together and cooperate when generating ideas prior to the submission of the assessment task; however, students MUST write their own work. Collusion occurs when students work without the authorisation of the teaching staff to:</p> <ul style="list-style-type: none"> • work with one or more people to prepare and produce work • allow others to copy their work or share their answer to an assessment task • allow someone else to write or edit their work (except for the use of a scribe approved by the Monash Disability Liaison Unit) • write or edit work for another student • offer to complete work or seek payment for completing academic work
Recycling	<p>The submission of work that has previously been submitted.</p>
Exam substitution	<p>Employing, contracting, or asking another person to sit an assessment or exam on your behalf, or doing so yourself.</p>
Cheating	<p>Acting dishonestly to gain an unfair or unjustified academic advantage. For example:</p> <ul style="list-style-type: none"> • taking notes into any examination. • assisting a student with an assessment or exam with the intention that the recipient of the information will obtain an unfair advantage. • using a mobile phone during an examination
Draft submission	<p>A text submitted for academic direction prior to the final submission, and which does not contribute to the final mark</p>
Final submission	<p>A text submitted for academic assessment that contributes to a student’s final mark.</p>
Turnitin	<p>A third-party software that detects similarity between a student’s submission and thousands of digitised sources. Turnitin produces a similarity report, which gives a percentage to show how much of a student’s work is found in other sources. It is used to help students avoid plagiarism, and may be used as contributing evidence in allegations of academic misconduct</p>

Moodle	Moodle is an open-source learner management system that houses Monash College curricula and information.
Fraudulent documentation	A document or documents such as a medical certificate or other written report or form that has been changed or created in order to deceive or mislead.
MUELC Academic Integrity Disciplinary Panel	A committee tasked with determining whether breaches of this policy have occurred. The committee comprises the Director, English or delegate, Head of Studies or delegate, Program Leaders and, on occasion, teaching staff.
Academic Integrity Outcome notification	Notification in writing of the outcome of the Academic Integrity Disciplinary Panel
Appeal	A formal expression of dissatisfaction by a student made in writing to the Director, English.

Procedure

Ref	Steps	Responsibility
1.0	General information	
1.1	<p>Course structure</p> <p>The English Language Centre's programs fall into two main categories: Monash English and Monash English Bridging.</p> <p>Sections 2 and 3 do not apply to Monash English students.</p>	
1.2	<p>Accessing information about academic integrity</p> <p>The English language centre seeks to ensure that every student is fully informed about assessment tasks and how to maintain academic integrity and avoid academic misconduct.</p> <p>Activities are built into the curricula to help students identify and avoid academic misconduct, and students are provided with written guidance about conditions and rules that constitute academic misconduct and which reflect the Monash College Student Academic Integrity Policy and related Procedures. These are available on Moodle.</p> <p>In addition, as a confirmation of their understanding, with each submission, MEB students are required to sign an assessment cover sheet and a Moodle submission statement (online submissions) to confirm that plagiarism/collusion has not occurred. Students are also made aware of the possible penalties that may be applied if they breach the regulations.</p> <p>The Monash College Student Academic Integrity Policy and related Procedure documents are made available to students via the Monash College website and student course guides.</p>	
1.3	<p>Submitting fraudulent documentation</p> <p>Submitting fraudulent documentation will not be tolerated at Monash College. Students who have been found to submit fraudulent documentation will be issued a penalty in accordance with section 1.6 of this Procedure. Refer to section 5 for full details on dealing with suspected fraudulent documentation.</p>	

Ref	Steps	Responsibility
1.4	<p>Unintentional academic misconduct</p> <p>Monash College is aware that academic misconduct occurs both intentionally and unintentionally, even following extensive instruction.</p> <p>Academic misconduct is deemed to be unintentional when it can be established that a student was not given or did not have access to written information about how to maintain academic integrity and avoid academic misconduct, or when it can be established that a student did not know or understand that their behaviour constituted academic misconduct.</p> <p>Claims of unintentional academic misconduct will be assessed as part of the investigation into the alleged misconduct.</p>	
1.5	<p>Academic Integrity Register</p> <p>Monash College maintains a confidential register for recording details of all cases of alleged academic misconduct regardless of the outcome.</p> <p>The following information will be stored on the Academic Integrity Register:</p> <ul style="list-style-type: none"> • student name • student number • details of the case including outcome and penalty <p>Records within the register will be retained for two years from the date of the decision. Student records within the register will be treated and may be accessed in accordance with the <i>Monash College Student Privacy Collection Statement</i> available in the 'Privacy' section of https://www.monashcollege.edu.au/about-us/policies-procedures</p> <p>Findings of Academic Integrity breaches by Monash College students will not be shared with Monash University.</p>	
1.6	<p>Penalties</p> <p>Academic misconduct will not be tolerated at Monash College and penalties will be issued according to the seriousness of the breach. These include:</p> <ul style="list-style-type: none"> • A warning • Application of a reduced mark • Awarding a 0% result for an assessment task • Possible suspension from the course or College • Possible exclusion from the course or College 	

Ref	Steps	Responsibility
1.7	<p>Academic Appeal A student may appeal the outcome of the decision of the Academic Integrity Disciplinary Meeting / Panel on the following grounds:</p> <ul style="list-style-type: none"> • New evidence has become available that was not available at the time of the original decision; or • A procedural irregularity has occurred <p>The appeal must be submitted in writing to the Director, English via the email address muelc.appeals@monashcollege.edu.au.</p> <p>Failing the desired outcome, the student has the further option to lodge an external appeal with the Overseas Students Ombudsman http://www.ombudsman.gov.au/making-a-complaint/overseas-students Refer to section 6 for full details on how to appeal.</p>	
2.0	<p>Steps for determining academic misconduct in draft submissions (Monash English Bridging Programs) In cases where a student is suspected of academic misconduct in the submission of a draft document (that leads to an assessed task), the following will occur:</p>	Teacher and Program Leader
2.1	The class teacher will notify a Program Leader with details of the suspected academic misconduct.	
2.2	<p>The Program Leader (or delegate) will collect evidence to investigate the allegation.</p> <p>Evidence may include but is not limited to the following:</p> <ul style="list-style-type: none"> • The student has received a prior academic misconduct warning or has been disciplined for an academic integrity breach. • Previous examples of the student’s work clearly illustrate that the student does not have the same fluency or linguistic capability as the work submitted, for example a low level student using (near) native speaker fluency. • The student is unable to explain phrases or language used in the submission. • Identical (or extremely similar) language or work submitted by another student on the course. • Identical (or extremely similar) language to another published source. • Evidence and assessment via Turnitin (or other electronic tools used to detect plagiarism). 	
2.3	The student will receive an email advising them that they are required to attend a meeting with a Program Leader and/or delegate to discuss a possible breach of academic integrity.	Learning and Teaching Quality Administrator (LATQ)

Ref	Steps	Responsibility
2.4	<p>At the meeting, the student will be presented with the evidence and then will be given the opportunity to respond.</p> <p>In straightforward cases, or if an academic integrity breach is deemed not to have occurred, the Program Leader and/or delegate may advise the student immediately of the outcome as well as use the opportunity to reinforce the student's understanding of academic integrity.</p>	Program Leader / delegate
2.5	<p>The student will be informed in writing of the outcome within 2 working days of the meeting. The outcome will either be:</p> <ul style="list-style-type: none"> • an academic misconduct warning; or • the allegations are dismissed. 	LATQ
2.6	<p>The details of the case will be recorded on the Academic Integrity Register. Information on the Academic Integrity Register may be used as evidence if the student is accused of further breaches of the Academic Integrity Policy and Procedure while at Monash College.</p>	
3.0	<p>Steps for determining academic misconduct in final submissions (Monash English Bridging Programs)</p> <p>In cases where a student is suspected of academic misconduct in the final submission of a report, essay or any other summative assessment, the following will occur:</p>	Assessor and Program Leader
3.1	<p>The assessor will notify a Program Leader with details of the suspected academic misconduct.</p>	
3.2	<p>The Program Leader (or delegate) will collect evidence to investigate the allegation. This may include but is not limited to the following:</p> <ul style="list-style-type: none"> • The student has received a prior academic misconduct warning or has been penalised for an academic integrity breach at Monash College. • Previous examples of the student's work clearly illustrate that the student does not have the same fluency or linguistic capability as the work submitted, for example a low level student using (near) native speaker fluency. • The student is unable to explain phrases or language used in the submission. • Identical (or extremely similar) language or work submitted by another student on the course. • Identical (or extremely similar) language to another published source. • Evidence and assessment via Turnitin (or other electronic tools used to detect plagiarism). 	Program Leader and Student
3.3	<p>If academic misconduct is likely to have occurred, the student will receive an email advising them that they are required to attend a meeting with a Program Leader and/or delegate to discuss a possible breach of academic integrity.</p>	Teacher, Program Leader & Head of

Ref	Steps	Responsibility
3.4	At the meeting, the student will be presented with the evidence with reference to the Academic Integrity Policy and Procedure and will be given the opportunity to respond.	Studies (or delegate)
3.5	After the conclusion of the meeting, the case will be referred to the MUELC Academic Integrity Disciplinary Panel for assessment.	
3.6	<p>The student will be informed in writing of the outcome within 2 working days of the meeting. The outcome will either be:</p> <ul style="list-style-type: none"> • The allegations are substantiated in full or in part and a penalty determined or • the allegations are dismissed. 	
3.7	<p>The details of the case will be recorded on the Academic Integrity Register. Information on the Academic Integrity Register may be used as evidence if the student is accused of further breaches of the Academic Integrity Policy and Procedure while at Monash College.</p> <p>Right to appeal:</p> <p>The student may appeal the Academic Integrity outcome only on the following grounds:</p> <ul style="list-style-type: none"> • New evidence is available that was not available at the time of the original decision; or • A procedural irregularity has occurred <p>See section 6 for full details.</p>	
4.0	<p>Academic misconduct: examinations - Monash English and Monash English Bridging programs</p> <p>Academic misconduct can be evidenced either before, during or after the assessment has been conducted. In cases where academic misconduct is suspected, invigilators, assessors, administration staff or management will collect evidence to substantiate any allegations.</p> <p>Evidence of academic misconduct may include but is not limited to:</p> <ul style="list-style-type: none"> • Data from security cameras • Invigilator notes of the time, place, response and reaction to accusations of academic misconduct • Any unauthorised materials that have been collected or confiscated during the assessment and kept as evidence that the student has cheated • Student paper/s where by comparison, there is a similarity of correct and incorrect answers given, or the text resembles another. 	invigilators, assessors, administration staff or management

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4.1	<p>Accessing information about examination rules</p> <p>Course specific Student Guides (available on Moodle) provide students with clear and easily accessible information about the rules and expectations for formal assessments at the English Language Centre and the related conditions under which they will take place.</p> <p>Teachers reinforce this information by informing students about the English Language Centre examination regulations prior to the examinations taking place, and by directing them to the relevant information on Moodle.</p>	Teachers, students
4.2	<p>Authorised items</p> <p>Students are permitted to bring the following items in to an assessment:</p> <ul style="list-style-type: none"> • student ID card • personal items in a closed bag that can be placed at the front of the exam room • a bottle of water • stationery items: pen, pencil, eraser, sharpener, correction fluid 	Student
4.3	<p>Unauthorised items</p> <p>There are strict rules in place for conduct during exams. Possession of unauthorised material in an exam is a breach of these rules.</p> <p>During an exam, students are not permitted to use or have in their possession:</p> <ul style="list-style-type: none"> • books • notes • paper • pencil cases • electronic devices (including mobile phones, smart watches, electronic dictionaries, camera pens etc) <p>Possession refers to items:</p> <ul style="list-style-type: none"> • in a student's pockets, clothing or on any part of their person • on a student's desk or chair 	Student, Test invigilators
4.4	<p>Mobile phones and smart watches</p> <p>If a student brings a mobile phone or wearable digital technology (e.g. smart watch or similar) into an exam room, they must turn them off (including the alarm) and put them in their bag at the front of the room.</p>	Student
4.5	<p>Substitute exam sitters</p> <p>Employing substitute exam sitters or acting as an exam sitter are regarded as very serious offences and will be dealt with accordingly.</p>	

Ref	Steps	Responsibility
4.6	<p>Examination conditions</p> <p>Students are expected to follow their teacher / invigilator's instructions at all times during the examination. The following behaviours are not permitted:</p> <ul style="list-style-type: none"> • talking during the assessment or before the teacher / invigilator has given permission for talking to occur • cheating or allowing others to cheat • leaving the examination room prior to the end of the examination. 	Student
4.7	<p>Steps for dealing with suspected academic misconduct during an examination</p> <p>If an invigilator suspects a student is engaging in academic misconduct during an assessment, they must undertake the following steps in such a manner as to limit any possible impact on other students in the exam venue:</p>	Test invigilator
4.71	Non-verbally indicate to the student/s suspected of academic misconduct that they are being carefully observed.	
4.72	Note the students' name and number and the time.	
4.73	Upon completion of the test, collect any evidence such as unauthorised notes or material.	
4.74	Upon completion of the test, inform the student that they were observed in suspected academic misconduct and that the incident will be reported to a Program Leader, who will be in touch.	
4.75	Complete an Assessment Incident Report noting the student name, number, time and details of the incident and submit the incident report to a nominated staff member.	
4.8	<p>Steps for dealing with suspected academic misconduct during the marking process</p> <p>During the marking process, an examination marker who has reasonable grounds to believe that academic misconduct has occurred must:</p> <p>Notify a Program Leader or nominated staff member of the suspected misconduct as soon as possible.</p>	Markers
4.9	<p>Steps for determining academic misconduct in examinations</p>	Program Leader
4.91	After being notified of the suspected academic misconduct, the Program Leader will review the documentation and/or evidence and, if necessary, seek advice to determine whether academic misconduct is likely to have taken place.	
4.92	If academic misconduct is likely to have occurred, the student will be notified verbally (for minor breaches in ME only) or via email (for MEB and more serious breaches in ME) of the alleged misconduct and asked to attend a meeting with a Program Leader and/or delegate.	

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4.93	At the meeting, the student will be presented with the evidence with reference to the Academic Integrity Policy and Procedure and will be given the opportunity to respond.	
4.94	In straightforward cases, or if academic misconduct is deemed not to have occurred, the Program Leader and/or delegate may advise the student immediately of the outcome as well as use the opportunity to reinforce the student's understanding of academic integrity.	
4.95	In more complex cases, the case will be referred to the MUELC Academic Integrity Disciplinary Panel.	
4.96	<p>The student will be informed in writing of the outcome within 2 working days. The outcome will either be:</p> <ul style="list-style-type: none"> • The allegations are substantiated in full or in part and a penalty determined; or • the allegations are dismissed. 	LATQ
4.97	<p>The details of the case will be recorded on the Academic Integrity Register. Information on the Academic Integrity Register may be used as evidence if the student is accused of further breaches of the Academic Integrity Policy and Procedure while at Monash College.</p> <p>Right to appeal:</p> <p>The student may appeal the Academic Integrity outcome only on the following grounds:</p> <ul style="list-style-type: none"> • New evidence is available that was not available at the time of the original decision; or • A procedural irregularity has occurred <p>See section 6 for full details.</p>	
5.0	<p>Steps for dealing with suspected fraudulent documentation</p> <p>In cases where a student has submitted a document suspected to be fraudulent, Monash College will endeavour to establish the veracity of the document by contacting the institution / company or person whose name is represented on the document.</p>	LATQ
5.1	Where the veracity cannot be established within 2 working days, the student will be contacted and asked to provide further information to ensure that either contact can occur or supplementary evidence is provided within an agreed timeframe. If the student cannot meet these requirements within the agreed timeframe, the case will be dealt with as per section 5.2	Student
5.2	Where Monash College has exhausted attempts to establish the veracity of a document or the document is established as fraudulent, the following will occur:	LATQ Program Leader / delegate

Ref	Steps	Responsibility
5.21	The student will receive an email advising them that they are required to attend a meeting with a Program Leader and/or delegate to discuss a breach of academic integrity.	LATQ Program Leader / delegate
5.22	At the meeting, the student will be presented with the evidence with reference to the Academic Integrity Policy and Procedure and will be informed of the possible penalties.	
5.23	The student will be informed in writing of the penalty within 2 working days of the meeting	
5.24	<p>The details of the case will be recorded on the Academic Integrity Register. Information on the Academic Integrity Register may be used as evidence if the student is accused of further breaches of the Academic Integrity Policy and Procedure while at Monash College.</p> <p>Right to appeal:</p> <p>The student may appeal the Academic Integrity outcome only on the following grounds:</p> <ul style="list-style-type: none"> • New evidence is available that was not available at the time of the original decision; or • A procedural irregularity has occurred <p>See section 6 for full details.</p>	LATQ
6.0	<p>Lodging an appeal</p> <p>A student may lodge an appeal within 20 working days of the receipt of the Academic Integrity outcome notification by emailing the Director, English at: muelc.appeals@monashcollege.edu.au</p> <p>The student may appeal the Academic Integrity outcome only on the following grounds:</p> <ul style="list-style-type: none"> • New evidence is available that was not available at the time of the original decision; or • A procedural irregularity has occurred 	Student
6.1	<p>The appeal should contain the following information:</p> <ul style="list-style-type: none"> • The student's full name, student number and course • The grounds for the appeal <p>The student may seek assistance from support staff in preparing the appeal.</p>	

Ref	Steps	Responsibility
6.2	<p>Investigation</p> <p>The Director (or delegate) will conduct an independent investigation, which may include but is not limited to the following:</p> <ul style="list-style-type: none"> • reviewing the notes and evidence stored on the Academic Integrity Register • consulting any person relevant to the matter • inviting the student to attend a meeting to discuss the appeal. The student may bring one representative to this meeting if desired. <p>The representative may be another student or staff member of Monash College, or a friend, associate or family member; however, they may not act as an advocate or a lawyer for the student.</p>	Director or delegate
6.21	<p>The Director (or delegate) may determine that the appeal is frivolous or vexatious, and decide that no further investigation is necessary. In this case, the academic integrity breach will be upheld, the case finalised and the student notified in accordance with section 6.61(A)</p>	
6.3	<p>Withdrawal of appeal</p> <p>The student may withdraw the appeal at any stage by giving written notice to the Director (or delegate). In this case, the academic integrity breach will be upheld, the case finalised and the student notified in accordance with section 6.41(A).</p>	Student
6.4	<p>Outcome</p> <p>The Director (or delegate) will endeavour to determine an outcome within 10 working days of the receipt of the appeal.</p> <p>If, due to unforeseen circumstances (e.g. staff on leave), the investigation cannot be concluded within ten working days, the Director (or delegate) will keep the student informed of the status of the matter and the reasons for any delay.</p>	Director or delegate
6.41	<p>The student will be informed in writing of the outcome. The outcome will either be:</p> <ul style="list-style-type: none"> A. Academic integrity breach upheld: Appeal rejected. The student will also be notified of the support services available and of their right to an external appeal (see section 6.43). B. Appeal accepted: Penalty removed 	LATQ
6.42	<p>Results will be processed according to the outcome, and the case notes on the Academic Integrity Register will be updated. Information on the Academic Integrity Register may be used as evidence if the student is accused of further breaches of the Academic Integrity Policy and Procedure while at Monash College.</p>	

Ref	Steps	Responsibility
6.43	<p>If the student is dissatisfied with the outcome of the appeal, they may lodge an external appeal with the Overseas Students Ombudsman http://www.ombudsman.gov.au/making-a-complaint/overseas-students</p> <p>If they lodge an external appeal, they will get a Case number from the Ombudsman's Office. This Case Number should be emailed to the Monash University ESOS Reporting Office as soon as possible by emailing ESOS.reporting@monash.edu</p>	Student

Legislation and Standards	National Code 2018
Reference Policies and Supporting Documentation	<p>Monash College Student Academic Integrity Policy</p> <p>Academic and Non Academic Complaint and Appeals Policy</p> <p>Academic and Non-Academic Complaint and Appeals Procedure</p> <p>Monash College Student Privacy Collection Statement</p>
Responsibility for Implementation	Director, English
Status	Revised
Key Stakeholders	<p>Monash University English Language Centre:</p> <ul style="list-style-type: none"> • Students • Learning and Teaching staff • Head of Studies • Manager Learning and Teaching Quality • Director, English
Approval Body	Director, English and Director, Governance and Company Secretary
Date Effective	4/12/2019
Next Review Date	4/12/2022
Owner Job Title Division	Director, English English

Procedure Author	Manager Learning and Teaching Quality, English
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Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	15/6/2016	Pathways Committee	New procedure
2.0	19/12/2018	Acting Director, English Director, Governance and Company Secretary	Replace reference to MUELC Academic Integrity Policy with Monash College policy Include reference to 'Penalties for an academic integrity breach' guidelines as appropriate Include fraudulent documentation definition and procedure Clarify process and roles for making a complaint and appeals Update roles and titles Update exam misconduct procedure to reflect ME practice for minor breaches
3.0	2/08/2019	Director, English Director, Governance and Company Secretary	Change 'complaint' to 'appeal' in line with direction from Governance team Update Appeal procedure to reflect new company-wide templates including removal of 'partially upheld' Clarify and simplify information about lodging and appeal Clarify grounds for lodging an appeal: new evidence or procedural irregularity Update titles and email addresses
4.0	04/12/2019	Director, English	Updated reference to new National Code 2018