

ACADEMIC MISCONDUCT FACT SHEET

BE WHAT YOU WANT TO BE

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WHAT IS ACADEMIC MISCONDUCT?

What is Academic Integrity?
How does the University process allegations?
What are my rights?
What are the penalties of an allegation?

***If you receive an 'Invitation to Respond – Alleged Breach of Academic Integrity'
DON'T IGNORE IT!***

What is Academic Integrity?

Academic integrity is the behaviours underpinned by the values of honesty, trust, fairness, respect, responsibility and courage in CQUniversity's education, training, and research communities.

Those values are fundamental to protecting the quality of student learning, the credibility and trustworthiness of student assessment and their qualifications, and ultimately the reputation of CQUniversity, its courses and graduate.

Summary of Timelines and Process Flows

It is vital you make sure you are aware of the timelines for the academic integrity process.

PROCESS / ACTION	TIMELINE
Invitation to Respond – Breach of Academic Integrity	
Respond to email from Academic Integrity Team	Submit within 7 working days from receiving email
Receive in writing outcome of investigation	Within 25 working days of your response being submitted
Challenging Outcome of Academic Misconduct Allegation	
Challenge outcome of academic integrity allegation by lodging an appeal (see Academic Appeals Policy and Procedure).	Within 20 working days of notification of decision.

For any additional help contact the Student Advocacy Officer.

Student Advocacy Officer

Student Representative Council | Student Experience and Governance Division

E student-advocacy@cqu.edu.au

For full copy of the Student Academic Integrity Policy and Procedure, navigate to CQUniversity IMPortal <https://www.cqu.edu.au/policy>

What is Academic Misconduct?

CQUniversity Australia Glossary definition:

Academic Misconduct: Conduct by which a student seeks to gain, for themselves or any other person, an academic advantage to which they are not entitled or seeks to disadvantage any other student. This includes but is not limited to cheating, plagiarism, collusion, tampering with exam scripts or class records, impersonating another student in an exam, falsifying clinical or laboratory reports, and any unauthorised distribution of exam material.

Types of Academic Misconduct?

Plagiarism – the presentation of work, ideas or data of others as one's own, without appropriate acknowledgement and referencing including self-plagiarism.

Self-Plagiarism – involves the presentation of one's own work for more than one assessment without acknowledgment and referencing.

Collusion – involves unauthorised collaboration on accessible work (written, oral or practical) with others, and is a form of cheating.

Cheating – fraud, dishonesty or deceit of any kind in relation to an academic assessment.

Contract Cheating – where a student arranges, attempts to arrange, acquires, or allows any form of academic work (paid or unpaid) to be undertaken fully or partially by a third party, subsequently representing the work as their own.

Other academic misconduct – any other act or omission that can be regarded as academically dishonest.

Refer to section 3.18 to 3.30 of the [Student Academic Integrity Policy and Procedure](#) for full definitions.

What happens if I have been reported as having a case of Academic Misconduct?

The Academic Integrity Unit will send you an 'Invitation to Respond – Alleged Breach of Academic Misconduct' via email. This email will contain information relating to the alleged incident.

What to do if I receive an "Invitation to respond" to an allegation of breaching academic integrity?

You need to read the information contained in the email thoroughly, if you do not understand what has been written in the email, contact your unit coordinator for clarification. If you still do not understand what you need to do, contact the Student Advocacy Officer to help you understand the content of the allegation.

You have 7 working days (excluding Saturday, Sunday and public holidays) to respond to the email via a written response to academicintegrity@cqu.edu.au so make sure you respond to the allegations within the specified timeframes.

Your response to the allegations will have an impact on the outcome.

What happens if I don't respond?

If you do not respond within the timeframe the outcome of the allegation will be determined on the supporting evidence as presented by the unit coordinator. The Deputy Dean (Learning and Teaching) will allocate a penalty accordingly. Once an outcome has been decided, there is no opportunity to provide a response.

What are the Penalties for Academic Misconduct?

Academic misconduct can be recorded as any of the following, depending on the severity and penalties imposed can range from receiving a formal written warning to expulsion from the University:

- Minor Plagiarism Incident
- Minor Examination Incident
- Academic Misconduct – all other types, i.e. collusion, contract cheating.

If you are found guilty of academic misconduct, a centralised record will be kept in the Academic Research & Integrity Database and may constitute part of your student permanent record. A minor incident will not form part of a student's formal record but may influence the severity of any future allegations. Information recorded will include details of the misconduct, the severity of the misconduct along with any penalties imposed. This record may also be used to determine the severity of any further allegations of misconduct.

If you are accused of multiple cases of academic misconduct, or a serious first offence (such as contract cheating), then the penalties can be severe, resulting in suspension or even permanent expulsion.

Refer to the [Student Academic Integrity Policy and Procedures](#) Appendix 2 for a full list of penalties. A copy is listed on the back page of this Fact Sheet.

Can I challenge the outcome?

If you believe the outcome and penalty are not in keeping with the governing principles (Section 3.10 of the [Student Academic Integrity Policy and Procedure](#)), you can submit an academic appeal. You have 20 working days (excluding Saturday, Sunday, and public holidays) from receiving the official university notification of the outcome. This can be done by completing an Academic Appeal Application form. Refer to the Academic Appeals Procedure in the University's [Policy web page](#).

What are my rights?

You have the right to:

- (a) Have a case of alleged misconduct dealt with as promptly as possible;
- (b) Receive a copy of, or an opportunity to inspect, all relevant evidence regarding the allegation of academic misconduct;
- (c) Speak to the Unit Coordinator in relation to the alleged incident;
- (d) Respond to the allegation in writing within the required timeframe;
- (e) Seek assistance from the Student Advocacy Officer when formulating a response;
- (f) If found guilty, to have a penalty applied that is fair and just in the circumstance;
- (g) Challenge a decision by lodging an appeal to the University's Appeal Committee;
- (h) Seek assistance from the Student Advocacy Officer when making an application to appeal.

What do I include in a response to an allegation?

How you respond will depend on whether you agree with the allegation or not, but there are some things you should always include:

- You should explain in your response whether this is a new skill for you and the difficulty you had in understanding the requirements of writing an academic essay.
- It is important that you express regret and a willingness to learn and improve your skills by attending Academic Learning Centre workshops and meeting with the staff for feedback on your writing and referencing.
- Proving your authorship will require you to provide supporting documentation that demonstrates you are the author of the assessment and all work submitted is your own (and referenced correctly).

What if I've been accused of not being the author of my work?

Contract cheating is one of the most severe breaches of academic integrity and will often at minimum result in a student being suspended, if not permanently excluded from CQUniversity.

- Include all previous drafts of your assessment to show a progression of the work you have been completing. Check your emails and messages for any times you may have shared the work with yourself or another person for feedback if you have not saved them on your computer.
- Take screenshots of your internet search history accessing the sources in your reference list so you can demonstrate that you were researching during the time the assessment was written.
- Take note of and explain any irregularities in your work that need to be explained, particularly in the metadata:
 - What is the editing time?
 - Who is the author?
 - Who was it last modified by?
 - When was the work started and finished?

How can I avoid academic misconduct?

You must ensure that you:

- Submit work that is your own, or make sure that it properly acknowledges the ideas, interpretations, words or creative works of others; Reference appropriately and correctly. (Read the assessment requirements, seek clarification if you are unsure)
- **DO NOT** lend your work to other students for any reason
- **Use cloud storage** instead of a USB so nobody is able to access your work and you can safely keep all files for future reference, should you be asked to prove authorship.
- Understand referencing, read valuable information contained on the Student Life site via Services and Facilities:
 - Why is referencing important?
 - What is plagiarism?
 - How is referencing done?
 - CQUniversity Referencing Guides.

How can I update my knowledge?

Student Academic Integrity Policy and Procedure

You should read and understand CQUniversity's policy and procedure that provides a comprehensive guide about the University's approach to academic integrity and processes for addressing breaches of academic integrity, including academic misconduct.

This can be found on the student portal by searching Policies & Procedures and following the link to the Policy site, to search Academic Integrity.

Academic Learning Centre (ALC) Academic Communication services. This centre provides advice and assistance on:

- grammar
- sentence and paragraph structure
- task analysis
- referencing
- academic genres, e.g. computing, mathematics and statistics, science.

Visit cqu.edu.au/alc or email alc-advice@cqu.edu.au

Visit the Academic Learning Centre's online Moodle course for useful resources and complete the online quizzes to test your knowledge and skills.

[ALC Moodle Site](#)

Familiarise yourself with the services provided in your **Student Portal**. Check out the information contained under **Student Guides**:

- [Great Guide to University Study](#)
- [Essential Student Guide](#)

If you are unsure of the unit requirements at any stage, seek clarification from your unit lecturer, unit coordinator.

For any additional help contact the Student Advocacy Officer.

Student Advocacy Officer

Student Representative Council | Student Experience and Governance Division

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The governing principles of deciding outcomes and penalties for offences of academic misconduct shall be the following: • to implement outcomes and penalise the behaviour in a manner which is fair and just in all of the circumstances, and • to protect and maintain standards of conduct and behaviour in the workplace and the learning environment which allow the University to perform its roles and functions under the Central Queensland University Act 1998.

Table 1: Guide to outcome and penalties (insert from policy)

Penalty options for all cases of Minor Examination Incidents:

- Formal written warning.

Penalty options for all cases of Minor Plagiarism Incidents:

- 1) either downgrade the marks or standard of achievement for item(s) of assessment, based on the extent of plagiarism. (The degree of plagiarism should be considered when applying the penalty and any mark awarded is to be based only on the non-plagiarised content of the submitted work.) **OR** (2) the student re-attempts and re-submits the assessment task in a specified timeframe. (The student can achieve a mark of no more than 50% or the pass mark specified in the unit profile.) **AND**
- Mandatory successful completion of the Foundations of Academic Integrity or other relevant learning program decided by CQUniversity (see restricted Moodle access).

Penalty options for cases of Academic Misconduct, involving non-minor plagiarism; collusion; cheating, other than contract cheating:

Once the adjudicator has taken into account the details of the case and whether the student has committed any other acts of academic misconduct, the adjudicator may impose one or more of the following options:

- Downgrade the marks or standard of achievement for item(s) of assessment, based on the extent of plagiarism. (The degree of plagiarism in the student's submitted work and any evidence of dishonest intent or carelessness will be considered when deciding the penalty. The mark awarded is to be based only on the non-plagiarised content of the submitted work).
- Mandatory successful completion of the Foundations of Academic Integrity or other relevant learning program decided by CQUniversity (see restricted Moodle access)

- Failing grade for the assessment task (i.e. zero marks)
- Failing or not competent grade for the unit (i.e. zero result)
- Mandatory academic support session (a requirement to attend and complete to the satisfaction of the Student Experience Directorate, such as counselling and remedial courses on code of conduct, referencing and academic integrity as directed)
- withholding of results for a maximum of one term.

Penalty options for cases of Academic Misconduct, involving serious first of multiple cases of plagiarism; collusion; cheating; first of multiple cases of contract cheating:

- Failing grade for the assessment task (i.e. zero marks)
- Failing grade for the assessment task (i.e. zero marks)
- withholding of results for a maximum of one term
- suspension from CQUniversity for one to two terms
- expulsion from CQUniversity, or
- such other outcome or penalty as authorised by Academic Board. This may include revocation of a student's academic credit or a qualification awarded to a graduate.

Restricted Moodle access:

- Students will not be able to access course/unit material on the Moodle system for future terms until they successfully complete the required learning program or training. This will not restrict access to Moodle in the term to which the academic misconduct decision applies.