



Academic Integrity Procedure

Policy Area: Academic Governance

Approval: Chair, Academic Council

1. PURPOSE

Sheridan Institute of Higher Education (SIHE) will systematically monitor and assess the academic integrity demonstrated by students.

While SIHE's *Academic Integrity Policy* applies to all aspects of learning, teaching, research, and governance for staff and students, this document applies to student academic integrity only, and outlines the procedures staff should follow to implement the corresponding components of the *Academic Integrity Policy*.

Academic misconduct by staff must be reported to the Executive Principal who will be guided by the *SIHE Code of Conduct*.

2. AUDIENCE

Academic staff, Student Services, students.

3. INSTITUTIONAL CULTURE

SIHE aims to foster a culture of academic integrity such that students are supported to submit work that is uniquely their own (that is, their own work, in their own words, with their own voice).

Using an educative approach, SIHE staff will work to raise awareness regarding what is and what is not acceptable, such that SIHE students will not only be compliant with SIHE's *Academic Integrity Policy* but will also champion the cause (see Appendix A).

In addition to the penalties outlined in the following section, students who are found to be in violation of academic integrity will be provided with support to further develop their understanding and skills in relation to academic integrity.

4. VIOLATION LEVELS, PENALTIES AND ACTION PROCEDURE

Any violation of academic integrity is a serious offense and is therefore subject to an appropriate penalty or sanction. Repeat violations will generally constitute a higher level of academic misconduct.

Staff must keep detailed records in accordance with the *Academic Integrity Policy*. These must be forwarded to the Academic Principal for storing on the SIHE server.

In all instances, the Academic Principal must be informed and is responsible for updating the Academic Integrity violation records. All levels of offences will be recorded by the Academic Principal (see *Academic Integrity Policy* for details of record keeping).

SIHE recognises four levels of Academic Integrity violations which are summarised as follows.

LEVEL 1

Violations that may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterised by the absence of dishonest intent on the part of the student committing the violation. These violations generally take place early in a student's course, are quite limited in extent, occur on a minor assignment, and represent a small fraction of the total course work.

LEVEL 2

Violations that are breaches of academic integrity which are more serious or that affect a more significant aspect or portion of the course work compared with Level 1 violations.

LEVEL 3

Violations that are breaches of academic integrity which are more serious in nature or that affect a more significant aspect or portion of the course work compared with Level 2 violations.

LEVEL 4

Violations that represent the most serious breaches of academic integrity, including possible criminal activity.

Examples of all levels of offences are provided in the following table along with possible penalties and the action required by the relevant personnel.

Level	Offence	Possible Penalty	Action
1	Plagiarism <ul style="list-style-type: none">Failure to give proper acknowledgment and referencing in a very limited section of an assignment Collusion <ul style="list-style-type: none">Working on assessment/s with another student when assessment should be completed on an individual basis and independently	<ul style="list-style-type: none">Required participation in a Write Well WorkshopLoss of a small percentage of marks (e.g. 2 – 3 %)	A Level 1 offence is usually detected by the lecturer. The lecturer is responsible for following up with the student, as early as practicable, ensuring the student understands where they went wrong, updating records, issuing the penalty, and notifying the relevant Dean and the Academic Principal.
2	Plagiarism <ul style="list-style-type: none">Quoting directly or paraphrasing to a moderate extent without acknowledging the sourceFailure to acknowledge help with research, statistical analysis, or data collectionSubmitting the same work in more than one unit (self-plagiarism) without permission from the lecturerRepeat Level 1 violation	<ul style="list-style-type: none">Opportunity to resubmit the assignment with a maximum possible mark of 50% being awardedA failing grade on the assignment	A Level 2 offence is usually detected by the lecturer. The lecturer is responsible for following up with the student, as early as practicable, ensuring the student understands where they went wrong, updating records, and issuing the penalty. The lecturer in conjunction with the relevant Dean decides on the penalty and notifies the Academic Principal.

3	<p>Cheating</p> <ul style="list-style-type: none"> Presenting the work of another as one's own or submitting work produced by artificial intelligence as one's own Copying work during a supervised assessment Communicating with others during a supervised assessment unless otherwise permitted Using books, notes and/or electronic devices in a supervised assessment unless permitted <p>Plagiarism</p> <ul style="list-style-type: none"> Plagiarising major portions of a written assignment <p>Fabrication</p> <ul style="list-style-type: none"> Falsifying data Including sources that do not exist Inventing or altering information and results <p>Facilitating violations</p> <ul style="list-style-type: none"> Knowingly or negligently aiding others in any form of academic integrity, e.g. a student giving access to their assessable work to another student to copy and submit as their own Repeat Level 2 violation 	<ul style="list-style-type: none"> A failing grade for the unit Suspension of enrolment for a semester 	<p>A Level 3 offence is usually detected by a lecturer or exam invigilator.</p> <p>The offence must be reported to the relevant Dean and the Academic Principal as soon as possible.</p> <p>The relevant Dean will notify the student in writing and ensure record keeping is up to date. The student will be invited to meet with the relevant Dean and/or the Academic Principal to discuss the matter and be informed of the penalty.</p> <p>The student/s may bring a support person to the meeting.</p> <p>The student/s may need to meet with Student Services to review study plans and expected completion dates.</p>
4	<p>Violation that resembles criminal activity</p> <ul style="list-style-type: none"> For example, stealing an exam paper from a lecturer's office 	<ul style="list-style-type: none"> Permanent disciplinary expulsion with a notation on the student's SIHE transcript Facing criminal charges 	<p>A Level 4 offence may be detected by any member of staff and must be reported immediately to the Academic</p>
<p>Filename: SIHE Academic Integrity Procedure 1.00 - for AC.docx This document was printed on 25/10/2023</p>			<p>Page 3 of 6</p>

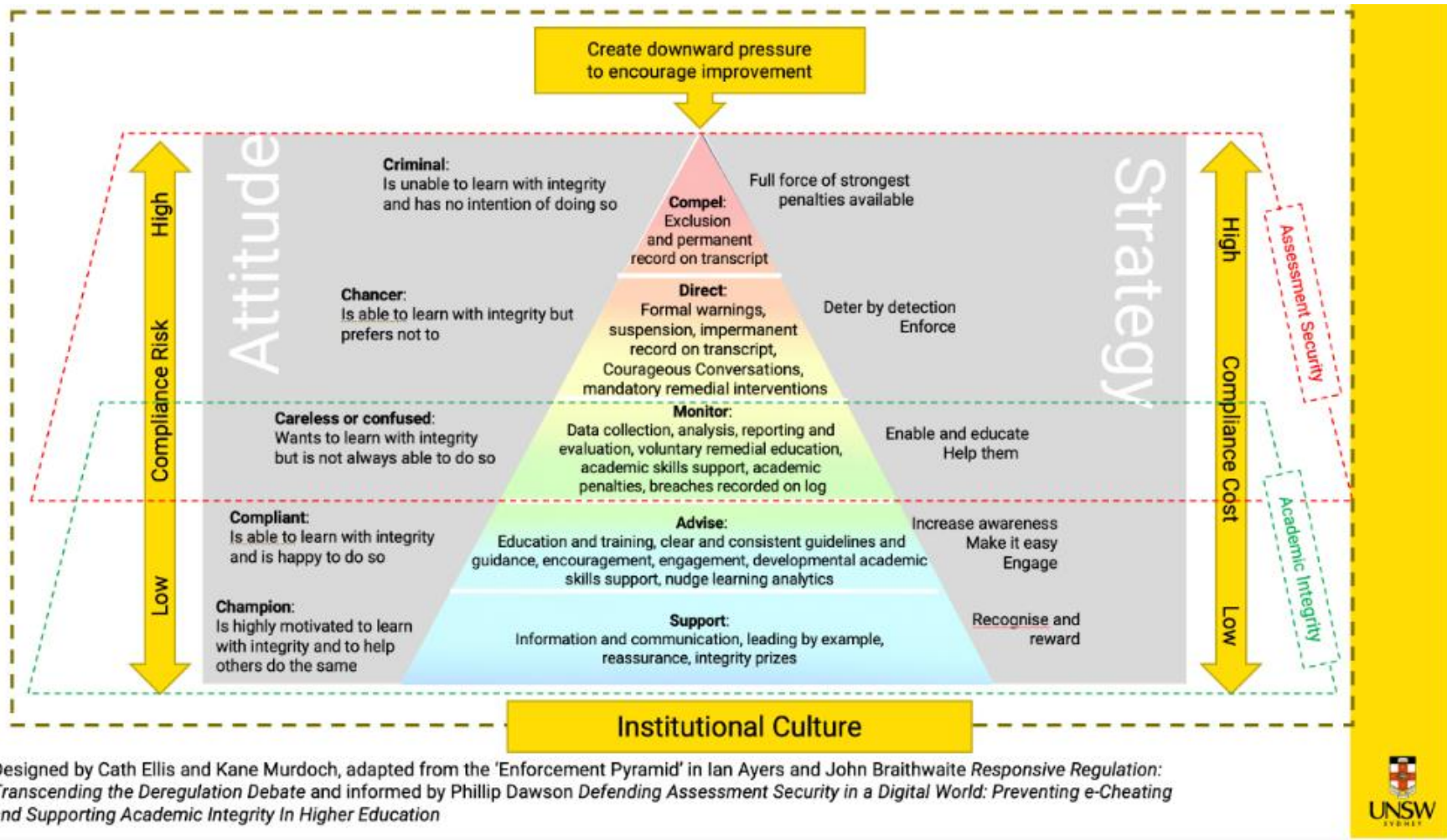
	<p>Cheating</p> <ul style="list-style-type: none"> • Having a substitute take an exam or taking an exam for someone else <p>Sabotaging</p> <ul style="list-style-type: none"> • Denying access to scholarly material, e.g. stealing, defacing, or hiding library resources • Deliberating giving other students false or misleading information • Altering another student's work • Repeat Level 3 violation • Academic violation after returning from suspension 		<p>Principal and to the Executive Principal.</p> <p>The Academic Principal will notify the student in writing and ensure record keeping is up-to-date.</p> <p>Depending on the nature of the offence, the student will be required to meet with the relevant member/s of the SIHE administration who will determine the penalty to be applied.</p> <p>The student/s may bring a support person to the meeting.</p> <p>The Academic Principal will notify Student Services of the outcome as required.</p>
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5. APPEALS

A student has the right to make an appeal against the decision made and may do so by following the relevant procedure contained in the SIHE *Student Grievance Policy*.

Appendix A

Source: the UNSW *Institutional Culture* chart was provided by TEQSA at the Masterclass Workshop on Academic Integrity held in Perth, 2023



6 APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: *Academic Integrity Procedure*

Source Documents: TEQSA *What is academic integrity?*
UNSW *Institutional Culture* chart
Murdoch University (2022). *Student Academic Misconduct Procedure*.

Associated Internal Documents: *SIHE Academic Integrity Policy*
SIHE Student Grievance Policy

Associated External Documents: *Higher Education Standards Framework (Thresholds Standards) 2021.*
The Tertiary Education and Quality Standards Agency Act 2011.
The Tertiary Education and Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Act 2020.

Authorised Officer: Academic Principal

Approved by: Academic Council

Date of Approval:

Next Review Before: June 2026

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	16 October 2023	Learning and Teaching Sub-Committee	New Procedure. Separation of procedure from policy. Major revisions.