



ACADEMIC INTEGRITY PROCEDURE

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	Inform students of Eynesbury's Academic Integrity Policy and associated procedure at the start of the study period.	
	2	Issues of poor academic practice (internal assessments)	
Teacher	2.1	Report to AIO where an alleged poor academic practice issue has been committed.	
AIO	2.2	Record in the central register for poor academic practice and communicate with the teacher on the educative counselling.	
Student	2.3	Attend the counselling session and implement feedback provided by the teacher.	
	3	Issues of academic misconduct (internal assessments)	
Teacher	3.1	Complete Part A of the Academic Integrity form and submit to the Academic Integrity Officer (AIO), where an alleged Academic Integrity breach has been committed.	
AIO	3.2	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.	
	3.3	Record the details of the alleged academic misconduct in the central register and the Student Management System. Upload the Academic Integrity form to the central register.	

Responsible	Procedure Steps			W/I
Teacher/Student		3.4	Supply additional evidence/details as required to the AIO.	
AIO		3.5	Review the additional evidence/details, including recommendations made by the teacher.	
		3.6	Use the Policy Schedule to determine the required penalty.	
		3.7	Add the outcome and penalty to the central register and the Student Management System.	
		3.8	Notify the teacher to update the student's assessment task mark where required.	
		3.9	Notify the student of the outcome in writing and their right to an Appeal.	
	4	Examination/External Assessment incidents		
Invigilator/Chief Invigilator		4.1	Record the incident in the Academic Integrity Form and submit to the AIO, along with any evidence.	
		4.2	Arrange for the student to meet with the AIO immediately after the examination to discuss the incident.	
AIO		4.2.1	Contact the student and advise them that they have two working days discuss the incident, if this has not occurred immediately after the examination. Otherwise, an outcome will be decided without their response.	
		4.2.2	Proceed with the investigation if the student does not respond to the request within two working days	
		4.3	Review the Academic Integrity Form , available evidence, and any information provided by the student.	
		4.4	Record in the central register and in Student Management System if a breach is determined. Use the Policy Schedule to determine the required penalty.	
		4.5	Notify the student of the outcome and their right to an Appeal.	
	5	Reporting		
AIO		5.1	Advise the SAS team of the student's penalty requiring an Intention to Report (ITR) for academic misconduct to be issued, if required.	
SAS		5.2	Notify the student of Eynesbury College's ITR for academic misconduct and their right to an Appeal.	
		5.3	Report the student through PRISMS, if no appeal is submitted.	

Responsible	Procedure Steps		W/I
	6	Appeals	
Student	6.1	Refer to the Student Grievances and Appeals Policy and Procedure , if an appeal against the decision is to be lodged.	
	7	Academic Monitoring	
Academic Director/DoS	7.1	Provide a report of poor academic practices and/or academic misconduct to the Board of Examiners at each meeting.	
	7.2	Provide a report of poor academic practices and/or 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	v2.1
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Privilege Level	Public