



Academic Conduct and Integrity Policy and Procedures

Scope

This policy applies to all students and staff at Holmes Institute Pty Ltd, ("Holmes") and applies to all academic matters including teaching, learning and research.

Policy purpose

The Policy provides:

- information regarding what constitutes appropriate academic conduct and integrity with the aim of preventing incidences of misconduct at Holmes,
- a fair, equitable and confidential framework for investigating and resolving alleged cases of academic misconduct, and
- outlines potential consequences of proven academic misconduct.

Policy principles

1. Holmes is committed to ensuring and upholding academic integrity, as academic integrity is integral to maintaining academic quality and the academic standing of its qualifications.
2. Principles of equity, honesty, trust, respect and fairness underpin academic conduct and integrity at Holmes.
3. Holmes' will educate its students and staff about expectations for academic writing including the appropriate use and acknowledgement of intellectual material in academic work, including research.
4. All cases of alleged academic misconduct are dealt with in accordance with this policy, taking into account the individual circumstances surrounding the case.
5. Where an investigation into alleged academic misconduct is undertaken, it will be undertaken in a fair and equitable manner with due regard to privacy, natural justice and procedural fairness principles.
6. A person will only be deemed to have committed an act of academic misconduct where they admit to the misconduct, or an investigation/hearing determines that they committed an act of misconduct.
7. Knowledge of a person's past behaviour will not be assumed to be evidence that they have acted in the same manner again. However, such knowledge may be considered relevant to the level of penalty imposed where an act of misconduct is deemed to have occurred.

How Holmes supports academic integrity

- Students will be provided with access to resources and training regarding how to maintain academic integrity.
- Students are also required to submit a declaration (usually in the form of a coversheet) with every assignment which includes a statement of academic integrity certifying that by submitting the work, the student's work is their own.
- To assist learners to avoid plagiarism, assignments must be submitted through SafeAssign using students' Holmes email address/ learning management system log in.
 - Where SafeAssign similarity reports indicate 40% similarity, such cases are referred for review to the Course Convenor.
 - In the case of a similarity report indicating 75% similarity, such cases are referred to the Dean, Academic for review.

Defining academic misconduct

Academic misconduct may take the following forms:

- **Poor, fabricated and fictitious (made up) referencing**

- **Cheating** – is obtaining or attempting to obtain credit for academic work through fraudulent and deceptive means. It includes but is not limited to:
 - Submitting work completed in whole or in part by another person as one's own without appropriate recognition, e.g. where it was group work
 - Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks
 - Looking or attempting to look at another student's paper during an examination;
 - Communicating with another student during the examination regarding its content;
 - Possession or use of unauthorised materials in tests or examinations;
 - Allowing another to copy and submit your work, in part or in whole, as his or her own; and
 - Receiving or giving during an examination or on assignments any unauthorised assistance.
- **Contract cheating** - is when someone else completes a student's work for a benefit, e.g. a fee. NB - A student can be guilty of contract cheating irrespective of whether payment is made or services are received. For instance, a student may be investigated for contract cheating where:
 - the student posts an advertisement seeking assistance.
 - the hired individual forwards correspondence to Holmes regarding a student's enquiry.
 - a student submits work that is significantly different in style to the student's prior work.
- **Plagiarism** – presenting or passing off the ideas or words of another person as one's own i.e. without crediting the source. Plagiarism includes paraphrasing or direct quoting a source without acknowledging the source via a reference. Plagiarism also extends to reusing significant portions of one's own work, previously submitted for another assessment without acknowledging that one is doing it. This is known as self-plagiarism.
- **Collusion** - to deceive an assessor about who actually produced work or copying from other members while working in a group.
- **Jeopardising other learners' academic success** e.g. by disturbing the peace in class or during an examination, or by tearing out sections from shared library resources.

Consequences of academic misconduct

- Holmes considers academic misconduct as a serious academic offence and will take appropriate action against any student found to have participated in academic misconduct.
- Penalties for academic misconduct vary and are determined on a case by case with due consideration to the facts of each case, e.g. intent, severity of misconduct, whether it was a first offence and so on. The Academic Misconduct Penalty Rubric in Appendix 1 provides guidance as to how cases of misconduct are treated at Holmes.
- Depending on the act of academic misconduct, the consequence may be determined by faculty members, the Board of Examiners or the Directors or their delegate (the latter in the case of Appeals).
- Where academic misconduct is confirmed, an official record of the incident will be added to the student's record and penalties applied accordingly.
- Any overseas student who is suspended or excluded due to an Act of Misconduct will have reason for decision reported to the relevant Australia Government Department.

Procedures for alleged cases of misconduct

Stage 1: Investigation of an alleged act of misconduct

If a Holmes representative such as a faculty member reasonably believes or suspects that an act of misconduct has occurred, they may present the evidence of alleged misconduct to the student to ascertain facts and evidence. The student's results will be withheld until all proceedings relevant to the allegation have been finalised.

Incident Report

Invigilated class tests and examinations

Incident reports for acts of academic misconduct in invigilated class tests and examinations are presented to the Board of Examiners (BoE) for review and decision at the end of the study period. Where applicable, physical evidence will be presented to the Board (BoE). The BoE will determine the potential penalty.

Assignment tasks

Incident reports for acts of academic misconduct in assignment tasks are presented to the the Unit Coordinator or the Course Convenor as soon as practical after the matter. Thereafter, the faculty member may proceed to impose a penalty appropriate to the act of misconduct

Stage 2: Potential investigation Outcomes

No misconduct identified

Where it is determined that there is no case of misconduct, the student will be advised of this and no further action taken. Where relevant, assessment results will be released.

Misconduct identified

Where misconduct is determined, the student will be notified in writing of the outcome of the investigation including penalties to be applied, consistent with the timelines relevant to the type of assessment. See Stage 3 – Guidelines in determining a penalty. The student will also receive information about the appeal process. (Refer to Stage 5 of this policy or the Complaints and Appeals Policy for further information).

Admission of misconduct by a student

A student may formally admit to the alleged Act of Misconduct, at any time. Where this occurs, all further investigation of the allegation ceases and a determination will be made as to an appropriate penalty. See Stage 3 – Guidelines in determining a penalty. (Refer to Stage 5 of this policy or the Complaints and Appeals Policy for further information)

Misconduct cannot be resolved or established

Where a determination is unable to be reached after investigation, the matter will be referred to the Academic Board for a decision. See Stage 4 Academic Board Review.

Stage 3: Guidelines in determining a penalty

Penalties imposed are to be appropriate to the nature and gravity of the act of misconduct established by the evidence. Appendix 1: Academic Integrity Penalties Rubric provides guidance as to how to determine the appropriate penalty. The decision on the penalty will take into account, but is not limited to:

- the type of misconduct involved, whether academic or non-academic
- the previous discipline record of the student concerned
- whether the student admitted to the alleged misconduct
- whether the student assisted or hindered the investigation process
- whether or not there were any extenuating circumstances or mitigating factors
- the number of students affected by or involved in the misconduct
- the benefit derived from the misconduct by the student
- similar cases of student disciplinary action and their outcomes.

Stage 4: Academic Board Review

If a misconduct matter cannot be resolved after investigation, the Academic Board or its delegate will review the case of alleged misconduct within seven (7) working days of the student being informed that no decision has been reached.

The Academic Board will review all evidence presented and may make inquiries as it thinks fit. During this stage, the student will be entitled to provide any evidence, present a defence, correct any information and explain their conduct and any mitigating factors or extenuating circumstances relevant to the allegation.

For the assignment of a Fail/NN final grade in a unit due to academic misconduct or to suspend or exclude a student from study for academic misconduct, Board of Examiners and Academic Board approval is required respectively.

The Academic Board or its delegate will determine whether or not the student is deemed to have committed an act of misconduct and any further action required. e.g. related penalties. The student will be notified in writing of the outcome of the review within a reasonable timeframe after the publication of results – usually within fourteen (14) business days.

Stage 5: Appeals process

Right to appeal

Any student subject to a determination or penalty in relation to an act of misconduct is entitled to appeal the decision. If a student wishes to appeal against a determination, they must lodge a written Notice of Appeal. Please see the Complaints and Appeals Policy for more information on the appeal process.

Record Management and Reporting

- Details of proven acts of academic misconduct will be documented in writing and recorded on a Misconduct Register maintained by the Dean, Operations in liaison with the Higher Education Coordinators. Details will also be added in the student's individual file.
- A report on misconduct cases and trends will be reported to the Academic Board and Governing Council at least annually to ensure appropriate action is undertaken to address underlying causes as part of Holmes risk management plan.
- Records of the alleged Act of Misconduct will be retained for a period of five years, or for the period of the student's enrolment.

Related policies

This policy should be read in conjunction with the following Holmes policies:

- Student Conduct Policy
- Admissions Requirements Policy
- Assessment and Marking Policy
- Complaints and Appeals Policy
- TEQSA Guidance Note on Academic Integrity

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer(s)	Dean, Academic & Dean, Operations
Implementation Officer(s)	Course Convenors & Higher Education Coordinators
Review Date	July 2022
Approved by	

Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1	Dean (Governance & Accreditation)	<ul style="list-style-type: none"> • Scope of policy enhanced to include research integrity. • Expansion and clarifications of types of academic misconduct. • Clarifications made to processes to be followed and relevant accountable officers. • Introduction of a penalty rubrics - Appendix 1 – providing guidance on how academic misconduct penalties are determined. 	12 June 2019	20 June 2019

Appendix 1: Academic Misconduct Penalty Rubric



VIOLATION	*POSSIBLE PENALTIES		
	1 st Offence	2 nd Offence	3 rd Offence
Cheating Offenses			
Unauthorised assistance with academic work.	LOW	MEDIUM	HIGH
Copying from another student's work or allowing another student to copy one's work.	LOW	MEDIUM	HIGH
The use or possession of unauthorised materials such as textbooks, notebooks, electronic devices etc. during any assessment.	MEDIUM	HIGH	EXTREME
Collaborating with another person to complete any assessment by giving or receiving information without permission.	LOW	MEDIUM	HIGH
Obtaining by any means, possessing, or soliciting in the contents of an un-administered test, assessment or solutions without permission.	MEDIUM	HIGH	EXTREME
Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment.	HIGH	EXTREME	EXTREME
Altering initial answers/responses and then claiming the assessor inappropriately graded the examination or assessment.	MEDIUM	HIGH	EXTREME
Plagiarism Offenses			
Referencing or attribution of work is not clear or adequate, or has numerous errors. Fabrication of sources in a bibliography.	LOW	LOW	MEDIUM
Inappropriate paraphrasing, or misrepresentation of work which appears accidental, unintentional or due to lack of knowledge.	LOW	LOW	MEDIUM
Significant appropriation of work which appears deliberate and planned.	MEDIUM	HIGH	EXTREME
Unauthorised submission of the same written assignment for two units with failure to appropriately cite previous work.	LOW	MEDIUM	HIGH

*In determining the applicable penalty, regard will be taken to the type and nature of the misconduct and to the educational experience of the student. A matter is deemed a first offence, if it is the first academic misconduct at Holmes. Any offence after that will be deemed to be a subsequent (2nd/ 3rd) offence.

KEY	
LOW	<ul style="list-style-type: none"> Learning Intervention – with formal caution Re-Submission (for Possible full points) Supplementary exam
MEDIUM	<ul style="list-style-type: none"> Re-Submission (penalty to points applied) Automatic Zero Applied to assessment
HIGH	<ul style="list-style-type: none"> Failure of Unit Suspension from studies for some time
EXTREME	<ul style="list-style-type: none"> Exclusion from Holmes