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# ACADEMIC INTEGRITY PROCEDURE

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## SECTION D - PROCEDURE

Related Policy

Academic Integrity Policy

## D.1 Procedure

Responsible	Procedure Steps			W/I
	1	Expectations of academic integrity		
Student Learning Advisor (SLA)	1.1	During Orientation, discuss Academic Integrity to all students.		
	1.2	Explain All My Own Work module to HEP students.		
Student	1.2	Familiarise yourself with the Academic Integrity Policy and associated procedure.		
HEP student	1.3	Complete the All My Own Work module within the first four weeks of your first trimester.		
Teacher	1.4	Familiarise yourself with the Academic Integrity Policy and associated procedure.		
	1.5	<b>Inform students of Eynesbury's Academic Integrity Policy</b> and associated procedure at the start of the study period.		
	2	Issues of poor academic practice and academic misconduct (internal assessments)		
Teacher	2.1	Where an alleged Academic Integrity breach has been committed, complete Part A of the Academic Integrity form and submit to the Academic Integrity Officer (AIO).		
AIO	2.2	Review the Academic Integrity form and evidence and, where required, contact the teacher and/or student for more information. Complete Part B of the Academic Integrity form.		
	2.3	Record the details of the alleged poor academic practice or academic misconduct in the central register and the Student Management System. Upload the Academic Integrity form to the central register.		
Teacher/Student	2.4	Supply additional evidence/details as required to the AIO.		
AIO	2.5	Review the additional evidence/details, including recommendations made by the teacher.		
	2.6	Determine whether poor academic practice or academic misconduct has occurred and use the Policy Schedule to determine the required penalty.		

Responsible	Procedure Steps			W/I
		2.7	Add the outcome and penalty to the central register and the Student Management System.	
		2.8	<b>Notify the teacher to update the student's</b> assessment task mark where required.	
		2.9	Notify the student of the outcome in writing and their right to an Appeal.	
	3	Examination/External Assessment incidents		
Invigilator/Chief Invigilator		3.1	Record the incident in the Academic Integrity Form and submit to the AD/DoS, along with any evidence.	
		3.2	Arrange for the student to meet with a member of the Academic Directorate immediately after the examination to discuss the incident.	
Academic Director/DoS/AIO		3.2.1	If the student does not meet with a member of the Academic Directorate immediately after the examination, contact the student and advise them that they have two working days to contact the AIO to discuss the incident otherwise an outcome will be decided without their response.	
		3.2.2	If the student does not respond to the request within two working days proceed with the investigation.	
		3.3	Review the Academic Integrity Form, available evidence, and any information provided by the student.	
		3.4	If a breach is determined, record in the central register and in Student Management System. Use the Policy Schedule to determine the required penalty.	
		3.5	Notify the student of the outcome and their right to an Appeal.	
	4	Reporting		
AIO		4.1	<b>If required, advise Academic Support of the student's</b> penalty requiring an Intention to Report (ITR) for academic misconduct to be issued.	
Academic Support		4.2	<b>Notify the student of Eynesbury College's</b> ITR for academic misconduct and their right to an Appeal	
		4.3	If no appeal is submitted, report the student through PRISMS.	
	5	Appeals		
Student		5.1	If you want to lodge an appeal against the decision refer to the Student Grievances and Appeals Policy and Procedure.	

Responsible	Procedure Steps			W/I
	6	Academic Monitoring		
Academic Director/DoS		6.1	Provide a report of poor academic practices and academic misconduct to the Board of Examiners at each meeting.	
		6.2	Provide a report of poor academic practices and academic misconduct to the Academic Board at each meeting.	

## D.2 Supporting Documentation

Related material	Location
AIO Orientation Presentation	Academic Directorate

Form templates	Location
Examination Incident Form Template	Academic Directorate
Academic Misconduct Form Template	Academic Directorate

Records (including completed forms)	Location
Records (of issues/cases)	Central register; Navigate
Examination Incident Report	Academic Directorate
Academic Misconduct Form	Student file

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

## D.3 Version Control

Current Version Number	v2.0
Date of Effect	03/2025
Privilege Level	Public