



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Trinity College Pathways School
Academic Integrity Policy and Procedure

Academic Integrity Policy and Procedure

1. Purpose and Background

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.

2. Scope

The policy and procedure contained in this document apply to students in the Pathways School, Trinity College. It applies to both Extended and Main/Fast Track intakes and the Academic English Program respectively. This means that an instance of academic misconduct occurring in an Extended or Academic English Program intake will not affect the standing of the relevant student when they enter a Main/Fast Track intake. Any 'strikes' in a Main/Fast Track intake, however, will carry over to any subsequent Main/Fast Track intakes in the event that the student transfers to a new intake.

3. Definitions¹

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

"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.

¹ Adapted from University of Melbourne Academic Board Regulation 40:
http://www.unimelb.edu.au/data/assets/pdf_file/0007/2024548/Academic-Board-Regulation.pdf

“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 (eg. a hired writer, a family member, a friend etc.) to submit as one’s own, regardless of whether or not money is exchanged.

“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.

“TCAEP” means Trinity College Academic English Program

“TCFS” means Trinity College Foundation Studies

“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.

4. Academic Misconduct²

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;
- (xii) purchases or obtains assessment materials from commercial services or other individuals;
- (xiii) sells or gives assessment materials to entities or individuals.

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**;

² Adapted from University of Melbourne Academic Board Regulation 42:
http://www.unimelb.edu.au/data/assets/pdf_file/0007/2024548/Academic-Board-Regulation.pdf

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

Other Instances of Academic Misconduct

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 Associate Dean, Academic Administration.

Procedure for Other Instances of Academic Misconduct

- TCFS students will be called in for a meeting to discuss the alleged breach with the Subject Leader and teaching staff or with the Associate Dean, Academic Administration, and Subject Leader.
- TCAEP students will meet with the Program Manager and teaching staff
- When a determination is made that the alleged breach constitutes either **plagiarism**, **collusion** or **contract cheating**, those processes will be applied (see below).
- When it is determined that the alleged breach does not fall under plagiarism, collusion or contract cheating, and 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 minor breaches or a first breach, a marks penalty of 10-20% may be applied; for moderate or second infractions, assessment may be marked on a pass-fail basis, with a maximum mark of 50% possible; and for major breaches, a fail mark of between 0-49% may be awarded;
- The Subject Leader, Program Manager 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, using the template attached.
- The determination of academic misconduct will be logged on the central Academic Integrity Register by the Subject Leader/Program Manager.

In addition, in instances of major academic misconduct, the Associate Dean, Academic Administration may determine whether to apply the penalties of **exclusion** and/or **termination**.

The list of breaches of academic integrity is not exhaustive, in which cases the above process may be applied.

6. Procedure

First instances of alleged plagiarism:

- First instances of alleged **plagiarism** will result in the student having an educative discussion with two teaching staff, with the student being granted a right of reply.
- When plagiarism is suspected, the meeting will be between the student, their teacher, and another member of teaching staff who will review evidence and determine whether

academic misconduct has occurred. If minor³ plagiarism 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.

- In the event that a determination is made that plagiarism has 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:
- The student's teacher will be required to record the determination of academic misconduct on a central Academic Integrity Register.
- 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.
- If the student does not undertake the required revisions in the allotted time-span, the Subject Leader/Program Manager will call the student in for a meeting, thus granting the student the right of reply, and make a determination whether to apply a penalty of zero (0) to the assignment or grant more time for the assignment.⁴
- 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/Program Manager for determination.
- If the student does not attend requested meetings, a determination and application of a penalty will be made in their absence.
- If the student is required to attend a meeting with the Subject Leader/Program Manager, the Subject Leader/Program Manager 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.
- Time granted to rework parts or all of the assessment will be at the discretion of the Subject Leader/Program Manager but will be no longer than two (2) weeks, except in exceptional circumstances.

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.

⁴ Special Consideration criteria may apply, but there must be documentary evidence of hardship/disadvantage that would justify an extension.

First instances of alleged collusion:

- First instances of alleged **collusion** (where not permitted) in a given subject will result in students, individually, participating in an educative discussion with their respective teacher and another member of teaching staff, with each student being granted a right of reply.
- When collusion is suspected, the meeting will be between the student, their teacher, and another member of teaching staff who will review evidence and determine whether academic misconduct has occurred.
- 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. both students worked together on the assignment, or whether one student primarily wrote the assignment, and another student primarily drew from that assignment.
- If both students were involved in the collusion, both 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;
- 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;
- Where the guilty party cannot be ascertained, the Subject Leader/Program Manager will be notified. The Subject Leader/Program Manager 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.
- If both students' assignments are disregarded, each 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 with no penalty applied.
- One of the teachers will be required to record the determination of academic misconduct on the central Academic Integrity Register, noting the students' names involved and indicating which student was given a warning, if applicable.
- Each student's teacher will send a formal email to their student notifying them of the outcome of this meeting and setting out any requirements and actions/penalties.

- If the student does not undertake the required revisions in the allotted time-span, the matter will be brought to the attention of the Subject Leader/Program Manager, who will call the student in for a meeting, thus granting the student the right of reply, and make a determination as to whether to apply a penalty of zero (0) to the assignment, or to grant more time for the assignment.⁵
- If the student's teacher and the teacher reviewing the evidence and determining action do not agree in their assessments, the matter will be referred to the Subject Leader/Program Manager for determination.
- If the student does not attend requested meetings, a determination and application of a penalty will be made in their absence.
- If a student is required to attend a meeting with the Subject Leader/Program Manager, the Subject Leader/Program Manager will send a formal email to the student notifying them of the outcome of this meeting and setting out formal requirements and actions/penalties.
- Time granted to rework parts or all of the assessment will be at the discretion of the Subject Leader/Program Manager but will be no longer than two (2) weeks, except in exceptional circumstances.

Second instances of plagiarism or collusion:

- Second instances of alleged **plagiarism** or **collusion** will be investigated by teaching staff and will result in the student being brought in for a disciplinary meeting with a teacher and the Subject Leader/Program Manager. The student will be granted a right of reply.
- In the event that collusion is determined by the Subject Leader/Program Manager to have occurred, whether major or minor, an attempt will be made to ascertain whether the collusion was collaborative in nature (i.e. both students worked together on the assignment), or whether one student primarily wrote the assignment, and another student primarily drew from that assignment in terms of structure, argument, evidence and/or evaluation.
- If both students were involved in the collusion, both will be required to redo and resubmit their assignments, whether in whole or in part.
- 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**, and the other student or students will be required to redo and resubmit the assignment, whether in whole or in part.

⁵ Special Consideration criteria apply, i.e. there must be documentary evidence of hardship/disadvantage that would justify an extension.

- Where the guilty party cannot be ascertained, the Subject Leader/Program Manager has discretion to request both or all students redo the work (**see below for process**), in whole or in part, or to disregard both assignments.
- If both students' assignments are disregarded, each 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 with no penalty applied.
- If minor plagiarism or collusion is determined by the Subject Leader/Program Manager, the student will be required to remedy the affected parts of the assessment and then resubmit the assignment. A marks penalty of 20% will then be 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).
- If major plagiarism or collusion is determined by the Subject Leader/Program Manager, the student(s) will be required to redo and resubmit the assignment, and the resubmitted assignment will be marked on a pass-fail basis, with 50% being the highest mark possible.
- In all instances, the student's teacher will be required to log the determination of academic misconduct on the central Academic Integrity Register, noting the students' names involved and indicating which student was given a warning, if applicable.
- The Subject Leader/Program Manager 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.**
- If the student does not undertake required revisions in the allotted time-span, the Subject Leader/Program Manager will call the student in for a meeting, thus granting the student the right of reply, and; make a determination as to whether to apply a penalty of zero (0) to the assignment; or to grant more time for the assignment.
- If the student does not attend requested meetings, a determination and application of a penalty will be made in their absence.
- 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.

Third or subsequent instances of plagiarism or collusion:

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

7. Contract Cheating

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/Program Manager. The student will be granted a right of reply.

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. As a result, students will be given the opportunity to show, under exam conditions, that they are capable of the work that they say they have done.

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 (i.e. resubmit with 10% penalty). A second instance of contract cheating will incur the 'second instance – major plagiarism' procedure (i.e. resubmit on a pass-fail basis where the highest mark is 50%).

The measures below are designed for students who do not admit to contract cheating. Subject Leaders and the Program Manager have discretion in how they apply the measures below. For example, if a Subject Leader/Program Manager 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/Program Manager could require a student to redo a major assignment within the department under exam conditions. Guidelines are:

- 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;
- 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.
- The student's teacher will be required to record the determination of academic misconduct on the central Academic Integrity Register.
- If the student does not undertake the required alternate assessment or attend the supplementary exam, a mark of zero (0) will be awarded.

- If the student does not attend the meeting, a determination and application of an action will be made in their absence.
- The Subject Leader/Program Manager will send a formal email to the student notifying them of the outcome of this meeting. If the finding is against the student, the email will give a final warning that their enrolment may be terminated if there are any further instances of academic misconduct.

8. The Appeals Process

Students may appeal against decisions by following the [Trinity College Pathways School Student Complaint Policy](#).

9. General Notes

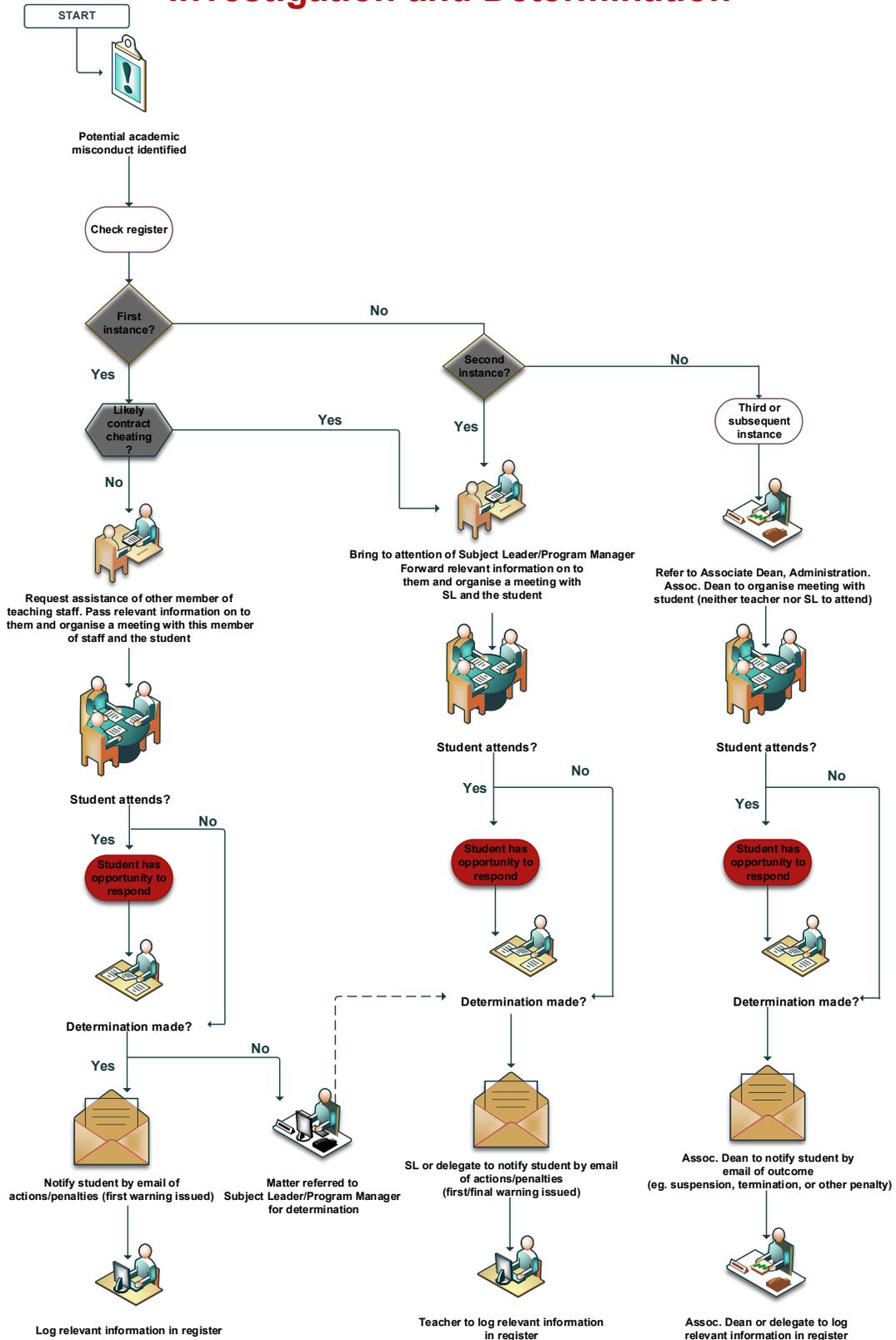
Students may bring a support person to their meeting. This person may not be a lawyer and the support person may not speak on behalf of the student.

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, i.e. the person who investigates and alleges academic misconduct will not be the person reviewing evidence, making a determination and applying a penalty.

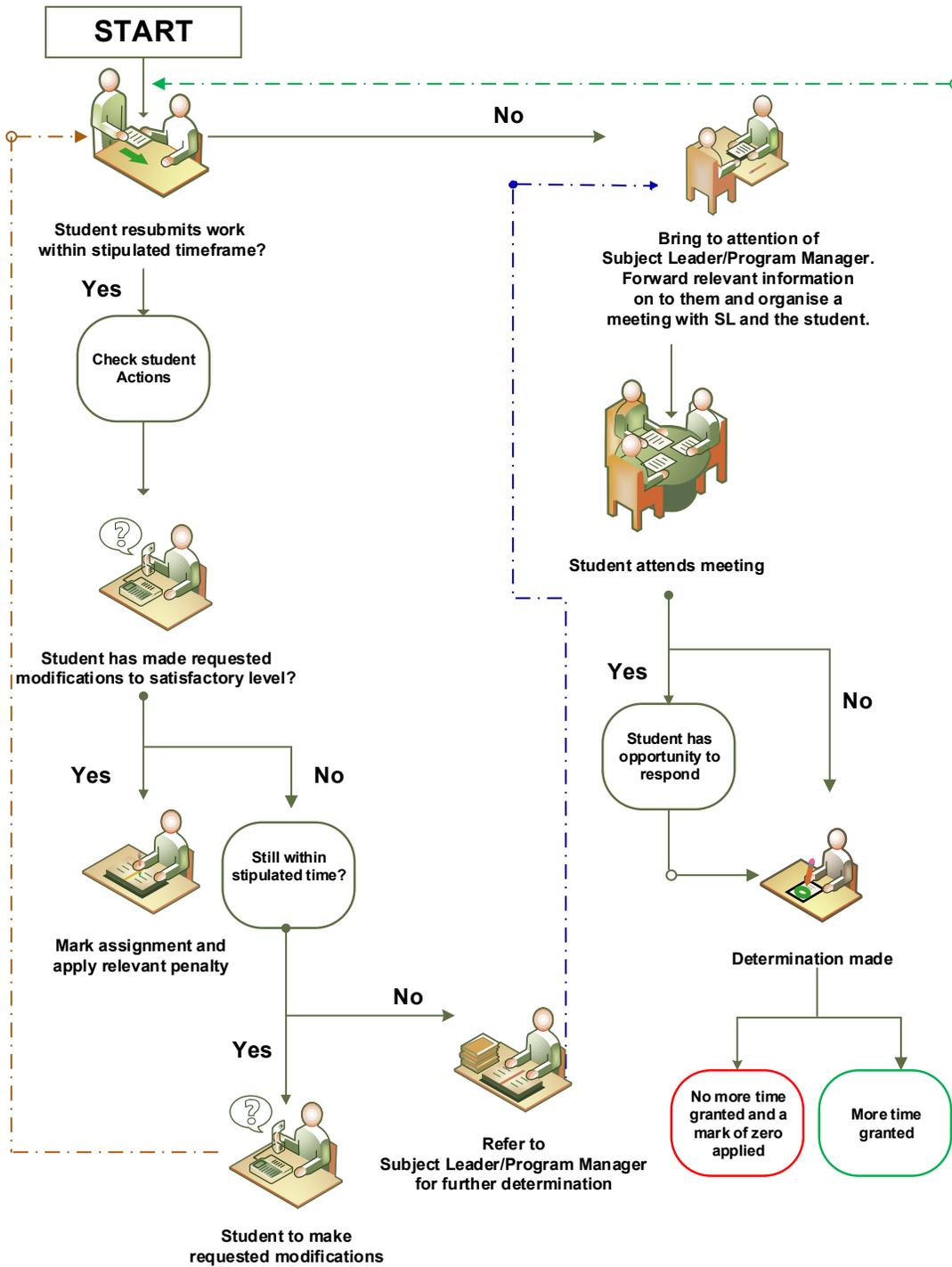
Trinity College Pathways School Academic Integrity	
CRICOS Code	00709G
ABN	39 485 211 746
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Topic	Academic integrity
Review date	November 2020
Business owner	Associate Dean, Teaching and Learning and Subject Leaders
Authorising body	Pathways School Executive
Audience	Public – Students, parents
Related legislation and government departments	Department of Education and Training (Cth) Department of Home Affairs (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) TEQSA Good Practice Note: Addressing contract cheating to safeguard academic integrity National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman Criminal Code Act 1995 (Cth) Crimes Act 1958 (Vic) Commission for Children and Young People Act (2012)

Related documents	TCPS Academic Progress Procedure TCPS Complaint Policy and Procedure TCPS Attendance TCPS Procedures for Monitoring Student Attendance TCPS Enrolment Policy and Procedure TCPS Student Code of Conduct University of Melbourne Academic Misconduct Policy University of Melbourne Academic Board Regulations
Notes	Students are bound by all applicable federal and state legislation.
Amendments	Footnote 3 amended January 2020
Published	Website/portal

Pathways Academic Integrity Procedure: Investigation and Determination



Pathways Academic Integrity Procedure: Follow-up



Academic Integrity Email Template

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.

Kind regards,
[Teacher's name]

