TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Policy: TCPS Academic Integrity Policy and Procedure

Policy Type:	Policy
Policy Number:	TCDP06
Date Approved:	15 April 2024
Previous Policy:	Trinity College Pathways School Academic Integrity Policy and Procedure
Review Date:	August 2024

1 OBJECTIVES

Academic integrity is vital to the attainment and maintenance of high standards in scholarship, education and professional practice. The promotion of a culture of academic honesty is incumbent on all staff working together: it is the responsibility of management to ensure that adequate policies, processes and training are provided to front-line staff; and it is the responsibility of front-line staff to adhere to set policies and processes.

The purpose of this policy and procedure document is to maintain and protect academic integrity within the Pathways School, Trinity College. Of central importance to this aim, is an educative approach with regard to academic misconduct, together with measured and fair penalties in appropriate instances. This is in-line with the University of Melbourne Academic Misconduct Policy, the University of Melbourne Academic Board Regulations, and the TEQSA Good Practice Note: Addressing contract cheating to safeguard academic integrity.

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2 SCOPE

2.1 The policy and procedure contained in this document apply to students in the Pathways School, Trinity College.

2.2 Any 'strikes' in a Foundation Studies intake, will carry over to any subsequent Foundation Studies intakes in the event that the student transfers to a new intake.

2.3 Academic integrity breaches can be investigated and acted upon retrospectively, even after marks have been awarded, with the mark subsequently revised.

2.4 This Policy should be read in conjunction with the Trinity College Pathways School Student Code of Conduct.

3 POLICY

Academic Misconduct

3.1 A person commits academic misconduct if they are a student and:

(a) by act or omission does anything which is intended to or is likely to have the effect of obtaining for that student or any other person an advantage in the performance of assessment, by unauthorised, unscholarly or unfair means whether or not the advantage was obtained (ie. cheating); or

(b) in relation to an examination or assessment, includes but is not limited to, a student who:

(i) engages in cheating;

(ii) engages in plagiarism;

(iii) resubmits in whole or in part one's own work for another assessment item;

(iv) gives or provides one's own work to someone else;

(v) falsifies or misrepresents data or results;

(vi) improperly colludes with another person or persons;

(vii) fails to comply with examination or assessment rules or directions;

(viii) engages in other conduct with a view to gaining unfair or unjustified advantage;

(ix) uses or possesses any unauthorised or prohibited information, books, notes, paper or other materials when under examination conditions;

(x) copies from or otherwise uses the answer of any other person engaged in the performance of the same or comparable component of assessment or permits any other person to copy from or otherwise use his or her answer;

(xi) forges or falsifies documents to gain for himself or herself, or for any other person, any academic advantage or advancement to which he or she or that other person is not entitled;

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(xii) purchases or obtains assessment materials from commercial services or other individuals;

(xiii) sells or gives assessment materials to entities or individuals.

3.2 For the purposes of the Procedure detailed below:

Items b(ii), b(iii) and b(v) come under the process for **plagiarism**;

Items b(iv), b(vi) and b(x) come under the process for **collusion**;

Item b(xii) comes under the process for **contract cheating**;

Other Instances of Academic Misconduct (see section 8 for the procedure associated with this)

3.3 Items b(i), b(vii), b(viii), b(ix), b(xi) and b(xiii) will be investigated by the student's teacher or by relevant staff in the case of examinations, or the Deputy Dean.

3.4 In addition, in instances of major academic misconduct, the Deputy Dean may determine whether to apply the penalties of **exclusion** and/or **termination**.[1]

3.5 The list of breaches of academic integrity is not exhaustive, in which cases the process for dealing with other instances of academic misconduct may be applied.

[1] Marks may also be reviewed if academic misconduct is discovered post facto. In the event that a student is found to have committed academic misconduct across more than three assignments, the case may be escalated to the Associate Dean, Administration for disciplinary action.

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4 GENERAL PROCEDURE FOR ACADEMIC MISCONDUCT

4.1 When a student is alleged to have engaged in academic misconduct in a subject, the student's teacher will consult the central register.

4.2 Teaching staff must not take into account previous breaches in their determination of whether a breach has occurred. A previous breach affects only the penalty applied to a breach, not the determination of whether a breach has occurred

4.3 First and second instances of academic misconduct will result in the student having an educative discussion with two teaching staff (one of whom will be the student's teacher), with the student being granted a right of reply (in the case of collusion, the students will meet individually with their respective teachers and another member of staff).

4.4 The staff will review evidence and determine whether academic misconduct has occurred.

4.5 If the student's teacher and the teacher reviewing evidence and determining action do not agree in their assessments, the matter will immediately be referred to the Subject Leader for determination.

4.6 The student's teacher will send a formal email to the student notifying them of the outcome of this meeting and setting out any requirements and actions/penalties.

4.7 If the student does not attend requested meetings, a determination and application of a penalty may be made in their absence.

4.8 If the student does not undertake the required revisions in the allotted time-span, the Subject Leader will call the student in for a meeting, thus granting the student the right of reply, and make a determination whether to apply a mark of zero (0) to the assignment, or grant more time for the assignment.[2]

4.9 If the student is required to attend a meeting with the Subject Leader, the Subject Leader or delegate will send a formal email to the student notifying them of the outcome of this meeting and setting out any requirements and actions/penalties.

4.10 Time granted to rework parts or all of the assessment will be at the discretion of the Subject Leader, but will be no longer than two (2) weeks, except in exceptional circumstances.

4.11 The student's teacher will be required to record the determination of academic misconduct on a central Academic Integrity Register

5 PLAGIARISM

[2] Special Consideration criteria may apply, but there must be documentary evidence of hardship/disadvantage that would justify an extension.

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First instances of academic misconduct: alleged plagiarism:

5.1 In the event that plagiarism is determined to have occurred, the student will be required to redo and resubmit the work for grading, after which a 10% penalty will be applied, except where such a penalty would cause the assignment to fail; in which case the assignment will be marked on a pass-fail basis with 50% as the highest possible mark.

5.2 If minor plagiarism[3] is determined, the student will be required to remedy only the plagiarised sections of the assignment; if major plagiarism is determined, the student will be required to redo the entire assessment.

Second instances of academic misconduct: alleged plagiarism:

5.3 If plagiarism, whether major or minor, is determined, the student(s) will be required to redo and resubmit the assignment (or relevant parts of the assignment), and the resubmitted assignment will be marked on a pass-fail basis, with 50% being the highest mark possible.

5.4 The Subject Leader or delegate will send a formal email to the student notifying them of the outcome of this meeting and giving a final warning that their **enrolment may be terminated if there are any further instances of academic misconduct.**

Third instances of academic misconduct: alleged plagiarism:

5.5 When there is a suspected breach of academic integrity for the third or subsequent time, the matter will be dealt with by the Deputy Dean, who will determine whether to terminate or suspend the student's enrolment

6 COLLUSION

First instances of academic misconduct: alleged collusion:

[3] Minor plagiarism can be distinguished from a 'one-off' mistake, eg. failure to include a page number for a reference, or failure to include quotation marks for one quotation even when a correct and complete reference is provided (or vice-versa). The key distinguishing feature of minor plagiarism is that it is either low-level but systemic, or high-level but restricted to a small portion of the assignment. In the event that a teacher is uncertain as to whether the infraction constitutes minor plagiarism, the final determination will rest with the Subject Leader. A 'one-off' mistake can be accommodated within the relevant departmental grading schema.

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6.1 If collusion is determined on balance of probabilities, the members of staff will attempt to ascertain whether the collusion was conducted by one student or more than one, ie. whether multiple students worked together on the assignment, or whether one student primarily wrote the assignment, and another student primarily drew from that assignment.

6.2 If multiple students worked together on the assignment, all will be required to redo and resubmit their assignments, whether in whole or in part, for grading across the full spectrum of marks, after which a 10% penalty will be applied to each assignment;

6.3 Where one student primarily wrote the assignment, a verbal warning will be issued to that student, and the other student or students will be required to redo and resubmit the assignment, whether in whole or in part, for grading across the full spectrum of marks, after which a 10% penalty will be applied to the assignment;

6.4 Where the wrongful party cannot be ascertained, the Subject Leader will be notified. The Subject Leader has discretion to request both or all students to redo the work, in whole or in part with a 10% penalty applied (unless this would cause the student to fail their assignment, in which case the assignment is to be marked on a pass-fail basis, with 50% being the highest mark possible), or to disregard both assignments.

6.5 If both students' assignments are disregarded, each student will be required to sit a special supplementary exam, of equal weighting to the assessment, which will be graded with no penalty applied.

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Second instances of academic misconduct: alleged collusion[4]:

6.6 In the event that collusion is determined to have occurred, whether major or minor, an attempt will be made to ascertain whether the collusion was collaborative in nature (ie. all students worked together on the assignment), or whether one student primarily wrote the assignment, and another student or students primarily drew from that assignment in terms of structure, argument, evidence and/or evaluation.

6.7 Where one student primarily wrote the assignment, a verbal warning will be issued to that student **and a 10% penalty will be applied to their work (if this is the second instance in which they have shared their work)**, and the other student or students will be required to redo and resubmit the assignment, whether in whole or in part.

6.8 Where the wrongful party cannot be ascertained, the Subject Leader has discretion to request both or all students redo the work**,** in whole or in part, or to disregard both assignments.

6.9 If all students' assignments are disregarded, each student will be required to sit a special supplementary exam, of equal weighting to the assessment, which will be graded with no penalty applied.

6.10 If student(s) are required to redo and resubmit the assignment, the resubmitted assignment will be marked on a pass-fail basis with 50% being the highest mark possible.

6.11 The Subject Leader or delegate will send a formal email to the student notifying them of the outcome of this meeting and giving a final warning that their **enrolment may be terminated if there are any further instances of academic misconduct.**

Third or subsequent instances of collusion:

6.12 When there is a suspected breach of academic integrity for the third or subsequent time, the matter will be dealt with by the Deputy Dean, who will determine whether to terminate or suspend the student's enrolment.

7 CONTRACT CHEATING

[4] In the event that a first instance of academic misconduct is discovered post facto and a mark has already been awarded, the mark may (in the case of minor misconduct) remain as-is on the proviso that any second instance of misconduct will be treated as such.

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7.1 When it is suspected that a student has procured an assignment, whether in whole or in part, and whether by payment or not, from an essay mill or other supplier (eg. a former student, external tutor, friend, relative etc), the matter will be investigated by teaching staff, and the student will be called in for a meeting with their teacher and the Subject Leader. The student will be granted a right of reply.

7.2 The measures below take into account that it can be difficult to prove that contract cheating took place, and often a determination will hinge upon balance of probabilities.

7.3 **If a student admits to having procured an assignment** (whether bought or not), the 'first instance' plagiarism procedure will be applied for the first infraction (ie. resubmit with 10% penalty). A second instance of contract cheating will incur the 'second instance' procedure (ie. resubmit on a pass-fail basis where the highest mark is 50%).

7.4 **If a student does not admit to procuring the assessment in question,** and is unable to demonstrate a suitable understanding of the assessment, then the student will be required to redo the assessment, or a commensurate alternative assessment. The work will be marked on a pass/fail basis, with 50% being the highest possible mark. Any subsequent cases of contract cheating will result in the assessment in question being disregarded.

7.5 The measures below are designed for instances in which students do not admit to contract cheating and the staff members are genuinely unsure as to whether the work belongs to the student or not (eg. the student can address some of the queries about the content of the assignment but not others). Subject Leaders have discretion in how they apply the measures below. For example, if a Subject Leader determines that it would be impractical to assign alternative assessment for a minor assignment, then they are at liberty to require the student to do a special supplementary exam in place of this; a Subject Leader could require a student to redo a major assignment within the department under exam conditions. Guidelines are:

a) For a minor assessment, an alternative assignment of equal weighting to the assessment will be administered under exam conditions and will be graded across the full spectrum of marks;

b) For major assessment, no marks will be awarded for the assignment. In place of this, the student will be required to sit a special supplementary exam, of equal weighting to the assessment, at the end of the intake, which will be graded across the full spectrum of marks.

c) The student's teacher will be required to record the determination of academic misconduct on the central Academic integrity Register.

d) If the student does not undertake the required alternate assessment or attend the supplementary exam, a mark of zero (0) will be awarded.

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8 PROCEDURE - OTHER INSTANCES OF ACADEMIC MISCONDUCT

8.1 Other instances of academic misconduct chiefly refers to examination or test breaches. The general procedure applies, with the following exceptions:

a) The student will be called in for a meeting to discuss the alleged breach with the Subject Leader and teaching staff **or** with the Deputy Dean and Subject Leader, depending on the nature of the breach.

b) When it is determined that the student gained an unfair advantage, or attempted to gain an unfair advantage, a partial or full marks deduction may be imposed. As a general rule, for a first breach, assessment may be marked on a pass-fail basis, with a maximum mark of 50% possible; and for any subsequent breaches, a fail mark of between 0-49% may be awarded. These penalties take into account the severity of the infraction.

9 APPEALS

9.1 Students may appeal against decisions by following the Trinity College Pathways School Student Complaints and Appeals Policy

10 GENERAL NOTES

10.1 Students may bring a support person to their meeting. This person may not be a lawyer and the support person may not speak on behalf of the student.

10.2 Students have a right to know why they are being called in for a meeting with staff (by email in advance of the meeting); have the right of reply; have the right to bring a support person with them; have the right of appeal; and have the right to a fair process. A process is deemed to be fair when the above principles are met, and when the processes of investigation and determination are made by different individuals, ie. the person who investigates and alleges academic misconduct will not be the person reviewing evidence, making a determination and applying a penalty.

11 ROLES AND RESPONSIBILITIES

11.1 Refer to Appendix 1 attached to this policy.

12 DEFINITIONS

"Academic misconduct" has the meaning given to it in section 4 below.

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"Cheating" refers to anything which is intended to, or is likely to have the effect of, obtaining an advantage in the performance of assessment, by unauthorised, unscholarly or unfair means whether or not the advantage was obtained.

"College" means Trinity College and any affiliated educational or residential establishment and associated premises and property or any establishment with which the College has an agreement for the purposes of an educational placement, or in which the student is participating in a College activity.

"**College community**" includes staff, students, alumni, contractors, visitors and guests of the College as defined in this part.

"Collusion" refers chiefly to the act of preparing an assessment item submitted in the name of an individual student (i.e. not a group work assignment), whether in whole or in part, in conjunction with one or more other students.

"Contract cheating" refers to the act of procuring work from another party (ie. not a current student) to submit as one's own, regardless of whether or not money is exchanged. In instances where work is procured from a current Trinity student, this will be treated as collusion.

"Exclusion" means, except where the context indicates otherwise, denial of access to all or specified College premises, facilities, services, activities, subjects, lectures or tutorials and "exclude" and "excluding" have a corresponding meaning.

"Facilities" includes College computing and/or network facilities.

"Plagiarism" refers to the act of using someone's work (eg. research, ideas, text etc.) without proper acknowledgement, or using the conventions of acknowledgement in a dishonest and/or deliberately misleading way (eg falsifying data or citations).

"Student" includes:

(a) a person who is enrolled in a course, subject or group of subjects at or offered by the College;

(b) a person who was a student at the time of any alleged misconduct;

(c) a person who became a student after having allegedly done so by misleading or false means;

(d) a person who has consented in writing to be subject to the statutes, regulations and policies of the College;

(e) a person who is on leave of absence from or who has deferred enrolment in a course, subject or group of subjects at or offered by the College; and

(f) for the purposes of this regulation a student includes a person who is seeking admission or enrolment at the College.

"Subject" means a subject offered in Pathways School, Trinity College.

"Suspension" means the suspension of a student's enrolment at the College for a specified period at the end of which the student's enrolment is reinstated or terminated by the student or the College and "suspend" has a corresponding meaning.

"Termination" means the cancellation of a student's enrolment at the College, without any right to enrol or re-enrol in any particular course or subject at the College, except with the consent of the Warden and "terminate" has a corresponding meaning.

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13 RELATED DOCUMENTS

Trinity College Pathways School Academic Progress and Completions Policy
Trinity College Pathways School Academic Progress and Completions Procedure
Trinity College Pathways School Student Complaint Policy
Trinity College Pathways School Student Complaint Procedure
Trinity College Pathways School Student Code of Conduct
Trinity College Pathways School Student Disciplinary Procedure
University of Melbourne Academic Misconduct Policy University of Melbourne Academic Board Regulations

14 POLICY OWNER

The Deputy Dean is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

15 REVIEW

This Policy is to be reviewed by August 2024.

16 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
TCDP06	TCPS Executive Committee	6 August 2021	6 August 2021	Moved to new template. Introduction of the central register Changes to contract cheating
TCDP06v1	Dean Pathways School	15 April 2024	24 April 2024	Updates to positions

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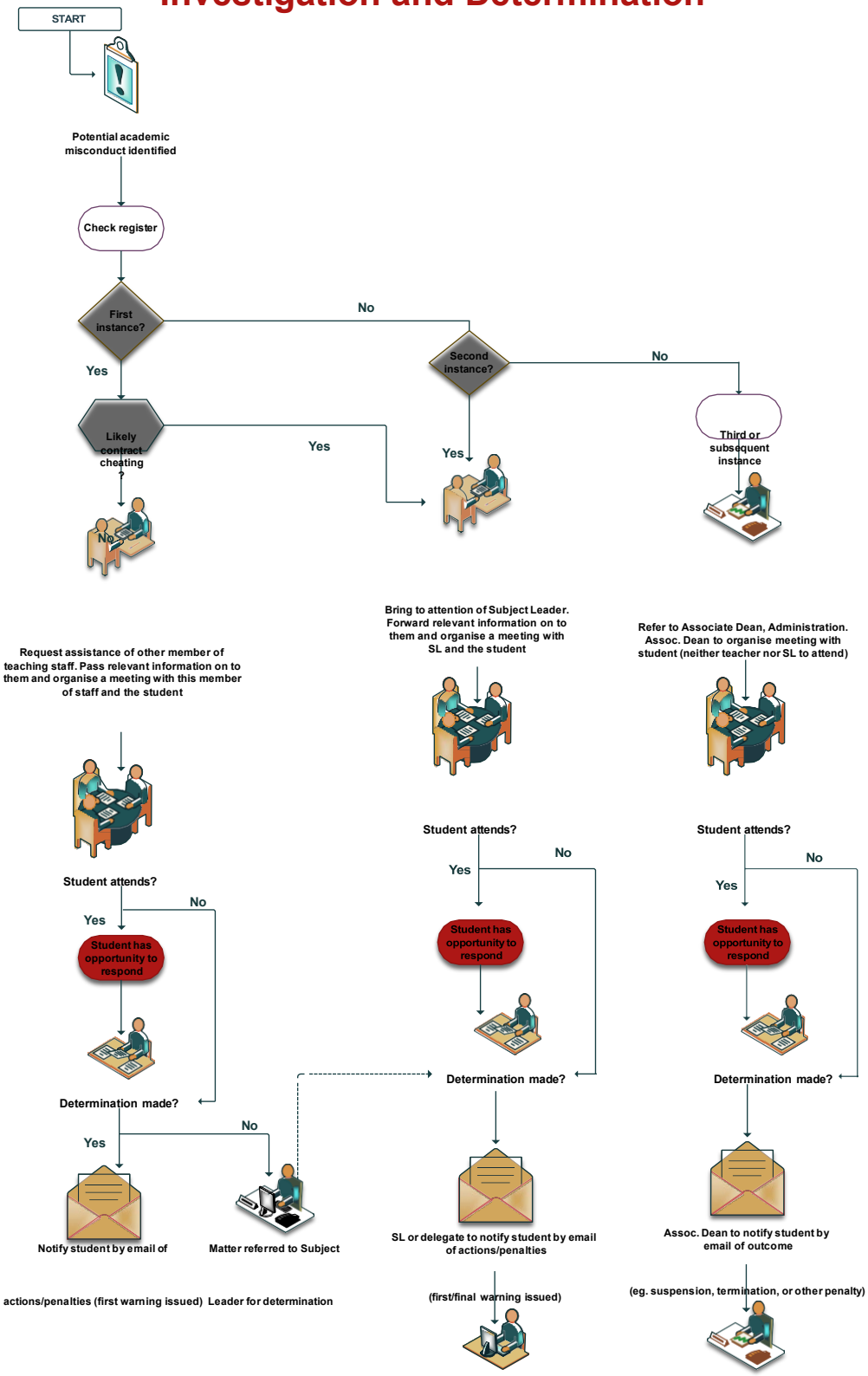
APPENDIX 1

Pathways Academic Integrity Procedure: Investigation and Determination



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Log relevant information in register

Teacher to log relevant information in register

Assoc. Dean or delegate to log relevant information in register

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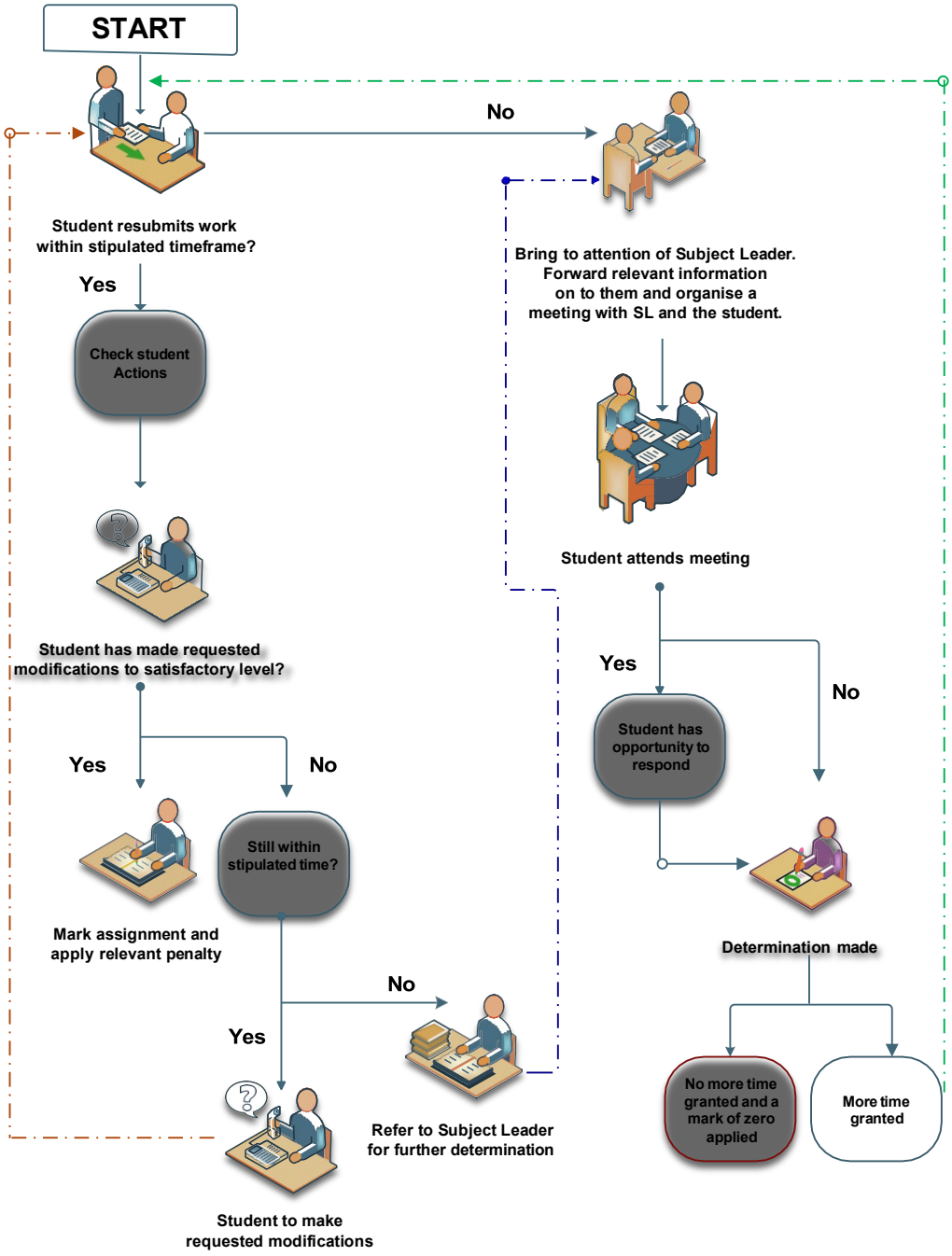
Pathways Academic Integrity Procedure: Follow-up



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Academic Integrity Email Example

Dear Student (Name and ID),

Thank you for meeting to discuss your [enter subject] assignment. It has been decided that it will not be awarded a mark for the following reason/s:

1. Your essay shows significant similarities with another essay, indicating the strong likelihood of collusion.

AND/OR

2. There are significant doubts as to the author of your essay.

AND/OR

3. Your essay shows strong evidence of plagiarism.

The following penalty has been determined:

1. You will sit an extra 2-hour exam at the end of the year, to be marked out of ??, in addition to the final exam. The mark for this special exam will replace the mark that you would have been awarded for your essay. For this exam, you will be required to ??.

   You will be contacted by the Exam Coordinator during the exam period with the date and time of the exam.

OR

2. You will rewrite your assessment in line with your teacher's comments and resubmit within ?? weeks. It will then be re-marked, and a penalty of ?? % applied.

   Please note: this is your [first/second] formal warning for a breach of the Academic Integrity Policy.
   First instance = 10% penalty Second instance = 20% penalty [minor]; pass-fail [major]

   If you do not resubmit your assignment by the specified time or the revisions do not meet the expected standards, you will receive a mark of zero (0) for this assignment.

Please confirm you have received this email.

If you have any concerns about the above decision, please read through the Student Complaint Policy and Procedure.

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Kind regards,
[Teacher's name]

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