

## **Levels of Misconduct and Penalties at PIA**

Levels of Misconduct	Potential Penalties and Outcomes
<ul> <li>Level 1: Unintentional Academic Misconduct</li> <li>Inexperience or lack of knowledge by students of the principles and requirements of academic integrity.</li> <li>An educational matter, allowing the student the opportunity to learn from their mistake</li> <li>Not previously been found guilty of substantial academic misconduct or minor academic misconduct</li> <li>Minimal threat to the integrity of assessment</li> <li>Examples of Level one breaches may include:         <ul> <li>Inadequate referencing; and/or</li> <li>Inappropriate collaboration; and/or</li> <li>Poor use of citations; and/or</li> </ul> </li> </ul>	<ul> <li>A formal written warning</li> <li>The requirement for the student to complete additional academic writing and referencing courses</li> <li>The requirement for the student to complete the Academic Integrity Module again</li> <li>Option for the student to correct and resubmit the work, in whole or in part (maximum 50% mark)</li> <li>The requirement for the student to submit an additional assessment task (maximum 50% mark)</li> </ul>
<ul> <li>Poor paraphrasing</li> <li>Level 2: Academic Misconduct</li> <li>Clear or demonstrable intention to gain an unfair academic advantage</li> <li>Carefully and deliberately planned, repetitive, organised, or systematic in nature</li> <li>In breach of the principles of academic integrity or professional honesty; and/or</li> <li>Repeated Level 1 breaches</li> <li>Examples of Level 2 breaches include:         <ul> <li>Repeated Level 1 breaches</li> <li>Plagiarism and self-plagiarism</li> <li>Contract cheating</li> <li>Collusion</li> <li>Cheating in examinations, tests, and quizzes</li> </ul> </li> </ul>	<ul> <li>Other penalties approved by the Dean</li> <li>Applying a mark of zero for the assessment task</li> <li>Applying a fail grade for a unit of study</li> <li>A notation on the student's record to be included on their academic transcript</li> <li>Other penalties approved by the Dean</li> </ul>
<ul> <li>Compromises the interest of other students</li> <li>The integrity of the assessment scheme itself</li> <li>The reputation of the Institute, and/or are significant in scale or scope.</li> <li>Examples of level three breaches include:         <ul> <li>Repeated Level 2 breaches</li> <li>Breach of academic integrity involving or resembling criminal activity</li> <li>Stealing an examination paper</li> <li>Impersonation</li> <li>Falsifying documents</li> <li>Breach of academic integrity in research and/or publication(s)</li> </ul> </li> </ul>	<ul> <li>Suspension from the student's course for a nominated period, not more than one year</li> <li>Exclusion</li> <li>Other penalties approved by the Dean</li> <li>A decision to apply a penalty of a suspension or exclusion must be ratified by the Principal Education Officer.</li> </ul>



## **PIA Academic Integrity Procedure Flowchart**

## Suspected breach of academic integrity *and / or* over 25% similarity Investigate More than 25% similarity, and of a More than 25% similarity, not a concern. To be reported by the concern. To be reported by the Unit Less than 25% similarity, but of a Lecturer to Unit Coordinator and Coordinator or Lecturer in the Unit concern. To be reported by the recorded in the Unit Report Report submitted at the end of each Lecturer to Unit Coordinator. submitted at the end of each teaching period teaching period Check student record with No further action Academic Support Officer before No breach meeting. Student invited to Student to be informed. interview within 1 week of marking. A note made in Al Allegation recorded registry records on link via Moodle Unit page. **Level 3 Outcome Level 1 Outcome Level 2 Outcome**

**Who:** Lecturer, Unit Coordinator, Registrar (for record keeping), Academic Support Officer

Action: Record breach in Student Management System and Academic Integrity Register as Level 1.

Unit Coordinator will provide a formal written decision to the student and advise of subsequent action.

**Final Decision by:** Unit Coordinator

May need referral to Academic Support Officer.

**Who:** Lecturer, Unit Coordinator and HoD, Registrar, Academic Support Officer

Action: Lecturer advise Unit Coordinator. They will refer to Head of Discipline (HoD) with recommended action.

Record of breach in Student Management System and Academic Integrity Register as Level 2.

Student provided with formal written decision and notice of penalty.

**Final Decision by:** Head of Discipline

All academics involved to be informed of outcome.

**Who:** Lecturer, Unit Coordinator, HoD, Dean, Registrar, Academic Support

Officer

**Action:** Unit Coordinator will prepare a report and refer the matter to the HoD for investigation. HoD will contact the student to discuss.

HoD will prepare a report for the Dean with recommended action.

Student invited to present their case within 5 working days.

Student provided with formal written decision and notice of penalty by Dean.

Final Decision by: Dean

All academics involved to be informed of outcome.

Will appear on the student's academic