

ACADEMIC MISCONDUCT PROCEDURES

Procedure Title: Academic Misconduct Procedures

Procedure Owner: Deputy Vice-Chancellor (Education)

These Procedures support the University to operationalise the Academic Integrity Policy and the Academic Misconduct Rules (Students).

1. [Intent](#)
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1. INTENT

The purpose of these Procedures is to provide a clear and uniform mechanism for managing Concerns relating to Academic Breach and Academic Misconduct by Students.

2. ORGANISATIONAL SCOPE

These Procedures apply to all Staff and Students and will be read in conjunction with the [Academic Misconduct Rules \(Students\)](#) and the [Academic Integrity Policy](#).

The attached documents listed below are matrices, tables and flowcharts that form part of these Procedures. In the event of any inconsistency between one of these documents and the text of these Procedures, the text of these Procedures will prevail.

Attachment	Description
A	Flowchart for academic Staff within their Unit
B	Flowchart for Staff, public and Students
C	Flowchart for Examinations
D	Matrix: Academic Breach in a Coursework Unit (New to ECU Student)
E	Matrix: Academic Misconduct in a Coursework Unit (Experienced Student)
F	Matrix: Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit (All Students)
G	Matrix: Examination Misconduct (All Students)
H	Designated Officers

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3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to these Procedures.

Term:	Definition
Concern	A matter raised that Academic Breach or Academic Misconduct may have occurred.
Educational Integrity Coordinator	Staff member responsible for overseeing and facilitating investigations of Concerns of Academic Breach and Academic Misconduct (or a substantially equivalent role), or a person acting in that position, or their nominee.

4. PROCEDURES

Use of the Academic Integrity Management System (AIMSystem)

- 4.1. All Staff who are responsible for managing, investigating or determining a Concern will maintain current, accurate and detailed records, including any documentary evidence that may be available, in the AIMSystem, or otherwise in accordance with the University's [Records Management Policy](#).

Concerns identified by academic Staff within their own Unit [Attachment A]

- 4.2. The steps for an academic Staff member recording and investigating concerns in relation to a Unit they are teaching or coordinating, are illustrated in Attachment A.
- 4.3. Where an academic Staff member identifies, or is made aware of, a concern in connection with the Unit they are teaching or coordinating, the academic Staff member will record the concern in the AIMSystem.
- 4.4. When a Concern is recorded the AIMSystem sends an alert to the relevant Unit Coordinator and the Educational Integrity Coordinator.
- 4.5. The relevant Unit Coordinator will, within 7 days of the alert being sent, either:
- dismiss the Concern if there is insufficient evidence to warrant further investigation, or
 - refer the Concern to the Educational Integrity Coordinator to manage as set out in 4.6.
- 4.6. The Educational Integrity Coordinator will, within 7 days of the matter being referred pursuant to paragraph 4.5.b, identify whether the Concern relates to either:
- a new to ECU Student in a Coursework Unit - Attachment D will apply; or
 - an Experienced Student in a Coursework Unit - Attachment E will apply; or
 - a Student at AQF Level 8 (bachelor honours degree) or above, conducting a research-orientated project, enrolled in Coursework Unit which is focused primarily on research methodology, or enrolled in a Thesis or Thesis Unit – Attachment F will apply:

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- i. identify whether the Student has any prior instances of Academic Breach or Academic Misconduct at the University;
 - ii. classify the Concern as set out in Attachments D - F, as applicable; and
- d. based on paragraph 4.6.a. – c,
 - i. allocate the Concern for further investigation to the relevant Designated Officer named in Attachment H; and
 - ii. notify the Designated Officer and the relevant Associate Dean of the allocation.

Concern identified by Staff, public or Student [Attachment B]

- 4.7. Where paragraph 4.2 does not apply, the steps for recording and investigating concerns of Academic Breach or Academic Misconduct by a Staff member, member of the public, or another Student are illustrated in Attachment B.
- 4.8. An academic Staff member should record Concerns directly in the AIMSsystem, where possible, or alternatively report the Concern to the Educational Integrity Coordinator.
- 4.9. All other persons should report Concerns to the Educational Integrity Coordinator. The Educational Integrity Coordinator will ensure the Concern is recorded in the AIMSsystem and notified to the School. The School may conduct preliminary investigations and report the findings to the Educational Integrity Coordinator.
- 4.10. The Educational Integrity Coordinator will, within 7 days of the concern being recorded, either:
 - a. manage the Concern as set out in paragraph 4.11; or
 - b. if the Educational Integrity Coordinator believes there is insufficient evidence to warrant further investigation, recommend to the Manager, Educational Integrity, that the Concern be dismissed. The Manager, Educational Integrity may then either:
 - i. dismiss the Concern; or
 - ii. refer it back to the Educational Integrity Coordinator to proceed as set out in paragraph 4.11.
- 4.11. Subject to paragraph 4.10 the Educational Integrity Coordinator will:
 - a. identify whether the Concern relates to either:
 - i. a new to ECU Student in a Coursework Unit - Attachment D will apply;
 - ii. an experienced Student in a Coursework Unit - Attachment E will apply; or
 - iii. a Student at AQF Level 8 (bachelor honours degree) or above, conducting a research-orientated project, enrolled in Coursework Unit which is focused primarily on research methodology, or enrolled in a Thesis or Thesis Unit – Attachment F will apply;
 - b. identify whether the Student has any prior instances of Academic Breach or Academic Misconduct at the University;
 - c. classify the Concern as set out in Attachments D - F;

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- d. based on paragraphs 4.11 a - b, allocate the Concern for further investigation to the relevant Designated Officer named in Attachment H; and
- e. notify the Designated Officer and the relevant Associate Dean(s) of the allocation.

Concern of Academic Misconduct in connection with an Examination [Attachment C]

- 4.12. The steps for recording and investigating any concerns in connection with or during an Examination are illustrated in Attachment C. Such concerns are to be recorded in the AIMSsystem.
- 4.13. The Educational Integrity Coordinator will, within 7 days of the concern being recorded, either:
 - a. manage the Concern as set out in paragraph 4.15; or
 - b. if the Educational Integrity Coordinator believes there is insufficient evidence to warrant further investigation, recommend to the Director, Student Administration for Central Examinations, or the relevant Associate Dean (Teaching and Learning) for School Examinations, that the Concern be dismissed. The Director, Student Administration, or relevant Associate Dean (Teaching and Learning) may then decide either:
 - i. to dismiss the Concern; or
 - ii. to refer the Concern back to the Educational Integrity Coordinator to proceed as set out in paragraph 4.15.
- 4.14. The Educational Integrity Coordinator will:
 - a. identify whether the Student has any prior instances of Academic Breach or Academic Misconduct at the University;
 - b. classify the Concern as set out in Attachment G;
 - c. based on (i) - (ii), allocate the Concern for further investigation to the relevant Designated Officer named in Attachment H; and
 - d. notify the Designated Officer and the relevant Associate Dean of the allocation.

Classifying Concerns

- 4.15. The Educational Integrity Coordinator and Designated Officer, when classifying a Concern or determining the appropriate outcome(s) to be imposed in accordance with Attachments D-G, will only have regard to instances of Academic Breach or Academic Misconduct that have been determined and the outcome(s) notified to the Student before a further Concern will constitute a second or subsequent instance.

Investigation by Designated Officer

- 4.16. The Designated Officer set out in Attachment H will investigate a Concern referred to them in accordance with the [Academic Misconduct Rules \(Students\)](#) and these Procedures.
- 4.17. Investigations are to be conducted as quickly as is practicable, having regard to the circumstances and subject matter of the Concern.

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- 4.18. At any time during an investigation a Designated Officer may seek advice from relevant experts within the University, including the Unit Coordinator, Course Coordinator, a Senior Learning Advisor, Executive Dean, Ethics Support Officer, or Deputy Vice-Chancellor (Education), provided such experts do not have a Conflict of Interest.
- 4.19. At any time during an investigation, a Designated Officer may investigate a Student's units previously studied.
- 4.20. At any point during an investigation, the Designated Officer may reclassify the form of misconduct identified in the concern in accordance with Attachments D-G.
- 4.21. At any time during an investigation a Designated Officer may refer a Concern back to the Educational Integrity Coordinator for allocation to another Designated Officer, for reasons including:
 - a. the Designated Officer having a Conflict of Interest;
 - b. the Designated Officer changing the nature of their employment;
 - c. as a result of preliminary investigations, the Concern appearing to be different to its initial classification; or
 - d. as a result of preliminary investigations, there is a prospect that the matter will require determination by a panel (in cases where the Designated Officer is not a panel). For the avoidance of doubt, a panel may be convened following any interview with a Student by the then Designated Officer.
- 4.22. A Concern referred back to the Educational Integrity Coordinator in accordance with paragraph 4.21 will be reallocated in accordance with Attachments D – H, as applicable, having regard to any evidence available to the Educational Integrity Coordinator at that time.
- 4.23. If a Designated Officer has a Conflict of Interest, the Educational Integrity Coordinator, in consultation with the relevant Associate Dean, may reassign the concern to avoid the conflict:
 - a. where the Designated Officer is a Unit Coordinator, to another Unit Coordinator in the same or a different School or Teaching Area;
 - b. where the Designated Officer is an Associate Dean, to another Associate Dean in the same or a different School or Teaching Area;
 - c. where the Designated Officer is the Dean, Graduate Research, to an Associate Dean (Research);
 - d. where the Designated Officer is the Director, Student Administration, to the Director, Student Life, or the Manager, Learning Support;
 - e. where the Designated Officer is the Director, Student Life, to the Director, Student Administration, or the Manager, Educational Integrity;
 - f. where the Designated Officer is the Manager, Educational Integrity, to the Director, Centre for Learning and Teaching, the Director, Student Administration or the Director, Student Life; and
 - g. where a panel is involved, to a panel including an alternative Staff member as set out in paragraphs 4.23 a - f.

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- 4.24. Where the Designated Officer is a panel that includes a nominated senior academic, the Executive Dean or Associate Dean (Teaching and Learning) of the relevant Student's School or Teaching Area will nominate a member of academic Staff at the level of senior lecturer or higher or a lecturer with at least 5 years teaching experience, to act as the nominated senior academic.

Student participation in the review or investigation

- 4.25. In cases of a Concern of Academic Breach, the Designated Officer at their discretion may, but is not required to offer the Student the opportunity to participate in an interview or provide written submissions prior to reaching their determination. At the Student's election, the Designated Officer's determination may be subject to an Educational Integrity Review in accordance with the [Academic Misconduct Rules \(Students\)](#).
- 4.26. Subject to paragraph 4.25, students may elect to participate in an interview, or to provide written submissions, or both, in response to the Concern.
- 4.27. If a Student who is eligible to do so wishes to participate in an interview, it will be held as soon as practicable following the report of the Concern but in any event within 28 days of the Concern being reported in the AIMSsystem.
- 4.28. Interviews that do occur may, at the discretion of the Designated Officer, be conducted in person, by telephone, teleconference, or videoconference or by any other means, provided that the Student's preference is considered when making that decision. Meetings will not be recorded without the express consent of all persons involved.
- 4.29. A Student is to be given reasonable notice of at least 7 days before the proposed interview date unless the Student consents to a shorter notice period. Students can request that a meeting be rescheduled, provided that the:
- a. request is made at a reasonable time before the proposed meeting date;
 - b. rescheduled date is justifiable, and based on supportive evidence; and
 - c. request does not form part of a pattern of repeated rescheduling requests.
- 4.30. If, after having made reasonable steps to contact the Student, or a reasonable opportunity to attend an interview has occurred, the Student fails to attend an interview, or the Student elects not to attend an interview, the Designated Officer may make any decision with respect to the Concern, including dismissing a Concern or determining Academic Breach or Academic Misconduct has occurred and imposing one or more Outcomes, without having interviewed the Student.
- 4.31. The Student may be accompanied at any interview by a Student Guild representative, friend, or family member, but may not be legally represented. That person must not be involved in the investigation and may only speak on the Student's behalf if invited to do so by the Designated Officer conducting the interview.
- 4.32. The Designated Officer may be accompanied at any interview by up to two Staff members, who are subject matter experts, or undertaking administrative requirements. The Designated Officer may invite those Staff members to participate in interviewing the Student. The Student is to be given prior notice of Staff members who will be attending. The Student may be asked to demonstrate their understanding of Unit Learning Outcomes during the interview, where this is relevant to determining whether Academic Breach or

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Academic Misconduct has occurred, including by answering viva-voce questions about the subject matter.

- 4.33. Where the Designated Officer consists of a panel, one panel member and other Staff as set out in paragraph 4.32 may conduct the Student interview. The responsible panel member will then report back to the remaining panel members so that decisions about the Concern can be made.
- 4.34. The Designated Officer will consider any relevant written materials submitted by the Student when making a dismissal or determination.
- 4.35. Where the Designated Officer has determined that Academic Breach or Academic Misconduct is likely to have occurred, they may expand the investigation to include other Concerns of Academic Breach or Academic Misconduct relating to other Units or Assessment Tasks beyond the initial reported Concern. However, the Student must be given a reasonable opportunity to respond to any Concerns raised as a part of an expanded investigation.
- 4.36. Within 7 days of completing the Student interview (if any) or receipt of a written response (whichever is the latter), or in the case of a Concern of Academic Breach, within 7 days of referral of the Concern to the Designated Officer, or such longer time as been notified to the Student and is reasonable in the circumstances, the Designated Officer will notify the Student in writing:
 - a. if more time or a second interview is needed for the investigation; or
 - b. the result of the investigation, as set out in the section below.

Determinations, Outcomes, and notifications

- 4.37. Following the completion of an investigation, the Designated Officer will either:
 - a. if there is insufficient evidence to make a determination of Academic Breach or Academic Misconduct, dismiss the Concern; or
 - b. determine that an act of Academic Breach or Academic Misconduct, as those terms are described in Attachments D-G, has occurred.
- 4.38. A determination of Academic Misconduct is not to be based on the existence of any prior instances of Academic Breach or Academic Misconduct by the Student. However, the existence of any prior instances of Academic Breach or Academic Misconduct by the Student will be considered in determining the appropriate Outcome to be imposed aligned with Attachments E-G. The Designated Officer will be advised by the Educational Integrity Coordinator regarding prior instances.
- 4.39. The Designated Officer may impose any one or more of the Outcomes set out in Rule 7 of the [Academic Misconduct Rules \(Students\)](#) and aligned with Attachments D-G. The Designated Officer may impose simultaneous Outcomes across multiple Units or Assessment Tasks as appropriate, subject to paragraph 4.41.
- 4.40. When determining a Concern of Academic Misconduct, the Designated Officer may, at their discretion, conclude that the Concern constitutes a lesser form of Academic Breach or Academic Misconduct. In such cases, they may impose an Outcome consistent with the lesser finding.
- 4.41. The Outcome(s) imposed will:

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- a. be consistent with any exemplars, guides or resources published by the University available on the ECU website relating to misconduct and Outcomes imposed;
 - b. include mandatory Outcome(s) that may be applicable, as set out in Attachments D - G; and
 - c. be fair and reasonable having regard to the range of applicable Outcomes shown in Attachments D – G, the level of severity of the conduct, and any previous adverse determinations of Academic Breach or Academic Misconduct involving the Student and the outcome imposed.
- 4.42. In the case of a Concern of Academic Breach, within 7 days of referral of the Concern to the Designated Officer or such longer time as the Student has been notified in writing, the Designated Officer will notify the student of any dismissal or determination of Academic Breach and the Outcome(s) imposed. The notice will include information about their right to request an Educational Integrity Review of the determination or Outcome under the [Academic Misconduct Rules \(Students\)](#), and relevant timeframes.
- 4.43. In the case of a Concern of Academic Misconduct, within 7 days of completion of the interview (if any) or receipt of a written response (whichever is the latter), or such longer time as the Student has been notified in writing, the Designated Officer will notify the student of any dismissal or determination of Academic Misconduct, and the Outcome(s) imposed. The notice will include:
- a. information about their right to appeal a determination or Outcome under Rule 8 of the [Academic Misconduct Rules \(Students\)](#), and any relevant timeframes; and
 - b. if a determination relates to an International Student and the Outcome imposed is that the Student is to be suspended or expelled from the University, advice that the:
 - i. suspension or expulsion will be reported to any relevant government department or agency;
 - ii. Student may wish to seek advice from the relevant government department or agency on the potential impact on their Student visa; and
 - iii. suspension or cancellation will not take effect until the University's internal appeals process is completed, unless the Student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- 4.44. The Designated Officer will record any dismissal or determination of Academic Breach or Academic Misconduct, and the Outcome(s) imposed in the AIMSsystem. The Educational Integrity Coordinator will notify relevant Staff as the context requires (including where relevant the Unit Coordinator or Principal Research Supervisor).
- 4.45. The University may continue to investigate or determine a Concern even if the Student subsequently completes or withdraws from a Unit, or has graduated from the University.
- 4.46. A determination of Academic Breach or Academic Misconduct will be recorded in the Student's academic record.

Timing and extensions of time

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- 4.47. In calculating days as prescribed by these procedures, the following days (“Excluded Days”) will not be included:
- a. 22 December to 4 January inclusive; and
 - b. a public holiday in Western Australia, on the day it is observed by the University.
- 4.48. Any action that occurs or is due to occur on an Excluded Day, will be deemed to have occurred or be due to occur on the next day which is not an Excluded Day.
- 4.49. The Deputy Vice-Chancellor (Education) may extend or abridge any period of time specified in these procedures and may do so after the expiration of such period, where there are reasonable circumstances for doing so and having regard to principles of natural justice.

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5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedures Owner is the Deputy Vice-Chancellor (Education) who has overall responsibility for the content of these procedures and their operation.

The Manager, Educational Integrity (Centre for Learning and Teaching) is responsible for currency of information and provision of advice relating to these procedures.

6. RELATED DOCUMENTS

Statutes and Rules

[Academic Misconduct Rules \(Students\)](#)

Policies

[Academic Integrity](#)

7. CONTACT INFORMATION

For queries relating to this document please contact

Procedure Owner	Deputy Vice-Chancellor (Education)
All Enquiries Contact	Manager, Educational Integrity
Telephone:	6304 7192
Email address:	m.sullivan@ecu.edu.au

8. APPROVAL HISTORY

Procedure approved by:	Deputy Vice-Chancellor (Education)
Date procedure first approved:	6 June 2019
Date last modified:	26 February 2025
Revision history:	<p>[v2.0] 15 April by Academic Board Insert 3.5 (classifying Concerns); modified 5.6; modified 6.5 (interview conduct); modified 7 (removal of ESSP).1</p> <p>[v2.1] 05 August 2021 by Academic Board Various - Minor changes to reflect improvements in terminology and process. Modify Section 3.5 to provide further clarity on classifying Concerns.</p> <p>[v2.2] 01 December 2022 by Academic Board Modified 5.5 (student support person); Attachment E – update to serious misconduct outcomes; Attachment F – updated to include indicative.</p>

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	<p>[v3.0] 20 April 2023 by Academic Board Various changes to Attachments D, E and F relating to the inclusion of generative artificial intelligence and removal of self-plagiarism as a form of academic misconduct.</p> <p>[v4.0] 26 February 2025 by Academic Board and DVCE. Allegation changed to Concern throughout. Procedure owner changed to DVCE and contact person changed to Manager Educational Integrity. Interview options updated, allowance for delay to notifications of suspension or expulsion added.</p> <p>[v5.0] 12 June 2025 by Academic Board and DVCE. Minor clarification changes; modified 4.21; modified 4.36, new 4.42 and consequential renumbering, modified 4.43, Attachments A and B – updated for Academic Breach not requiring interview; Attachment D – update to intent for serious misconduct, amended outcomes for Academic Breach, Attachment E - update to intent for serious misconduct, amended Designated Officer for serious misconduct, Attachment G – amended Designated Officer.</p>
Next revision due:	December 2028

Academic Breach

Reported by Academic Staff within the unit



1

Academic staff member identifies Concern within their unit.

2

Academic staff member reports Concern in the AIMSsystem with attached evidence.

3

Unit coordinator alerted. Unit coordinator dismisses Concern, or refers to Educational Integrity Coordinator to manage (see step 4).

4

The Educational Integrity Coordinator:
a. Determines which **misconduct matrix** applies to the Concern; and
b. Assigns the Concern to **Designated Officer** for investigation

5

Designated Officer reviews the Concern.

6

Designated Officer makes a decision, consults with Educational Integrity Coordinator regarding any prior instances of academic misconduct, and determines appropriate Outcome in accordance with the relevant matrix.

7

Decision and Outcome recorded in AIMSsystem. Staff and student notified. If the Decision is Moderate or Serious Academic Breach, the student has the opportunity to resubmit for a pass mark.

Academic Misconduct

Reported by Academic Staff within the unit



1

Academic staff member identifies Concern within their unit.

2

Academic staff member reports Concern in the AIMSsystem with attached evidence.

3

Unit coordinator alerted. Unit coordinator dismisses Concern, or refers to Educational Integrity Coordinator to manage (see step 4).

4

The Educational Integrity Coordinator:
a. Determines which **misconduct matrix** applies to the Concern; and
b. Assigns the Concern to **Designated Officer** for investigation

5

Designated Officer reviews the Concern and contacts student for interview or written response.

6

Designated Officer makes a decision, consults with Educational Integrity Coordinator regarding any prior instances of academic misconduct, and determines appropriate Outcome in accordance with the relevant matrix.

7

Decision and Outcome recorded in AIMSsystem. Staff and student notified.

Academic Breach

Reported by staff, public or student



1

Concern identified by public, student, or staff unrelated to their unit.

2

Concern either recorded in the AIMSsystem or referred to Educational Integrity Coordinator for recording in the AIMSsystem with attached evidence.

3

Educational Integrity Coordinator recommends dismissal to Manager, Educational Integrity (who can dismiss the matter) or continue to step 4.

4

If not dismissed, the Educational Integrity Coordinator:
a. Determines which **misconduct matrix** applies to the Concern; and
b. Assigns the Concern to **Designated Officer** for investigation

5

Designated Officer reviews the Concern.

6

Designated Officer makes a decision, consults with Educational Integrity Coordinator regarding any prior instances of academic misconduct, and determines appropriate Outcome in accordance with the relevant matrix.

7

Decision and Outcome recorded in Integrity Management System. Staff and student notified. If the Decision is Moderate or Serious Breach, the student has the opportunity to resubmit for a pass mark.

Academic Misconduct

Reported by staff, public or student



1

Concern identified by public, student, or staff unrelated to their unit.

2

Concern either recorded in the AIMSystem or referred to Educational Integrity Coordinator for recording in the AIMSystem with attached evidence.

3

Educational Integrity Coordinator recommends dismissal to Manager, Educational Integrity (who can dismiss the matter) or continue to step 4.

4

If not dismissed, the Educational Integrity Coordinator:
a. Determines which **misconduct matrix** applies to the Concern; and
b. Assigns the Concern to **Designated Officer** for investigation

5

Designated Officer reviews the Concern, contacts student for interview or written response.

6

Designated Officer makes a decision, consults with Educational Integrity Coordinator regarding any prior instances of academic misconduct, and determines appropriate Outcome in accordance with the relevant matrix.

7

Decision and Outcome recorded in Integrity Management System. Staff and student notified.

Academic Misconduct

Examinations



1

Concern relating to examination identified by invigilator, student, staff or member of the public.

2

Concern either recorded in the AIMSsystem or referred to Educational Integrity Coordinator for recording in the AIMSsystem with attached evidence.

3

Educational Integrity Coordinator recommends dismissal to the Director (Student Administration) or Associate Dean (Teaching and Learning) who can dismiss the Concern, or continue to step 4.

4

If not dismissed, Educational Integrity Coordinator reviews Concern and assigns it to a Designated Officer for investigation in accordance with the examinations matrix.

5

Designated Officer investigates the Concern and conducts student interview.

6

Designated Officer makes a decision, consults with Educational Integrity Coordinator regarding any prior instances of academic misconduct, and determines appropriate Outcome in accordance with the relevant matrix.

7

Decision and Outcome recorded in AIMSsystem. Staff and student notified.

Academic Breach in a Coursework Unit: New to ECU Student Matrix

Attachment D

CRITERIA		Minor Plagiarism	Moderate Academic Breach	Serious Academic Breach
Form or extent of the conduct		Student conduct which by its form or extent represents an act of minor and/or unintentional Plagiarism	Student conduct which by its form or extent represents a moderate breach of academic integrity	Student conduct which by its form or extent represents a serious breach of academic integrity
FORM OF CONDUCT	PLAGIARISM <i>Indicative examples</i>	Copied some elements of written text (e.g. sentences, paragraph, or isolated paragraphs) or other source material (e.g. computer code, artificial intelligence outputs, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing, acknowledgement or copyright permission	<ul style="list-style-type: none"> Copied some elements of written text (e.g. sentences, paragraph, or isolated paragraphs) or other source material (e.g. computer code, artificial intelligence outputs, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing, acknowledgement or copyright permission Copied some elements of another Student's Assessment Task 	<ul style="list-style-type: none"> Copied sections or essential elements of written text or other source material (e.g. computer code, artificial intelligence outputs, designs, figures, multimedia, artefacts) without referencing, acknowledgement or copyright permission Copied sections or essential elements of another Student's Assessment Task
	OTHER CONDUCT <i>Indicative examples</i>		<ul style="list-style-type: none"> Received inappropriate editorial assistance from another person on a written Assessment Task Worked with one or more people on an Assessment Task when an individual response was required Completed a group Assessment Task with assistance from another group or other groups when an individual group response was required Misrepresented contributions of individual members to a group Assessment Task 	<ul style="list-style-type: none"> Submitted an Assessment Task produced, in part or fully, by a third party or undertook an Assessment Task, or part thereof, for another Student Accessed, exchanged, offered for purchase, or sold an assessment item or task Impersonated another Student or allowed a third party to impersonate them in an Assessment Task Fabricated or falsified content or cited and referenced fabricated sources Fabricated or falsified documents (e.g. police reports, academic records) for purposes of assessment, excluding Medical Certificates, which are considered General Misconduct. Stole another Student's work Obtained another student's work through deceit or misrepresentation and then submitted an Assessment Task as their own work Coerced, blackmailed, intimidated, or facilitated coercion blackmail or intimidation of another person, or offered or accepted a bribe, for an assessment outcome or grade

CRITERIA	Minor Plagiarism	Moderate Academic Breach	Serious Academic Breach
Intent of Student	There is no basis to suggest that the conduct was intentional	The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage	The conduct was due to a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded, or gross negligence. The use of artificial intelligence output which results in an Assessment Task containing fabricated or falsified content or fabricated sources is considered a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded.
Impact of conduct <i>Assessment integrity and University reputation</i>	Student made a genuine attempt to address learning outcomes, however, Student's ability is unclear as work, to some extent, relies on that of others	Student's ability is unclear as work, to some extent, relies on that of others or previous work to address learning outcomes	Student's ability is not demonstrated as work relies largely or entirely on that of others or previous work or fabricated or falsified content or sources; or Student's conduct has the potential to more broadly undermine assessment integrity and/or impact the reputation of the University
OUTCOME/S	<p>Mandatory</p> <ul style="list-style-type: none"> Give the Student a written warning Require the Student to engage in educational intervention(s) <p>For the avoidance of doubt, any plagiarised content in the Assessment Task will be taken into account in the result awarded to the Assessment Task.</p>	<p>Mandatory</p> <ul style="list-style-type: none"> Give the Student a written warning Require the Student to engage in educational intervention(s) Offer the Student the choice of one of the following: <ul style="list-style-type: none"> Resubmitting the portions of Concern in the Assessment Task within 7 days*, with the maximum possible mark reduced to a pass mark; or Marks deduction of 25% of the total marks for the Assessment Task. If the Student does not make an election or does not resubmit the Assessment Task by the applicable deadline, the 	<p>Optional</p> <ul style="list-style-type: none"> (Past students) Recommend rescission of award or other relevant qualification <p>Mandatory</p> <ul style="list-style-type: none"> Require the Student to engage in educational intervention(s) Offer the Student the choice of one of the following: <ul style="list-style-type: none"> Resubmitting the portions of Concern in the Assessment Task within 7 days*, with the maximum possible mark reduced to a pass mark; or Disallowance of all marks for the Assessment Task. If the Student does not

Academic Breach in a Coursework Unit: New to ECU Student Matrix

Attachment D

		<p>marks deduction will apply.</p> <p>*This timeframe may be extended by the relevant ADTL if the Student is affected by Exceptional Circumstances. Any decision regarding an extension is final.</p> <p>*If an Educational Integrity Review is conducted, where applicable the 7 day period is calculated from when the Student is notified of the outcome of the Educational Integrity Review.</p>	<p>make an election or does not resubmit the Assessment Task by the applicable deadline, the marks disallowance will apply.</p> <p>*This timeframe may be extended by the relevant ADTL if the Student is affected by Exceptional Circumstances. Any decision regarding an extension is final.</p> <p>*If an Educational Integrity Review is conducted, where applicable the 7 day period is calculated from when the Student is notified of the outcome of the Educational Integrity Review.</p>
DESIGNATED OFFICER	Manager, Educational Integrity	Manager, Educational Integrity	Manager, Educational Integrity

Academic Misconduct in a Coursework Unit: Experienced Student Matrix

Attachment E

CRITERIA		Moderate Academic Misconduct	Serious Academic Misconduct
Form or extent of the conduct		Student conduct which by its form or extent represents a moderate breach of academic integrity	Student conduct which by its form or extent represents a serious breach of academic integrity
FORM OF CONDUCT	PLAGIARISM <i>Indicative examples</i>	<ul style="list-style-type: none"> Copied some elements of written text (e.g. sentences, paragraph, or isolated paragraphs) or other source material (e.g. computer code, artificial intelligence outputs, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing, acknowledgement or copyright permission Copied some elements of another Student's Assessment Task 	<ul style="list-style-type: none"> Copied sections or essential elements of written text or other source material (e.g. computer code, artificial intelligence outputs, designs, figures, multimedia, artefacts) without referencing, acknowledgement or copyright permission Copied sections or essential elements of another Student's Assessment Task
	OTHER CONDUCT <i>Indicative examples</i>	<ul style="list-style-type: none"> Received inappropriate editorial assistance from another person on a written Assessment Task Worked with one or more people on an Assessment Task when an individual response was required Completed a group Assessment Task with assistance from another group or other groups when an individual group response was required Misrepresented contributions of individual members to a group Assessment Task 	<ul style="list-style-type: none"> Submitted an Assessment Task produced, in part or fully, by a third party or undertook an Assessment Task, or part thereof, for another Student Accessed, exchanged, offered for purchase, or sold an assessment item or task Impersonated another Student or allowed a third party to impersonate them in an Assessment Task Fabricated or falsified content or cited and referenced non-existent sources Fabricated or falsified documents (e.g. police reports, academic records) for the purposes of assessment, excluding Medical Certificates, which are considered General Misconduct. Stole another Student's work Obtained another student's work through deceit or misrepresentation and then submitted an Assessment Task as their own Coerced, blackmailed, intimidated, or facilitated coercion blackmail or intimidation of another person, or offered or accepted a bribe, for an assessment outcome or grade
Intent of Student		The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage	<p>The conduct was due to a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded, or gross negligence.</p> <p>The use of artificial intelligence output which results in an Assessment Task containing fabricated or falsified content or fabricated sources is considered</p>

Academic Misconduct in a Coursework Unit: Experienced Student Matrix

Attachment E

		a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded.
Impact of conduct <i>Assessment integrity and University reputation</i>	Student’s ability is unclear as work, to some extent, relies on that of others or previous work to address learning outcomes	Student’s ability is not demonstrated as work relies largely or entirely on that of others or previous work or fabricated or falsified content or sources; or Student’s conduct has the potential to more broadly undermine assessment integrity or impact the reputation of the University

Academic Misconduct in a Coursework Unit: Experienced Student Matrix

Attachment E

CRITERIA	Moderate Academic Misconduct	Serious Academic Misconduct
Outcomes	<p>First offence of Academic Misconduct <i>One or more of the following</i></p> <ul style="list-style-type: none"> • Give the Student a written warning • Require the Student to engage in educational interventions • Deduct marks from the relevant Assessment Task • Disallow all marks from the relevant Assessment Task <p>Second offence of Academic Misconduct <i>Optional</i></p> <ul style="list-style-type: none"> • Require the Student to engage in educational interventions • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> • Deduct marks from the relevant Assessment Task • Disallow all marks from the relevant Assessment Task • Record a Fail (or Undifferentiated Fail) for the relevant Unit <p>Third or subsequent offence of Academic Misconduct <i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Assessment Task • Record a Fail (or Undifferentiated Fail) for the relevant Unit • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory</i></p> <ul style="list-style-type: none"> • Suspend the Student from the University, for no more than twelve months; or • Expel the Student from the University 	<p>First offence of Academic Misconduct <i>Optional</i></p> <ul style="list-style-type: none"> • Require the Student to engage in educational interventions • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Assessment Task • Record a Fail (or Undifferentiated Fail) for the relevant Unit • Suspend the Student from the University, for no more than twelve months • Expel the Student from the University <p>Second offence of Academic Misconduct <i>(applicable only when the first offence was Moderate Academic Misconduct)</i> <i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Assessment Task • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> • Record a Fail (or Undifferentiated Fail) for the relevant Unit • Suspend the Student from the University, for no more than twelve months; or • Expel the Student from the University <p>Second or subsequent offence of Academic Misconduct <i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Assessment Task • Record a Fail (or Undifferentiated Fail) for the relevant Unit • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory</i></p>

Academic Misconduct in a Coursework Unit: Experienced Student Matrix

Attachment E

		<ul style="list-style-type: none"> Suspend the Student from the University, for no more than twelve months; or Expel the Student from the University
CRITERIA	Moderate Academic Misconduct	Serious Academic Misconduct
DESIGNATED OFFICER	<p>First offence of <u>Academic</u> Misconduct: ADTL (for allegations of minor or unintentional plagiarism, it is intended the ADTL will in most circumstances delegate to the relevant Unit Coordinator).</p> <p>Second offence of <u>Academic</u> Misconduct: ADTL</p> <p>Third or subsequent offence of <u>Academic</u> Misconduct: Panel</p>	<p>For Outcomes which include suspension, expulsion or a recommendation to rescind an award or other relevant University qualification: Panel (ADTL, Nominated Senior Academic, and Manager Educational Integrity (or nominee))</p> <p>All other cases: ADTL</p>

Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit: All Student Matrix

Attachment F

CRITERIA		Academic Breach	Moderate Academic Misconduct	Serious Academic Misconduct
Level of experience of the student		AQF Level 8 or higher New to ECU Student	AQF Level 8 or higher New to ECU student OR Experienced Student	AQF Level 8 or higher New to ECU student OR Experienced Student
Form or extent of the conduct		Student conduct which by its form or extent represents an act of minor and/or unintentional Plagiarism	Student conduct which by its form or extent represents a moderate breach of academic integrity	Student conduct which by its form or extent represents a serious breach of academic integrity
FORM OF CONDUCT	PLAGIARISM <i>Indicative examples</i>	Copied some elements of written text (e.g. sentences, paragraph, or isolated paragraphs) or data or other source material (e.g. formulae, proofs, theories, concepts, research data, computer code, artificial intelligence outputs, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing, acknowledgement or copyright permission (R27)	Copied some elements of written text (e.g. sentences, paragraph, or isolated paragraphs) or data or other source material (e.g. formulae, proofs, theories, concepts, research data, computer code, artificial intelligence outputs, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing, acknowledgement or copyright permission (R27)	<ul style="list-style-type: none"> Copied sections or essential elements of written text or data or other source material (e.g. formulae, proofs, computer code, artificial intelligence outputs, designs, figures, multimedia, artefacts) without referencing or acknowledgement or copy right permission (R27) Failed to obtain permission from the copyright owners to use: <ul style="list-style-type: none"> any third-party copyright material reproduced in a Thesis, or the Student's own published work for which the copyright is held by another party (R17)

Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit: All Student Matrix

Attachment F

FAILURE TO MEET REQUIRED RESEARCH STANDARDS	<i>Indicative examples</i>	<ul style="list-style-type: none"> • Deviated to a limited extent from the research protocol approved by an applicable ethics review body (R17) • Deviated from ethics reporting requirements including the immediate reporting of adverse events (R17). • Deviated to a limited extent from research data management protocols approved by an applicable ethics review body (R22) • Deviated to a limited extent from applicable research recording protocols (R22) • Failed to maintain suitable research records in accordance with required standards (R22) • Destroyed, disclosed, or allowed access to research records, research data or source material without requisite authority (R22) • Published research other than in accordance with required standards (R23) • Breached relevant laws, standards, research agreements, guidelines or policies relating to responsible research conduct (R17) • Failed to collaborate and appropriately engage with Aboriginal and Torres Strait Islander people and communities about the planned purpose and research methodology (R19) • Conducted research without appropriate regard to Aboriginal and Torres Strait Islander peoples legal rights, local laws, customs, and protocols (R19) 	<ul style="list-style-type: none"> • Conducted research without requisite approvals, permits or licences, including ethics approval (R17) • Deviated to a significant extent from the research protocol approved by an applicable ethics review body (R17) • Deviated from ethics reporting requirements including the immediate reporting of adverse events (R17). • Deviated to a significant extent from the research data management protocols approved by an applicable ethics review body (R22) • Deviated to a significant extent from, or failed to apply, applicable research recording protocols (R22) • Failed to maintain suitable research records in accordance with required standards (R22) • Destroyed, disclosed, or allowed access to research records, research data or source material without requisite authority (R22) • Published research other than in accordance with required standards (R23) • Misused research funds (R14 and/or 17) • Concealed or facilitated academic or research misconduct in research by others (R29) • Made or contributed to misleading allegations of academic or research misconduct in research by others (R29) • Breached relevant laws, standards, research agreements, guidelines or policies relating to responsible research conduct
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Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit: All Student Matrix

Attachment F

			<ul style="list-style-type: none"> Failed to notify the university in a timely manner of a data breach or instance of inappropriate access to data held by the researcher (R22 or 29) Failed to adhere to the conditions of any university policy or project-specific approvals relating to the retention, sharing or destruction of research data or primary materials (R17 or 22) Failed to apply appropriate security controls to research data or primary materials (R22) Failed to maintain records required by an export control body as a condition of publication and dissemination (R23) 	<p>(R17)</p> <ul style="list-style-type: none"> Failed to collaborate and appropriately engage with Aboriginal and Torres Strait Islander people and communities about the planned purpose and research methodology (R19) Conducted research without appropriate regard to Aboriginal and Torres Strait Islander peoples legal rights, local laws, customs, and protocols (R19) Failed to maintain records required by an export control body as a condition of publication and dissemination (R23) Failed to notify the university in a timely manner of a data breach or instance of inappropriate access to data held by the researcher (R22 or 29) Failed to adhere to the conditions of any university policy or project-specific approvals relating to the retention, sharing or destruction of research data or primary materials (R17 or 22) Failed to apply appropriate security controls to research data or primary materials (R22)
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Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit: All Student Matrix
Attachment F

FORM OF CONDUCT	FABRICATION OR FALSIFICATION <i>Indicative examples</i>		<ul style="list-style-type: none"> Manipulated research data, images, materials, equipment, or processes to a limited extent (R14, 17 or 22) Misrepresented, changed, or omitted data or results, to a limited extent, without scientific or statistical justification (R14, 17 or 22) 	<ul style="list-style-type: none"> Manipulated research materials, images, equipment, or processes, or misrepresented, changed, or omitted data or results, to a significant extent, in order to support claims or hypotheses (R14, 17 or 22) Claimed to have carried out tests, experiments, or observations, which have not taken place, or illegitimately fabricated data, references, and/or results (R14, 17 or 22) Misrepresented, fabricated or falsified data in order to obtain research funding (R14, 17 or 22)
	CONTRACT CHEATING <i>Indicative examples</i>			<ul style="list-style-type: none"> Requested, offered, encouraged, or induced another person or Student to contract, commission, pay, procure, or complete research activities (e.g. drafting of Thesis chapters and milestone documents) on the Student's behalf (R25) Completed research activities on another Student's behalf (R25)
	AUTHORSHIP AND DISSEMINATION <i>Indicative examples</i>		<ul style="list-style-type: none"> Credited authorship to, or accepting authorship from individuals who do not meet the criteria for authorship (for example, honorary, gift or guest authorship) (R25) Failed to ascribe authorship to individuals where those individuals meet the requirements of authorship (for example, ghost authorship) (R25) Attributed authorship to individuals without their consent (R25) Published research without the final approval of the attributed authors (R25) 	<ul style="list-style-type: none"> Submitted a co-authored research publication for which the Student's contribution, as first author, did not comprise at least 50%, or the contributions of authors were misrepresented (R25) Credited authorship to, or accepting authorship from individuals who do not meet the criteria for authorship (for example, honorary, gift or guest authorship) (R25) Failed to ascribe authorship to individuals where those Individuals meet the requirements of authorship (for example, ghost authorship) (R25)

Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit: All Student Matrix
Attachment F

		<ul style="list-style-type: none"> Failed to comply with an authorship agreement (R25) Duplicated publication (also known as redundant or multiple publication, or self-plagiarism) without acknowledgement of the source or original publication (R23) Failed to take active, reasonable, and timely steps to correct the public record upon becoming aware of errors or misleading information in their published research outputs (R23) Publicly disseminated research (e.g. via social media) that is yet to be tested in peer review without providing an appropriate caution or caveat (R23) Failed to honour a restriction on publication or dissemination imposed by a sponsor, ethics or biosafety review body or other approval body (including an export control authority) (R23) 	<ul style="list-style-type: none"> Attributed authorship to individuals without their consent (R25) Made false claims about the authorship in a grant application (R14) Published research without the final approval of the attributed authors (R25) Failed to comply with an authorship agreement (R25) Duplicated publication (also known as redundant or multiple publication, or self-plagiarism) without acknowledgement of the source or original publication (R23) Failed to take active, reasonable, and timely steps to correct the public record upon becoming aware of errors or misleading information in their published research outputs (R23) Publicly disseminated of research (e.g. via social media) that is yet to be tested in peer review without providing an appropriate caution or caveat (R23) Failed to honour a restriction on publication or dissemination imposed by a sponsor, ethics or biosafety review body or other approval body (including an export control authority) (R23)
CONFLICTS OF INTEREST <i>Indicative examples</i>		<ul style="list-style-type: none"> Failed to disclose and manage potential, perceived or actual conflicts of interest (r24) 	<ul style="list-style-type: none"> Failed to disclose and manage potential, perceived or actual conflicts of interest (R24) Inappropriately contacted Thesis Examiner/s (R24)
OTHER CONFLICT <i>Indicative examples</i>		<ul style="list-style-type: none"> Participated in peer review in a way that attempted to, or adversely influenced the fairness, rigour, timeliness, or confidentiality of the process. (R28) 	<ul style="list-style-type: none"> Obtained another student's work through deceit or misrepresentation and then submitted an Assessment Task as their own work (R14)

Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit: All Student Matrix

Attachment F

			<ul style="list-style-type: none">Facilitated academic or research misconduct in research by others (R29)	<ul style="list-style-type: none">Participated in peer review in a way that attempted to, or adversely influenced the fairness, rigour, timeliness, or confidentiality of the process. (R28)Facilitated academic or research misconduct in research by others (R29)
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Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit: All Student Matrix
Attachment F

CRITERIA	Academic Breach	Moderate Academic Misconduct	Serious Academic Misconduct
Intent of Student	There is no basis to suggest that the conduct was intentional	The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage	The conduct was due to gross negligence or a deliberate and planned attempt to gain advantage
Impact of conduct <i>Research integrity and University reputation</i>	<ul style="list-style-type: none"> The integrity of the research is affected to a minor extent; or. The actual or potential impact on research participants, funding bodies, industry parties, the University, the wider community, animals, or the environment, is nominal 	<ul style="list-style-type: none"> The integrity of the research is affected to a limited extent; or The actual or potential impact on research participants, funding bodies, industry parties, the University, the wider community, animals, or the environment, is limited. 	<ul style="list-style-type: none"> The integrity of the research is affected to a significant extent; <u>or</u> The actual or potential impact on research participants, funding bodies, industry parties, the University, the wider community, animals, or the environment, is significant
OUTCOMES	<p>One or more of the following:</p> <ul style="list-style-type: none"> Give the Student a written warning Require the Student to: <ul style="list-style-type: none"> Undertake or retake the University's academic or research integrity modules Resubmit their Thesis, Assessment Task, or other body of work Publish a formal apology to the Designated Officer(s) reasonable satisfaction Take steps to retract a publication or publish a correction 	<p>First offence of Academic Misconduct ^ <i>One of more of the following</i></p> <ul style="list-style-type: none"> Give the Student a written warning Require the Student to: <ul style="list-style-type: none"> Undertake or retake the University's academic or research integrity modules Resubmit their Thesis, Assessment Task, or other body of work Publish a formal apology to the Designated Officer(s) reasonable satisfaction Take steps to retract a publication or publish a correction (including notifying co- authors of any determination of Academic Misconduct and the need to retract a publication or publish a correction) Reimburse or contribute towards the cost of making good any damage caused Disallow experimentation, research, or data from use in connection with the 	<p>First or subsequent offence of Academic Misconduct <i>One of more of the following</i></p> <ul style="list-style-type: none"> Require the Student to: <ul style="list-style-type: none"> Undertake or retake the University's academic or research integrity modules Resubmit their Thesis, Assessment Task, or other body of work Publish a formal apology to the Designated Officer(s) reasonable satisfaction Take steps to retract a publication or publish a correction (including notifying co-authors of any determination of Academic Misconduct and the need to retract a publication or publish a correction) Reimburse or contribute towards the cost of making good any damage caused Disallow experimentation, research, or data from use in connection with the relevant Assessment Task, Thesis or Unit Deduct marks from the relevant Assessment Task

Academic Breach and Academic Misconduct in Research, a Thesis, or a Thesis Unit: All Student Matrix
Attachment F

	<p>(including notifying co-authors of any determination of Academic Misconduct and the need to retract a publication or publish a correction)</p> <ul style="list-style-type: none"> ○ Reimburse or contribute towards the cost of making good any damage caused • Deduct marks from the relevant Assessment Task • Restrict public, Student or University access to a submitted Thesis held by the University library • Require the Student to undertake any other additional training or remedial action as may be appropriate in the circumstances 	<p>relevant</p> <ul style="list-style-type: none"> • Assessment Task, Thesis or Unit • Deduct marks from the relevant Assessment Task • Disallow all marks for the relevant Assessment Task • Record a Fail (or Undifferentiated Fail) or Marginal Progress for the relevant Unit or Thesis • Restrict public, Student or University access to a submitted Thesis held by the University library • Withdraw or withhold research funding, scholarships or stipends and require the Student to take such further actions as may be necessary to modify their research • Require the Student to undertake any other additional training or remedial action as may be appropriate in the circumstances • (Past students) Recommend rescission of award or other relevant University qualification <p>Second or subsequent offence of Academic Misconduct * Impose one or more of the outcomes available for serious academic misconduct, as listed in the adjacent matrix cell</p>	<ul style="list-style-type: none"> • Disallow all marks for the relevant Assessment Task • Record a Fail (or Undifferentiated Fail) or Marginal Progress for the relevant Unit or Thesis • Restrict public, Student or University access to a submitted Thesis held by the University library • Withdraw or withhold research funding, scholarships or stipends and require the Student to take such further actions as may be necessary to modify their research • Expel the Student from the University • Require the Student to undertake any other additional training or remedial action as may be appropriate in the circumstances • (Past students) Recommend rescission of award or other relevant University qualification
DESIGNATED OFFICER	Unit Coordinator	Refer to Attachment H	Refer to Attachment H

Australian Code for the Responsible Conduct of Research 2018

Responsibility of Researchers	
R14	Support a culture of responsible research conduct at their institution and in their field of practice
R15	Provide guidance and mentorship on responsible research conduct to other researchers or research trainees under their supervision and, where appropriate, monitor their conduct.
R16	Undertake and promote education and training in responsible research conduct.
R17	Comply with the relevant laws, regulations, disciplinary standards, ethics guidelines and institutional policies related to responsible research conduct. Ensure that appropriate approvals are obtained prior to the commencement of research, and that conditions of any approvals are adhered to during the course of research.
R18	Ensure that the ethics principles of research merit and integrity, justice, beneficence, and respect are applied to human research.
R19	Engage with Aboriginal and Torres Strait Islander peoples and respect their legal rights and local laws, customs, and protocols
R20	Ensure that the 3Rs (Replacement, Reduction and Refinement) are considered at all stages of research involving animals and minimise the impacts on animals used in research and in so doing support the welfare and wellbeing of these animals
R21	Adopt methods appropriate to the aims of the research and ensure that conclusions are justified by the results.
R22	Retain clear, accurate, secure, and complete records of all research including research data and primary materials. Where possible and appropriate, allow access and reference to these by interested parties.
R23	Disseminate research findings responsibly, accurately, and broadly. Where necessary, take action to correct the record in a timely manner.
R24	Disclose and manage actual, potential, or perceived conflicts of interest
R25	Ensure that authors of research outputs are all those, and only those, who have made a significant intellectual or scholarly contribution to the research and its output, and that they agree to be listed as an author
R26	Acknowledge those who have contributed to the research.
R27	Cite and acknowledge other relevant work appropriately and accurately.
R28	Participate in peer review in a way that is fair, rigorous, and timely and maintains the confidentiality of the content.
R29	Report suspected breaches of the Code to the relevant institution and/or authority

Academic Misconduct in an Examination in a Coursework Unit: All Student Matrix

Attachment G

CRITERIA		Moderate Academic Misconduct	Serious Academic Misconduct
Form or extent of the conduct		Student conduct which by its form or extent represents a moderate breach of academic integrity	Student conduct which by its form or extent represents a serious breach of academic integrity
EXAMINATIONS CONDUCT	<i>Indicative examples</i>	<ul style="list-style-type: none"> Had access to, or use of, unauthorised written notes, printed reference material or an electronic device Copied, or attempted to copy, from another Student on one occasion Communicated, or attempted to communicate, with another Student on one occasion Disobeyed the instructions of an Invigilator 	<ul style="list-style-type: none"> Used, or attempted to use, unauthorised written notes, printed reference material or an electronic device Copied, or attempted to copy, from another Student on multiple occasions in the same Examination Accessed, or attempted to access, assistance via systematic or sophisticated/technological means Communicated, or attempted to communicate, with another Student, on multiple occasions in the same Examination or via systematic or sophisticated/technological means Impersonated another Student or allowed a third party to impersonate them in the Examination Falsified Student ID for Examination purposes
Intent of Student		The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage	The conduct was due to gross negligence or a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded
Impact of conduct <i>Assessment integrity and University reputation</i>		Student's ability may be unclear as work, to some extent, relies on that of others or an unfair advantage to address learning outcomes	Student's ability is not demonstrated as work relies largely or entirely on that of others; or Student's conduct has the potential to more broadly undermine assessment integrity or impact the reputation of the University

CRITERIA	Moderate Academic Misconduct	Serious Academic Misconduct
Outcomes	<p>First offence of <u>Academic Misconduct</u> ^ <i>One or more of the following</i></p> <ul style="list-style-type: none"> • Give the Student a written warning • Require the Student to engage in educational interventions • Deduct marks from the relevant Examination • Disallow all marks for the relevant Examination • Require the Student to complete another Examination (only in cases involving extreme extenuating personal circumstances) <p>Second offence of <u>Academic Misconduct</u> ^ <i>Optional</i></p> <ul style="list-style-type: none"> • Require the Student to engage in educational interventions • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> • Deduct marks from the relevant Examination • Record a Fail (or Undifferentiated Fail) for the relevant Unit <p>Third or subsequent offence of <u>Academic Misconduct</u> * <i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Examination • Record a Fail (or Undifferentiated Fail) for the relevant Unit • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory</i></p> <ul style="list-style-type: none"> • Suspend the Student from the University, for no more than twelve months; or • Expel the Student from the University 	<p>First offence of <u>Academic Misconduct</u> <i>Optional</i></p> <ul style="list-style-type: none"> • Require the Student to engage in educational interventions • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> • Deduct marks from the relevant Examination • Disallow all marks for the relevant Examination • Require the Student to complete another Examination (only in cases involving extreme extenuating personal circumstances) • Record a Fail (or Undifferentiated Fail) for the relevant Unit • Suspend the Student from the University, for no more than twelve months • Expel the Student from the University <p>Second or subsequent offence of <u>Academic Misconduct</u> <i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Examination • Record a Fail (or Undifferentiated Fail) for the relevant Unit • (Past students) Recommend rescission of award or other relevant University qualification <p><i>Mandatory</i></p> <ul style="list-style-type: none"> • Suspend the Student from the University, for no more than twelve months; or • Expel the Student from the University

Academic Misconduct in an Examination in a Coursework Unit: All Student Matrix

Attachment G

DESIGNATED OFFICER	<i>Central Examination</i> ^ Director, Student Administration * Panel: Director, Student Administration and Director, Student Life	<i>School Examination</i> ^ ADTL * Panel: ADTL, Nominated Senior Academic, and Manager Educational Integrity (or nominee)	<i>Central Examination</i> Panel: Director, Student Administration and Director, Student Life	<i>School Examination</i> Panel: ADTL, Nominated Senior Academic, and Manager, Educational Integrity (or nominee)
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DESIGNATED OFFICERS MATRIX

Attachment H

TYPE	Academic Breach	Moderate Academic Breach	Serious Academic Breach
Coursework Units (undergraduate and Postgraduate - New to ECU Students) [D]	Manager, Educational Integrity (or nominee)	Manager, Educational Integrity (or nominee)	Manager, Educational Integrity (or nominee)
TYPE	Academic Breach	Moderate Academic Misconduct	Serious Academic Misconduct
Coursework Units (undergraduate and Postgraduate – Experienced Students) [E]	Unit Coordinator	<p><i>First/Second offence:</i> ADTL (or nominee) [for allegations of minor or unintentional plagiarism, it is intended the ADTL will in most circumstances delegate to the relevant Unit Coordinator].</p> <p><i>Third/subsequent offence:</i> Panel: ADTL, Nominated Senior Academic and Manager, Educational Integrity (or nominee)</p>	<p>For Outcomes which include suspension, expulsion or a recommendation to rescind an award or other relevant University qualification: Panel: ADTL, Nominated Senior Academic, and Manager Educational Integrity (or nominee)</p> <p>All other cases: ADTL (or nominee)</p>
Research, Thesis or Thesis Units (Bachelor Honours Degree and above) [F]	Unit Coordinator	<p>Pre-submission of thesis</p> <p><i>First offence:</i> Associate Dean (Research) [ADR] or GRS equivalent</p> <p><i>Second/subsequent offence:</i> Panel: Quorum of 3/Max4 of either ADR or GRS equivalent, nominated Senior Academic, Manager, Educational Integrity and Manager, Research Governance (or nominee)</p> <p>Post-submission of thesis</p> <p><i>Bachelor Honours Degree, Masters by Coursework or Other:</i></p> <p><i>First offence:</i> Associate Dean (Research) [ADR] or GRS equivalent</p> <p><i>Second/subsequent offence:</i> Panel: Quorum of 3/Max4 of either ADR or GRS equivalent, nominated Senior Academic, Manager, Educational Integrity (or nominee) and Manager, Research Governance (or nominee))</p> <p><i>Doctoral Degree or Masters by Research:</i></p> <p><i>First offence:</i> Dean, Graduate Research School</p>	<p>Pre-submission of thesis</p> <p>Panel: Quorum of 3/Max4 of either ADR or GRS equivalent, nominated Senior Academic, Manager, Educational Integrity (or nominee) and Manager, Research Governance (or nominee)</p> <p>Post-submission of thesis</p> <p><i>Bachelor Honours Degree, Masters by Coursework or Other:</i></p> <p>Panel: Quorum of 3/Max4 of either ADR or GRS equivalent, nominated Senior Academic, Manager, Educational Integrity (or nominee) and Manager, Research Governance (or nominee)</p> <p><i>Doctoral Degree or Masters by Research:</i></p> <p>Panel: Quorum of 3/Max4 of Dean GRS, nominated Senior Academic, Manager, Educational Integrity</p>

DESIGNATED OFFICERS MATRIX

Attachment H

		<i>Second/subsequent offence:</i> Panel: Quorum of 3/Max4 of Dean GRS, nominated Senior Academic, Manager, Educational Integrity and Manager, Research Governance (or nominee)	and Manager, Research Governance (or nominee)
Examinations [G]	N/A	Central Examination <i>First/Second offence:</i> Director, Student Administration <i>Third/Subsequent offence:</i> Panel: Director, Student Administration and Director, Student Life School or Teaching Area based <i>First/Second offence:</i> ADTL <i>Third/subsequent offence:</i> Panel: ADTL, nominated Senior Academic and Manager, Educational Integrity (or nominee)	Central Examination Panel: Director, Student Administration and Director, Student Life School or Teaching Area based Panel: ADTL, nominated Senior Academic and Manager, Educational Integrity (or nominee)