

Procedure	
Academic Integrity Procedure	
1. Purpose	This procedure document outlines the steps in dealing with academic integrity matters and is designed to support the implementation of the Academic Integrity Policy.
2. Scope	<p>This procedure is designed to support the implementation of the SAE Australia Academic Integrity Policy and is applicable to any SAE campus which offers accredited Australian VET or Higher Education Programs.</p> <p>This procedure also extends to non accredited programs that rely on the use of assessment tasks to confer an award.</p>
3. Associated Policies	<ul style="list-style-type: none"> ● Academic Integrity ● Student Grievance, Complaints and Appeals ● Student Discipline Rule
4. Associated Procedures	<ul style="list-style-type: none"> ● Student Grievance, Complaints and Appeals Procedure
5. Associated Documents	<ul style="list-style-type: none"> ● Student Handbook ● Forms and other documentation related to academic integrity ● Risk Mitigation Framework (Internal Document)
6. Procedure	<p>6.1 Verification of Breach</p> <p>Allegations of academic misconduct, whether they be plagiarism, contract cheating, collusion, cheating or fraud are serious matters which need verification before a student is asked to respond to any such claims. In all cases, a fair process that allows natural justice must be undertaken.</p> <p>The following mechanisms ensure that an investigation is supported by technological tools or third-party faculty beyond an individual assessment, and should be utilised to verify a breach before proceeding to a formal misconduct process.</p> <p>The following points relate to initial investigation that should be undertaken by faculty prior to the student receiving formal contact from a nominated member of the campus academic leadership.</p> <p>6.1.1 Written Work</p> <p>The use of scanning software such as “Turnitin” is appropriate for any written work. Such software will identify any copied material, even if it is properly referenced and cited. Any academic written materials will return positive results for copied material by their very nature, however faculty should consider whether copied material, either directly quoted or paraphrased has been correctly attributed to its original authors.</p> <p>Where scanning software detects similarities to other student work, faculty will need to expand the verification process to other relevant</p>

	<p>student work to make a determination as to whether they are dealing with a case of plagiarism or collusion. In cases where collusion is suspected, all parties should be invited to respond to academic integrity matters individually until a determination can be made.</p> <p>When a written report is dissimilar in style or level to student’s previous submissions they may be requested to provide further evidence of the written work being their own. The evidence requested is decided on a case-by-case basis in consultation with the relevant Department Coordinator but may include a short interview on content, a written summary in an invigilated environment or a requirement to show all referenced material within a deadline. Students who are requested to supply this evidence will be treated fairly and without prejudice in accordance with the Institute’s policies and procedures.</p> <p>6.1.2 Creative / Practical Work</p> <p>As SAE is a practice based institution, practical work, performed in class form the majority of assessment processes. As much of this work takes place in class, over prolonged periods of time, a lecturer may reasonably believe there has been a breach of the Academic Integrity Policy when a student submits work that is significantly better than performance monitored in class, however it is essential that any suspicion is verified before approaching a student about possible breaches.</p> <p>Investigating potential breaches of practical work can be achieved in some cases via tools such as www.tineye.com which can perform reverse image searches.</p> <p>File meta-data can also be used to ascertain when a student has incorporated work which is not their own. However, the use of materials where appropriately cited and acknowledge is permissible where it does not have an impact on the assessment requirements and marking criteria.</p> <p>If a faculty member believes that a student has unfairly misrepresented their creative work, or used the work of others without due citation, the faculty member should put a case together prior to contacting the student.</p> <p>6.1.3 Examination Processes</p> <p>All assessment processes which are susceptible to cheating must be invigilated to SAE staff or faculty. The process of invigilation should involve as many faculty as needed to ensure adequate supervision. Students undertaking such assessment should also be advised that an invigilator will be supervising the process and at any time that cheating or disruption occurs, the invigilator reserves the right to remove the students immediately and issue a Fail grade for the assessment. Students will maintain the right to natural justice via the SAE Grievance process.</p> <p>In cases where an invigilator has removed a student due to suspected cheating, they are to clearly document the incident and report it to the nominated member of the Campus Academic Leadership.</p>
--	---

	<p>6.1.4 Wilful Disruption</p> <p>As a practice based creative media institute, the majority of student work is undertaken in groups. SAE module guides outline the expectations of students working in groups and it is expected that this will be followed at all times. Further, the SAE Code of Conduct outlines the expectations of staff and student behaviour.</p> <p>Students may be removed from a group or the learning environment where a faculty member believes that the student has deliberately disrupted the learning environment of other students. This may include willful withholding of group work materials, lack of correspondence with group members or any behaviours that may intentionally disrupt the learning environment of other students.</p> <p>Faculty who witness potential willfully disruptive behaviours will report the matter to a member of the Campus Academic Leadership and seek statements from other students. These statements will be recorded and if necessary act as the basis for progressing to a formal meeting with the student.</p> <p>6.1.5 Research Integrity Breaches</p> <p>SAE faculty who undertake research as part of their duties are expected to abide by all relevant SAE policies and procedures. Failure to comply with these policies, particularly the Academic Integrity Policy and relevant ethics clearance details, will be investigated in accordance with this procedure.</p> <p>6.2 Contacting the Student</p> <p>Once a breach of the Academic Integrity Policy has been substantiated, it is to be passed to the Academic Coordinator or nominee. The process is to be treated as confidential and actions need to be undertaken to ensure that there is no reputational damage to a student who is alleged to have breached the Academic Integrity policy.</p> <p>Prior to contacting the student, a confidential note is to be placed on the student's file, indicating that there has been a reported breach of the Academic Integrity policy.</p> <p>At least 5 business days prior to the hearing, the student shall be provided with a copy of (or given reasonable access to) relevant written materials and other evidence that is available in the case, at the discretion of the Chair in order to protect the rights of other students. The Chair may call witnesses to give evidence at a hearing or may receive written statements of evidence.</p> <p>The “Allegation of Academic Misconduct” email template as found below in Schedule A should then be sent.</p> <p>6.3 Contacting a Staff Member</p> <p>Allegations of a breach of this policy involving an SAE staff member in relation to research integrity are to be directed to the Dean for further investigation. The Dean, or delegate, will investigate the matter before proceeding to a formal hearing.</p>
--	--

	<p>If a case of academic misconduct is substantiated, the relevant line manager and HR business partner will be contacted to outline the nature of the allegation.</p> <p>At least 5 business days prior to the hearing, the staff member shall be provided with a copy of (or given reasonable access to) relevant written materials and other evidence that is available in the case, at the discretion of the Dean in order to protect the rights of other students. The Dean may call witnesses to give evidence at a hearing or may receive written statements of evidence.</p> <p>6.4 Conducting a Hearing (Students)</p> <p>A hearing may be conducted no sooner than five working days (or sooner with the approval of the student) after contacting the student and providing them with materials relevant to the case. The Academic Coordinator and a nominated academic independent of the initial allegation will form the Panel for a formal hearing into any allegation of academic misconduct, with the Academic Coordinator acting as Chair. The student may attend the hearing or, if the student requests, participate in the hearing through telephone conferencing or similar facility (at his or her own cost). If the student declines to attend the hearing (or participate by other means) the hearing shall proceed in the absence of the student.</p> <p>The student may make a written submission to the hearing and/or be accompanied at the hearing by a companion who may be either a relative or friend, or an Institution staff member or student, but not a member of the legal profession. The companion is present as a support to the accused student and is not permitted to act as an advocate or spokesperson for the student. In exceptional cases, for example a student with a disability which affects his or her communication, permission may be granted by the Chair for the companion to speak on behalf of the student. Neither the student nor any other person participating in the hearing is entitled to be legally represented.</p> <p>If the Chair deems it appropriate, or if the student requests it, the Chair may require persons to attend the hearing and to answer questions. The accused student may ask questions of any witnesses in attendance at the hearing. The student may make verbal submissions to the panel after the evidence of all witnesses has been given, but the student shall not be present for the deliberations of the Panel following the student submission at the end of proceedings.</p> <p>As an outcome of the hearing, the Panel may decide:</p> <ul style="list-style-type: none"> ● to dismiss the complaint of academic misconduct; ● to seek further information; ● to provide the student with a warning together with advice about what is acceptable academic conduct; ● to decide that the student is guilty of academic misconduct and impose one of the listed penalties. <p>6.5 Conducting a Hearing (Staff)</p> <p>A hearing may be conducted no sooner than five working days (or sooner with the approval of the student) after contacting the student and providing them with materials relevant to the case. The Dean and a nominated senior academic independent of the initial allegation will form the Panel for a formal hearing into any allegation of academic misconduct, with the Academic Coordinator acting as</p>
--	---

	<p>Chair. The staff member may attend the hearing or, if the staff member requests, participate in the hearing through telephone conferencing or similar facility (at his or her own cost). If the student declines to attend the hearing (or participate by other means) the hearing shall proceed in the absence of the student.</p> <p>The staff member may make a written submission to the hearing and/or be accompanied at the hearing by a companion who may be either a relative or friend, or an Institution staff member, but not a member of the legal profession. The companion is present as a support to the accused staff member and is not permitted to act as an advocate or spokesperson for the staff member. In exceptional cases, for example a staff member with a disability which affects his or her communication, permission may be granted by the Chair for the companion to speak on behalf of the staff member. Neither the staff member nor any other person participating in the hearing is entitled to be legally represented.</p> <p>If the Dean deems it appropriate, or if the staff member requests it, the Dean may require persons to attend the hearing and to answer questions. The accused staff member may ask questions of any witnesses in attendance at the hearing. The staff member may make verbal submissions to the panel after the evidence of all witnesses has been given, but the staff member shall not be present for the deliberations of the Panel following the student submission at the end of proceedings.</p> <p>As an outcome, the panel will determine which of the following categories they breach aligns to;</p> <ul style="list-style-type: none"> ● Intentional or deliberate ● Reckless ● Negligent, and/or ● Repetitive over a period of time (either by act or omission). <p>As an outcome of the hearing, the Panel may decide as follows:</p> <ul style="list-style-type: none"> ● to dismiss the complaint of academic misconduct; ● to seek further information; ● to provide the staff with a warning together with advice about what is acceptable academic conduct; ● to decide that the staff is guilty of academic misconduct and impose one of the listed penalties. <p>Penalties include;</p> <ul style="list-style-type: none"> ● Counselling the staff member; ● Making amendments to the research piece which addresses research and/or academic integrity issues; ● In serious cases, breaches of the Academic Integrity Policy may require formal disciplinary meetings and possibly termination. <p>6.6 Notifying Students of the Outcome</p> <p>The student shall be informed in writing of the decision of the Chair or panel, together with reasons for the decision, within five working days of the hearing. The penalties for academic misconduct in minor cases may include one or more of the following: (first strike)</p>
--	---

	<ul style="list-style-type: none"> ● Issue of a formal written warning; ● A reduction in marks or grade for the relevant assignment; ● A requirement for the student to re-submit the assignment by a specified date (the maximum mark possible being a Pass grade). <p>The penalties for academic misconduct in major cases may include one or more of the following, and the most serious penalties may be considered in the case of repeated misconduct: (one or more strikes)</p> <ul style="list-style-type: none"> ● The student may be required to undertake additional or alternative assessment (the maximum mark possible being a Pass grade); ● A grade of Fail may be recorded for the assessment task; ● A grade of Fail may be recorded for the module; ● With the approval of the Dean, the student may be withdrawn from the program for a period of specified time; ● The student may be failed in the program overall and expelled from the SAE Institute at the discretion of the Dean. <p>The “Outcome of Academic Misconduct” email template should be used to notify the student of the outcome.</p> <p>All confirmed cases of academic dishonesty will be recorded in the ‘Academic Integrity’ section of the Campus Register. Data recorded will include student details, module, type of misconduct, level and any previous misconduct, this data will be summarised and presented to the Academic Board in the CAL reports.</p> <p>6.7 Limitations</p> <p>There is no time limitation for considering potential breaches of the Academic Integrity policy so long as sufficient evidence exists to support the case and any investigation is done in a way that observes procedural fairness and confidentiality.</p> <p>In extreme cases, SAE reserves the right to revoke conferral of awards to students who have since graduated. These former students will be notified via registered post of their rights to attend a formal hearing.</p> <p>In cases where this rule is to be applied, the student will be notified of the outcome, their record updated and they will be unable to request replacement testamurs until the matter is resolved.</p> <p>The Chair of the Academic board shall reserve decision making power when revoking conferral of awards.</p>
<p>7. References</p>	<p>University of Wollongong. (2017). <i>Research Misconduct and Complaints Management Policy</i>. Retrieved from https://www.uow.edu.au/about/policy/UOW058715.html</p>

Administrative Information & Version Control

Date	Summary of Changes	Approved by
21 September 2018	Initial Version	J. Anthonysz
November 2017	Minor Administrative Changes	Academic Board
21 September 2018	Procedure reviewed and renamed.	Academic Board

Schedule A: Templates

Template: Allegation of Academic Misconduct: Invitation to hearing

Dear X,

We have cause to believe that work you have submitted for [Module and Assessment] may be in breach of the Academic Integrity Policy, available on the SAE Website. As this is an allegation, we are giving the right to have the case investigated in a way that observes procedural fairness and confidentiality.

Attached to this email are materials relevant to this accusation. I have detailed each of the attachments below;

Module and assessment (code and name)

- *[File name],[details]*
- *[File name],[details]*

A formal hearing will take place to investigate these allegations on the [Insert date, note that a minimum of five working days is required]. You may bring a support person (but not a legal representative) to the hearing of alleged academic misconduct. A support person does not have a role in the proceedings or the right to speak without approval, but may assist a student to clarify the processes involved during any hearing.

The Academic Coordinator will act as chair of the hearing. You are invited to attend the hearing or, upon request, participate in the hearing through telephone conferencing or similar facility (at your own cost). If you decline to attend the hearing (either in person or by a written submission) the hearing shall proceed in your absence.

The Chair may require persons to attend the hearing and to answer questions. You may ask questions of any witnesses in attendance at the hearing. You will be provided with the opportunity to make a final verbal submission to the panel after the evidence of all witnesses has been given, but you shall not be present for the deliberations of the Chair or the panel at the end of proceedings.

As an outcome of the hearing, the Chair or the panel may decide as follows:

- *to dismiss the complaint of academic misconduct;*
- *to seek further information;*
- *to provide the student with a warning together with advice about what is acceptable academic conduct;*

- *to decide that you have been found guilty of academic misconduct and impose one of the listed penalties.*

SAE records all instances of academic integrity breaches. Your prior record will inform the outcomes of academic integrity matters. The penalties for academic misconduct in major cases may include one or more of the following, and the most serious penalties may be considered in the case of repeated misconduct:

- *You may be required to undertake additional or alternative assessment (the maximum mark possible being a Pass grade); (in the case of a first strike);*
- *A grade of Fail may be recorded for the assessment task;*
- *A grade of Fail may be recorded for the unit; (in the case of a second strike);*
- *You may be withdrawn from the program for a period of specified time; (in the case of a third strike);*
- *You may be failed in the program overall and be expelled from the SAE Institute; (in the case of a third strike);*
- *Revoke award when the misconduct has been substantiated in accordance with the Academic Integrity Policy and this procedure, and the penalty imposed results in you no longer meeting the requirements for the conferred award.*

Template: Academic Misconduct; Outcome of the Disciplinary Hearing. (use only in cases of confirmed breaches)

Dear X,

Further to the meeting held on [Insert date] to investigate an allegation of breaching the Academic Integrity Policy, the chair has made the following determination;

[Specify the outcome as listed in the procedure]

.Should you believe that this process has not been administered fairly and in accordance with the details listed in the invitation letter, **Allegation of Academic Misconduct**, sent to you on [insert date] you may lodge a formal grievance as in the Grievance policy located in Policies and Procedures on the SAE website.

[Insert the following paragraph only on first or second strike]

Although this matter will be treated as confidential, SAE reserves the right to use the outcome of this process to inform further decision-making processes relating to academic integrity. As such, a note has been made on your private student record indicating that a breach has occurred.

[Insert the following paragraph only on first or second strike]

Note that help and support is always available from SAE staff and faculty to ensure that you know your obligations regarding academic integrity matters. I implore you to seek advice from staff and faculty should you ever be unsure. A suite of digital resources is also available should you need them. You can access these via the SAE Library Portal.

[Insert the following paragraph only for a third strike]

As you have recorded a third, confirmed breach of the Academic Integrity policy, you will now be excluded from all SAE Campuses for a period of [insert time frame]. Should you wish to re-commence your studies any further breaches of the academic integrity will result in instant cancellation of your studies and you will not be permitted to return to study.