

Appendix 2 Student Academic Misconduct penalties

The table below provides examples of academic misconduct, the nature of misconduct and indicative penalties. Authorised delegates should use these tables as a guide in determining penalties for academic misconduct, and refer to the following policies:

- Copyright
- Privacy
- Code for the Responsible Conduct of Research

| Misconduct | Considerations | Consequences | | |
|--|---|---|---|--|
| | | Level 1 Minor | Level 2 Moderate | Level 3 Serious |
| Plagiarism, including: <ul style="list-style-type: none"> • self-plagiarism • resubmitting previously assessed work • cheating - copying from others | Naïve/ first offence Inadvertent Lack of understanding Casual glance Passing of notes Poor paraphrasing Deliberate with wilful intent Systemic Significant Volume In the final stages of course Second/multiple offence | <ul style="list-style-type: none"> • Warning letter to student • Refer student to learning development • Resubmit assessment item or sup exam • Provide additional material • Impose % mark penalty • Submission of alternative assessment item | <ul style="list-style-type: none"> • No marks for an assessment task • Fail grade for the subject • Suspension from the subject • Withholding of results until additional assessment items are completed • Hurdle requirements as deemed necessary • Academic misconduct recorded on academic transcript • Removal and no marking of plagiarised material from assessment item | <ul style="list-style-type: none"> • Fail subject • Suspension from the subject • Expulsion from the course • Expulsion from the University • Withholding of results for a defined period • Serious academic misconduct recorded on academic transcript • Rescission of award by the University Council • Notify professional or legal authorities |
| Falsification or fabrication of data, including: <ul style="list-style-type: none"> • altering or falsification of official documents such as medical certificates or other supporting documentation • fraud | Creation of spurious data Modifying test results Misrepresentation of data Status of the document e.g. legal documents | <ul style="list-style-type: none"> • Pass grade only • Determine if the academic misconduct is to be recorded on the academic transcript • Additional assessment item such as an essay on plagiarism • Hurdle requirements for assessment (e.g. safe assignment reports, greater supervisor scrutiny) | | |
| Sabotage/damage to academic or research material | Inadvertent/accidental Careless/unprofessional Deliberate with wilful intent | | | |

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|--|---|---|--|--|
| | | <ul style="list-style-type: none"> Removal and no marking of plagiarised material from assessment item | | |
| Accessing restricted assessment related material | Obtained unintentionally Obtained from third-party Wilful breach of security | | | |
| Cheating - unauthorised materials (cell phone, programmable calculator, smartwatch, study notes, inappropriate reference material such as statutes or formulas etc) | Accidental (e.g. cell phone turned off) Lack of understanding Inadvertent Deliberate assessment related Sophisticated/technological | | | |
| Academic fraud-impersonation, false representation | Tampering with ID Commissioning an impersonator | | | |
| Academic collusion on individual assessment tasks or in examinations. Use of Artificial intelligence software without acknowledgement or not approved for use. | Inadvertent/misunderstanding Sharing material Deliberate with wilful intent | | | |
| Purchasing, on-selling, commissioning or exchanging assessment items | Significance of the assessment item | | | |
| Non-compliance of ethics approval/ requirements | Inadvertent misunderstanding Deliberate with wilful intent Level of contribution to the research | | | |
| Improper use of University equipment or facilities | Inadvertent/misunderstanding Deliberate with wilful intent | | | |
| Failure to comply with penalties imposed | Significance of non-compliance | | | |