EC AND EIBT ACADEMIC INTEGRITY PROCEDURE

SECTION D - PROCEDURE

Related Policy

Academic Integrity Policy

D.1 Procedure

Responsible	Procedure Steps			W/I
	1	**Orientation**		
Academic Integrity Officer (AIO)		**1.1**	Discuss Academic Integrity and the All My Own Work module (EIBT students only).	
	2	**Student information about academic integrity and submission of assignments**		
Lecturer		**2.1**	By the end of the second teaching week (or equivalent) inform students of Eynesbury's Academic Integrity Policy and associated procedure.	
Student		**2.2**	If you arrive after week two you must familiarise yourself with the Academic Integrity Policy and associated procedure.	
	3	**Issues of academic integrity in assessments (not including examinations)**		
Lecturer		**3.1**	Where there are issues involving potential penalties that relate to academic integrity contact the AIO via email.	
AIO		**3.2**	Record the details of the misconduct.	
		3.3	Review the issue and evidence and where required contact the lecturer and/or student for more information.	
Lecturer/Student		**3.4**	Supply additional evidence/details as required.	
AIO		**3.5**	Review the additional evidence/details.	
	4	**Where no further action is required**		
AIO		**4.1**	If no further action is required advise the student and lecturer of the outcome.	
		4.2	Record the outcome on MAZE and notify Program Support.	
	5	**Where an issue of academic integrity is found in assessments (not including examinations**		
AIO		**5.1**	Email the student to arrange a meeting with the AIO.	

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Responsible	Procedure Steps			W/I
Student		**5.2**	Follow the instructions in the email **Note**: If you do not follow the instructions in the email and do not contact the AIO, a decision will be made without your involvement.	
AIO and Student		**5.3**	Review the evidence and discuss the issue.	
AIO		**5.4**	Discuss with the Academic Director (AD) in cases where the potential severity of the penalty needs AD approval.	
		5.5	Add a note in MAZE of the outcome and any penalty. If a breach is confirmed advise Program Support of the decision. Complete and send Academic Misconduct Form to Program Support if appropriate.	
Program Support		**5.6**	Send the Outcome Letter to the student to advise them of the outcome within 5 working days of the decision being made.	
	6	**Examination breaches**		
AD		**6.1**	Review the Examination Incident Report and evidence with the student.	
		6.2	If a breach is determined advise Program Support of the decision and record in MAZE.	
Program Support		**6.3**	Email the Outcome letter to the student to advise them of the outcome within 5 working days of the decision being made.	
	7	**Appeals**		
		7.1	If you want to lodge an appeal against the decision refer to the **Student Grievances and Appeals Policy** and **Procedure.**	

D.2 Supporting Documentation

Related material	Location
Maze notes	
Orientation Presentation	

Form templates	Retention time	Location
Examination Incident Report Form Template		QU Document Repository
Outcome letter templates		QU Document Repository
Academic Misconduct Form (FSP)		QU Document Repository

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Records (including completed forms)	**Retention time**	**Location**
Records (of issues/cases)	Destroy 10 years after action completed (2 years if allegations proved but no action taken, 6 months if not proved)	
Examination Incident Report	Destroy 10 years after action completed (2 years if allegations proved but no action taken, 6 months if not proved)	
Academic Misconduct Form	Destroy 10 years after action completed (2 years if allegations proved but no action taken, 6 months if not proved)	

D.3 Version Control

Version Number	**Summary of Changes**	**Approved by**	**Date of Effect**	**Privilege Level**
v1.0	Initial procedure	• Manager, International Student Services • Academic Director	8/2015	Public
v1.1	• Rename of Academic Misconduct Form template • Addition of extra sentence to end of clause 5.5	• Manager, International Student Services • Academic Director	9/2015	Public

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