

Student Academic Integrity Ordinance

Version 3 – Commenced 16 May 2022

1. Preamble

- 1.1 Academic integrity is an ideal that underpins the quality of every aspect of academic work. In practice, academic integrity is focused on ensuring ethical and professional conduct in research and associated outputs, conduct of learning, and teaching and assessment. It is also about having fair processes for the investigation and establishment of appropriate educational requirements and sanctions for breaches of academic integrity.
- 1.2 An academic integrity breach involves conduct that:
 - a) undermines the key principles of academic integrity (honesty, trust, fairness, respect, and responsibility);
 - b) includes any form of misrepresentation of academic achievement;
 - c) is an identified act of academic wrongdoing (a low, intermediate or high-level breach).
- 1.3 The University will act upon the notification of all potential academic integrity breaches.

2. Commencement and Revocation

- 2.1 The Student Academic Integrity Ordinance made by Council on 30 August 2019 is revoked, together with any amendments to it.
- 2.2 This Ordinance takes effect on 1 January 2022 and will be reviewed periodically.

3. Purpose

- 3.1 This Ordinance protects the integrity of the University and the qualifications it offers by:
 - a) defining and making clear the consequences of breaches of academic integrity on the part of students; and
 - b) providing for the reporting of incidences of academic integrity breach allegations; and
 - c) providing for the investigation, hearing and determination of academic integrity breach allegations.
- 3.2 This Ordinance applies to any alleged academic integrity breach committed by a person who is currently, or was previously, enrolled in any course, unit or other program of study offered by the University of Tasmania.

4. Procedures

- 4.1 The Deputy Vice-Chancellor (Education) will establish procedures consistent with this Ordinance, which must be adhered to for reporting, investigating and determining an

alleged academic integrity breach.

- 4.2 Any associated materials and procedures produced in support of this Ordinance must be formulated with reference to national statements of good practice.

5. Allegation, Investigation and Determination

- 5.1 If an employee of the University, or a third-party provider who is delivering all or part of a University course or unit, has reason to suspect that a person has committed an academic integrity breach, they must report the matter, in a timely manner.
- 5.2 All alleged academic integrity breaches must be referred to an Academic Integrity Adviser.
- 5.3 Students will be advised that their assessment and/or unit results will be withheld while a breach allegation is investigated and determined.
- 5.4 If it is determined that there is evidence of a potential breach:
- a) the potential breach must be recorded;
 - b) the potential breach must be investigated; and
 - c) the investigation must afford the student procedural fairness at each stage of the investigation.
- 5.5 The student must be offered an opportunity of attending a meeting to discuss the potential breach within 10 working days of receipt of the breach allegation, and be advised that they have the right to be accompanied to the meeting by a support person, where the support person:
- a) must not be a lawyer or other legal professional;
 - b) may be a friend, relative, peer or student advocate that can accompany a student to the meeting and provide emotional support and reassurance;
 - c) cannot advocate for, speak on behalf of, or make any decision on their behalf.
- 5.6 If the student does not respond in accordance with clause 5.4, the matter can be determined without further communication with the student and in the absence of any evidence or representation from the student.
- 5.7 If, after conducting an investigation, it is determined that the student did breach academic integrity:
- a) a breach level will be assigned as follows:
 - i. low – the student failed to meet the expectations of academic integrity
 - ii. intermediate – the student sought an unfair advantage
 - iii. high – there was a continuing and/or serious attempt to seek an unfair advantage by the student; and
 - b) an appropriate sanction and educative requirement will be imposed, guided by procedure.
- 5.8 If the student has one or more previous substantiated breaches, the allegation may be assessed at a higher level than if it were the first breach, although this may not necessarily be the case, and will be assessed on a case-by-case basis.

- 5.9 Any sanction that includes a restriction on a student's enrolment must be confirmed by the Deputy Vice-Chancellor (Academic).
- 5.10 After the determination is reached, including where no breach is found:
- a) the outcome will be recorded; and
 - b) the student will be notified of the determination in writing, as soon as possible, including
 - i) a clear statement of the type of breach, sanction, educative requirement, and reasons for the decision (if the allegation has been substantiated); and
 - ii) advice that within 10 working days of the date of the notice of determination, the student may apply for appeal, the process for that application and the permissible grounds for appeal.
- 5.11 Where a student does not comply with a sanction or complete an educative requirement, the University may restrict or limit the student's ability to:
- a) enrol;
 - b) receive any results of assessment;
 - c) graduate or receive a diploma, degree or any certificate stating that the student is qualified to graduate or receive a diploma or degree or any certificate from the University; or
 - d) receive a certificate of academic record.
- 5.12 A student will not at any time be given credit at the University for any study that is undertaken by the student at the University or any other institution while the student's enrolment at the University is suspended.
- 5.13 If at any time it becomes apparent that an outcome for the student was unjust or unreasonable, the Deputy Vice-Chancellor (Academic) has discretion to withdraw allegations and sanctions.

6. Application and Grounds for Appeal

- 6.1 A student, may, within 10 working days of receiving a notice of determination, notify the University of their intention to appeal the determination.
- 6.2 Appeal may only be requested once per individual breach.
- 6.3 An application for appeal can only be based on the grounds of:
- a) manifestly excessive or inappropriate sanction for the level of breach; and/or
 - b) evidence that the student did not have at the time of the determination, and which could not by reasonable diligence have been obtained at that time, and that would probably have affected the decision; and/or
 - c) material procedural error that would probably have affected the decision.
- 6.4 An application for an appeal must be made in writing and include:
- a) the date of the original determination, the student's details, and the grounds on which the appeal is sought; and

- b) an accompanying explanation and associated evidence in support of those specific grounds.

- 6.5 Within 10 working days of receipt, the application for appeal must be considered by the relevant College Associate Dean (Learning and Teaching Performance) and a decision made as to whether it discloses a reasonable basis on which any of the permissible grounds can be made out.
- 6.6 If it is decided that the appeal grounds cannot reasonably be met, the appeal will not progress, and the original decision will stand. The basis for that decision will be communicated to the student and recorded.

7. Appeal Process

- 7.1 If it is decided that the grounds for appeal have been met, an Appeal Panel will be convened to consider the substantive appeal.
- 7.2 An Appeal Panel will be formed, for individual appeals, from a pool of senior academic staff nominated by the Head of College/Division.
- 7.3 The Appeal Panel may follow any procedure it thinks appropriate to the appeal at hand and will ensure that procedural fairness is provided during the process.
- 7.4 Further evidence may be called upon if needed, including a request for the student to attend to provide further information, but such attendance will not be required as a matter of course. The student should be advised of their right to be accompanied by a support person at any meeting.
- 7.5 The Appeal Panel must make a decision within 10 working days of receiving the substantive appeal.
- 7.6 Appeal Panels are encouraged to make decisions in a lesser time frame, particularly where an enrolment sanction may apply.

8. Appeal Decisions

- 8.1 The Appeal Panel may:
 - a) uphold the appeal and direct that no sanction be applied; or
 - b) uphold the appeal and direct that the sanction be varied; or
 - c) dismiss the appeal and make no change to the sanction.
- 8.2 Once the Appeals Panel has reached a decision, the following will occur:
 - a) the student will be advised of the decision in writing and notified that:
 - i. the decision of the Appeal Panel is final
 - ii. they may seek advice from an external agency; and
 - iii. the outcome will be recorded.
 - b) relevant University staff will be advised of the decision.
- 7.3 Notwithstanding the outcome of an appeal, the Deputy Vice-Chancellor (Academic) may re-open a breach investigation, or direct that an appeal is re-examined.

9. Notices to Students

- 9.1 Where the University is required to give notice, that notice will be deemed to have been given if it is in writing and is:
- a) hand delivered to the person; or
 - b) if the person has an allocated University email address, emailed to that address; or
 - c) posted to the person at the address provided by that person recorded by the University as being their address for correspondence.
- 9.2 A notice is deemed to have been received:
- a) immediately when hand delivered; or
 - b) 24 hours after it was sent by email; or
 - c) if sent by post, on the fifth working day after it was sent.

10. Time Limits

- 10.1 In exceptional circumstances where it is not possible for an action to be completed within the time limits set out in this Ordinance, steps must be taken to ensure that the process is completed within a reasonable time. The student will be kept informed of progress. However, despite anything else in this Ordinance, no action is invalidated simply because a time limit is exceeded.

11. Record Keeping

- 11.1 All relevant records at all stages of a process in relation to an academic integrity breach must be documented by staff. Records should be complete and provide reliable and accurate evidence in support of decisions and actions.

12. Transitional Provisions

- 12.1 Any breach of academic integrity that is alleged to have occurred before the commencement of this Ordinance will be dealt with under this Ordinance, unless in the opinion of the Deputy Vice-Chancellor (Academic), its application is unreasonable having regard to the circumstances of the matter. In such circumstances, the matter must be dealt with under the previous Ordinance as in force immediately before its revocation.
- 12.2 Any proceedings that are, at the commencement of this Ordinance, in progress (in accordance with the previous Ordinance) must be completed under the previous Ordinance.

Minor Amendment (position title changes) approved by Director Governance and Compliance on 16 May 2022.

[Version History](#)