

# Student Academic Integrity Policy

## Section 1 - Introduction

(1) Academic integrity, honesty, and a respect for knowledge, truth and ethical practices are fundamental to the business of the University. These principles are at the core of all academic endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise the integrity of research and devalue the quality of learning.

(2) The [Student Academic Integrity Policy](#) has been developed in accordance with advice from the [Independent Commission Against Corruption](#) (ICAC).

(3) This policy must be read in conjunction with the [Student Conduct Rule](#).

## Section 2 - Policy Intent

(4) This policy is intended to reinforce the importance of integrity and honesty in an academic environment. This policy applies to all students of the University in all modes of study and in all locations, including undergraduate students, postgraduate coursework students, and research higher degree candidates at all of the University's campuses.

## Section 3 - Principles

(5) Regard for academic integrity is the responsibility of all staff and students of the University.

(6) To support academic integrity principles, all students are required to complete the Academic Integrity Module (AIM) within the first year of enrolment in a program.

(7) The University may impose serious measures on students who are found to have breached this policy.

## Section 4 - Responsibilities and Delegations

(8) All staff of the University are responsible for reinforcing high standards of academic integrity, and for reporting suspected breaches of this policy to the relevant Student Academic Conduct Officer (SACO) or Dean of Graduate Research.

(9) The following officers have particular responsibilities in relation to implementing the University's academic integrity and student academic misconduct procedures:-

- a. Program Convenors and Assistant Dean (Education) are responsible for ensuring that mechanisms are in place to provide students with education about academic integrity, including (but not limited to) compulsory Academic Integrity Module (AIM)s and the use of electronic text-matching software as a learning tool, where appropriate;
- b. Student Academic Conduct Officer (SACO)s are responsible for assessing cases of alleged academic dishonesty,

for initiating appropriate action in accordance with the [Student Conduct Rule](#) and for ensuring relevant records are entered into the SMR;

- c. The Student Academic Conduct Officer Coordinator is a senior SACO appointed by the Deputy Vice-Chancellor (Academic) and Vice President. The SACO Coordinator works closely with SACO's to develop relevant training materials and resources, and to provide training and support for SACO's through workshops and consultations. The SACO Coordinator draws relevant issues to the attention of the Deputy Vice-Chancellor (Academic) and Vice President and provides advice to SACO's, Heads of School and Pro Vice-Chancellors on issues of concern; and
- d. The Pro Vice-Chancellor, Deputy Vice-Chancellor (Academic) and Vice President, or Dean of Graduate Research is responsible for making an assessment and determination of any misconduct issue that is escalated to them in accordance with the [Student Conduct Rule](#).

## Section 5 - Actions and Penalties

(10) If any form of student misconduct is found to have occurred, a range of actions may be taken or penalties imposed. Refer to [Student Conduct Rule](#).

(11) Students under investigation for student academic misconduct, research misconduct, or other breaches of discipline will not be eligible to graduate until the matter is resolved under the provisions of the [Student Conduct Rule](#).

(12) Before any penalties are applied to students enrolled in the Bachelor of Medicine (JMP) program, appropriate consultation must be held between Course/Unit Coordinators and SACO (University of Newcastle) and Head of School (University of New England).

## Section 6 - Recording Outcomes

(13) Once a determination has been made on a misconduct matter, the relevant determining officer(s), as defined in the [Student Conduct Rule](#), will document their decision and relevant conditions in imposing any penalty.

(14) The student will be informed in writing of the determination, as per the [Student Conduct Rule](#).

(15) In cases of student academic misconduct, the relevant SACO will be responsible for ensuring relevant records are entered into the SMR and for ensuring that relevant staff within the University, as defined in the [Student Conduct Rule](#), are informed of the decision.

(16) In cases of student research misconduct, Graduate Research will be responsible for ensuring relevant records are entered into the SMR, and for ensuring that relevant staff within the University, as defined in the [Student Conduct Rule](#), are informed of the decision.

(17) Where a case of student academic misconduct or student research misconduct has been referred to another University officer for determination in accordance with the [Student Conduct Rule](#), relevant records must be forwarded to the originating SACO (or, in the case of student research misconduct, to Graduate Research) for entry into the SMR and dissemination to other relevant staff.

### Student Misconduct Register

(18) The University will maintain a Student Misconduct Register (SMR) as an internal register of all student misconduct, including academic, non-academic and research misconduct.

(19) Any student penalised as a result of a case of student academic misconduct, research misconduct, or other breach of discipline will have their name, the nature of the charge, and the penalty recorded on the SMR as a formal record of misconduct.

(20) When a SACO or other authorised officer places a record of academic misconduct, research misconduct or other breach of discipline on the SMR the student will be notified that this has occurred.

(21) Records regarding student academic misconduct, research misconduct, or other breaches of discipline must be added to the University's electronic document management system. All activity regarding misconduct and penalties that is recorded on the SMR will be de-identified after seven years and any associated hard-copy records of cases will be destroyed.

## **Section 7 - Appeals**

(22) The procedure for appeals is outlined in the [Student Conduct Rule](#).

## **Section 8 - Retrospectivity**

(23) Where student academic misconduct or student research misconduct is detected after results have been finalised, the SACO or Dean of Graduate Research may open an investigation into serious cases of misconduct.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	3rd August 2011
<b>Review Date</b>	31st December 2019
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	3rd August 2011
<b>Expiry Date</b>	13th November 2023
<b>Responsible Executive</b>	Mark Hoffman Deputy Vice-Chancellor (Academic) and Vice President
<b>Enquiries Contact</b>	Marcus Rodrigs Student Academic Conduct Officer (SACO) Coordinator

## Glossary Terms and Definitions

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Academic Integrity Module (AIM)"** - A short course undertaken to develop skills and understanding of the norms and conventions that underpin scholarly work. Academic Integrity Modules may vary from School to School but must cover those details listed in the current Student Academic Integrity Policy (academic fraud, research misconduct, plagiarism etc).

**"Academic misconduct"** - Means conduct by a student that is defined as academic misconduct in the Student Conduct Rule.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Student misconduct"** - Academic misconduct, non-academic misconduct and/or research misconduct.

**"Candidate"** - With regard to Higher Degree by Research it has the same meaning as student. For all other instances it is a person considered for appointment to a position.

**"Officer"** - Has the meaning given in the Corporations Act 2001 (Cth), or any replacing legislation.

**"Postgraduate"** - Any qualification being at the level of Graduate Certificate or above.

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

**"Research"** - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Student Academic Conduct Officer (SACO)"** - An academic staff member appointed by the University to receive and manage reports of academic misconduct.

**"Student Academic Conduct Officer Coordinator"** - Is a senior Student Academic Conduct Officer (SACO)

appointed by the Deputy Vice-Chancellor (Academic) and Vice President. The SACO Coordinator works closely with SACOs to develop relevant training materials and resources, and to provide training and support for SACOs through workshops and consultations. The SACO Coordinator draws relevant issues to the attention of the Deputy Vice-Chancellor (Academic) and Vice President and provides advice to SACOs, Heads of School, and Pro Vice-Chancellors on issues of concern.

**"Student Misconduct Register (SMR)"** - Is the confidential register used by the University of Newcastle to record incidents of student misconduct, whether academic, non-academic or research. Only authorised officers have access to the SMR.

**"Undergraduate"** - Refers to any qualification up to and including the level of a Bachelor Honours degree.