



Academic Integrity and Misconduct Policy and Procedure

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1 PURPOSE

This *Academic Integrity and Misconduct Policy and Procedure* outline the principles for promoting and maintaining academic integrity for all students and staff at the Australis Business School ("Australis"). It applies to all coursework, research activities, and Higher Degree Research (HDR) candidates, ensuring compliance with the *Australian Code for the Responsible Conduct of Research (2018)*. The policy provides clear procedures for addressing academic misconduct such as plagiarism, collusion, cheating, and breaches of research ethics. It ensures monitoring and reporting for HDR students as outlined in the *HDR Candidate Progress Procedure* and *Research Intellectual Property Policy*, while offering academic support and appropriate outcomes for those involved in misconduct.

2 SCOPE

The policy and procedure apply to all enrolled students at Australis and all academic staff of Australis. The policy and procedure also apply to all assessments of student learning for all Australis units and courses.

3 DEFINITIONS

See the Australis *Glossary of Terms* for definitions.

4 POLICY

4.1 Policy Statement

Academic integrity needs all members of the learning environment to take responsibility for their decisions and actions to uphold a culture of mutual accountability. Therefore, Australis is committed to engaging staff and students in academic integrity through its fundamental values of trust, honesty, fairness, responsibility, courage and respect.

4.1.1 Policy Principles

- Australis espouses the view that academic integrity depends critically on honesty in all scholarly work. Australis expects its students and its staff to carry out their academic activity in an honest and ethical manner, and to recognise the work of others appropriately in relation to all of their scholarly tasks.
- Australis will anticipate and monitor potential risks to academic integrity and will take preventive action to alleviate these risks, to the extent possible, through its academic governance arrangements.
- Australis will provide clear guidance and educative tutorials on appropriate academic practices and conventions. Students will be supported and allowed time to develop literacies, competences and strategies for ensuring they act with academic integrity.
- Academic integrity is integral to curricular design at Australis. The curriculum will promote the importance of academic integrity by providing students with

opportunities to develop the skills and understanding they need to meet the expectations. Assessments will be designed to minimise opportunities for plagiarism, collusion and cheating.

- Academic staff at Australis will employ appropriate acknowledgement practices in teaching using images, videos, texts and other sources. These acknowledgement practices will relate to existing requirements in connection with intellectual property, copyright and licensing, and these requirements will be provided to staff and students, who are expected to understand and apply them.
- All cases of suspected or alleged plagiarism, collusion or cheating will be reported to the Course Co-ordinator. The investigation processes and outcomes will be recorded in an Academic Misconduct Register.
- Australis will support students and staff in developing and sustaining an organisation-wide culture of academic integrity. A well-regulated communication and record-keeping system will be maintained across the School. Where units or assessment tasks may be problematic, the Learning and Teaching Committee (LTC) will review these.
- Students will be treated fairly and with dignity. Suspected academic misconduct will only be confirmed where there exists adequate evidence that a student has contravened the principle of academic integrity. Each incident of plagiarism, collusion or cheating will be dealt with on its own merits. Students will have the opportunity to ask for support and advice regarding their academic misconduct and the right to appeal decisions made.

5 AWARENESS AND EDUCATION

Appropriate training on this *Academic Integrity and Misconduct Policy and Procedure* will be provided to all staff members.

According to Standard 7.2.2d of the Higher Education Standards Framework (Threshold Standards) 2021, Australis will provide information about academic integrity and its expectations in relation to academic integrity to prospective students before they accept an offer. Students will also be informed of this policy and procedure during orientation. Comprehensive orientation programs will be provided for all new students online and on campus (refer to the *Student Orientation and Transition Policy and Procedure*).

This policy and procedure will be published on Australis's website. Students will be guided to policies and procedures, academic skills and library resources available within the Learning Management System (LMS) and on the Australis website.

6 PROMOTING ACADEMIC INTEGRITY

Australis promotes academic integrity through its academic governance, policies, processes and activities. Australis academic governance arrangements and policies support academic integrity across teaching, learning and assessment.

6.1 Student Orientation

Student Orientation Programs will incorporate a dedicated section on academic integrity to create awareness of its significance and the consequences of academic misconduct. The orientation programs will clarify student responsibilities in relation to academic integrity and provide information on breaches and consequences.

6.2 Student Handbook

The Australis Student Handbook will have a dedicated section on academic integrity.

6.3 Announcements to Students Through LMS

Australis will share information on the LMS to promote academic integrity and deter students from engaging in academic misconduct, cautioning that academic misconduct will be detected and action will be taken.

6.4 Examination Rules

Australis will have exam invigilators for final exams to deter and prevent cheating (refer to the *Assessment Policy and Procedure*).

6.5 Assessment Submission Declaration

Students will have to declare that the work they submit is their own work.

7 ACADEMIC MISCONDUCT

Academic misconduct occurs when a student fails to uphold academic integrity. Examples of academic misconduct include the following.

7.1 Plagiarism

Plagiarism is defined as presenting the ideas or work of another person (or persons) as the student's own. Plagiarised material may be in the form of writing, in electronic form or image-based and may be presented in written, oral, image-based or graphical format. This may also include the student resubmitting their own genuine work for a different assessment task.

Typical types of plagiarism include:

- summarising, copying directly or rewriting the work of another person (or persons) without proper acknowledgement of the source (the requirements of this acknowledgement will depend on the specific field of study)

- developing or using an idea, theory or hypothesis from the work of another person (or person) without proper acknowledgement of the source
- presenting the work of other people as the student's own work
- copying non-textual materials, for example, figures, charts, music scores, audiovisual resources, artwork, graphics, blueprints etc., and presenting them as the student's own work
- using another person's (or persons') investigation results as the student's own and/or without proper acknowledgement of the source

7.2 Collusion

Collusion is defined as an agreement between a student and another person to present academic work outside requirements in a deceptive manner, for example, two or more people working on an assignment intended to be carried out alone. It is acceptable (and not collusion) to ask for help or give help to others by discussing ideas, approaches and strategies in relation to a specific academic task. However, it is not acceptable to submit academic work as a student's own individual effort when it has not been conducted independently. A group work task must be undertaken according to the particular instructions given for that task.

7.3 Cheating in Examinations or Tests

Cheating is defined as any action (or attempted action) by a student that might provide them with an unfair advantage in an exam or test. Forms of cheating include:

- bringing materials that are not permitted to an exam or test
- accessing unauthorised notes on paper, in digital form or on another object (including the student's body) during an exam or test
- having unapproved communication with other students via speech or electronic methods during an exam or test

7.4 Contract Cheating

Contract cheating is defined as a student making use of a third party, for example, a commercial essay-writing service, an editing service, a private tutor, family members, friends or other students, to carry out academic work for assessment on their behalf.

7.5 Other Forms of Academic Misconduct

Other forms of academic misconduct include, but are not limited to:

- using artificial intelligence tools (such as ChatGPT) unless it is explicitly allowed
- providing or selling the student's own work to another person, company or website for copying or other use
- misrepresenting, exaggerating, falsifying or fabricating data for the purposes of

assessment

- buying, or accessing via other methods, material for assessment purposes from other persons, companies or online services and/or tools
- colluding or working with others on an assessment task when collaboration is not authorised in the instructions for that assessment task
- giving or taking a bribe (such as money or a favour), for example, for admission to a course or a higher grade
- misrepresenting, exaggerating, falsifying or fabricating information in relation to student identity

8 PROCEDURE

The academic misconduct procedure to be undertaken is set out below.

8.1 Detection of Academic Misconduct

- Potential contravention of academic integrity is generally determined by the Lecturer, as the person most knowledgeable about specific assessment requirements and the academic capabilities of individual students.
- Alleged academic misconduct will not be acted on without adequate evidence. To be confirmed, a suspected breach of academic integrity must be supported by clearly documented evidence, including but not limited to:
 - a report generated by software that identifies similarity between texts
 - a report from exam invigilation software and/or a third party investigator
 - documented similarity to work submitted by another student or by the same student for another assessment task
 - failure to submit outlines, drafts or other preparatory work as required in the instructions for an assessment task
 - lack of consistency between a student's performance in class and their performance in coursework and/or assessments
 - suspicious behaviour by a student in an exam or test
- If a Lecturer suspects a student of academic misconduct, they must follow the procedures presented in this *Academic Integrity and Misconduct Policy and Procedure*. The Lecturer must not discuss their suspicion with the student or talk to them about the matter at this early stage.

8.2 Investigation and Decision-making on Academic Misconduct

- The Lecturer will first collate the evidence and confirm (or otherwise) their suspicion of academic misconduct. Then the Lecturer will notify the Course Co-ordinator. Where the Lecturer is the Course Co-ordinator, the Dean is to be notified instead.
- The Course Co-ordinator (or the Dean) will consider the evidence provided by the Lecturer and decide that either:
 1. the evidence does not confirm a breach of academic integrity and the allegation is dismissed; or
 2. the evidence indicates a potential breach of academic integrity – then the student will be contacted via email within five (5) working days and asked to attend a meeting to present their case. The email must:
 - inform the student in detail about the allegation of a breach of academic integrity and provide the date and location of the meeting, which should occur within ten (10) working days of the email
 - state that the student may bring to the meeting one or more support persons who are not legal representatives
 - provide this *Academic Integrity and Misconduct Policy and Procedure*
 - offer the student the opportunity to provide a written submission by the date of the meeting instead of, or in addition to, the meeting – if the student is unable to attend the meeting in person, it can take place via teleconference or email
 - in a case of alleged ghost writing by a third party, inform the student they must provide evidence of their authorship of the work in question.

When academic misconduct involves HDR candidates, cases will be escalated to the Higher Degree Research Committee (HDRC) or the Research and Ethics Committee (REC) in addition to the existing processes. For significant breaches of academic integrity by HDR candidates, including research misconduct such as data falsification or ethical breaches, external reviewers may be engaged to provide independent oversight. The need for external reviewers will be determined based on the severity and nature of the case, as per the *Responsible Conduct of Research Policy and Procedure* and *HDR Examination Guidelines*.

- The Course Co-ordinator (or the Dean) must keep records of all communications with the student and must document the investigation and decision-making processes fully.
- The Course Co-ordinator will ensure that students are aware of the support they are provided in terms of their welfare and wellbeing throughout the process of academic integrity investigations. For details refer to *Student Welfare and Wellbeing Support Policy and Procedure*.
- If the student fails to respond or to attend the meeting, the Course Co-ordinator (or

the Dean) will determine the most appropriate resolution.

- Based on the outcome of the investigation, the Course Co-ordinator (or the Dean) will determine whether there is evidence of a breach of academic integrity.
- If the Course Co-ordinator (or the Dean) deems there has been academic misconduct, they will:
 - determine the penalty making reference to Section 9 of this policy and procedure
 - contact the student via email within five (5) working days of the decision to explain the decision and next steps; and
 - ask the student to respond to the decision via email within five (5) working days of the date of the email explaining the decision, unless the student is being referred to the Student Misconduct Board.
- If the student accepts the decision, the Course Co-ordinator (or the Dean) will:
 - contact the Lecturer involved via email within five (5) working days of the student's response to explain the decision
 - record the decision in the *Academic Misconduct Register*.
 - provide a report to the Academic Integrity Committee (AIC) and Academic Board.
- If the student does not accept the decision, they must submit an internal appeal to the Student Appeals Committee within ten (10) working days of the date of the decision communication. The appeal must follow the format described in the email from the Course Co-ordinator (or the Dean). The student may continue their studies while awaiting the outcome of the appeal.
- If the Course Co-ordinator (or the Dean) deems there has not been academic misconduct, they will:
 - contact the student via email within five (5) working days of the decision to explain the decision
 - contact the Lecturer involved via email within five (5) working days of the decision to explain the decision; and
 - record the decision in the Academic Misconduct Register.
- To streamline the handling of research-related misconduct cases, particularly for HDR candidates, Australis will implement a two-tiered ethics review approach.
- Minor cases, identified as low-risk or straightforward ethical issues, may initially be reviewed at the local level by the candidate's principal supervisor or relevant faculty. These cases will then be documented and passed to the Research and Ethics Committee (REC) for oversight and confirmation.
- Significant or high-risk ethics cases, involving complex ethical concerns or major breaches of research integrity, will undergo a full review by the REC, with the potential for external reviewers to provide independent oversight if warranted. This two-tiered

system ensures that cases are handled proportionately to their severity, facilitating efficient processing of low-risk cases while maintaining rigorous scrutiny of major ethical concerns.

8.3 Categories of Academic Misconduct

- All students found to be in breach of this *Academic Integrity and Misconduct Policy and Procedure* will be provided with academic counselling. Such breaches may also incur penalties as warranted by the individual case.

Misconduct by HDR candidates, particularly related to research integrity; such as data falsification, fabrication, or breaches of research ethics, will be categorised according to a two-tiered ethics review system. Minor, low-risk issues will be initially assessed locally and then submitted to the REC for formal oversight. Significant cases will proceed directly to the REC for comprehensive evaluation, potentially involving external review. This approach ensures proportionate handling of ethics cases based on their severity.

- Where the student's conduct goes against the interests of other students or the assessment scheme itself, the student will be referred to the Student Misconduct Board for action.
- The Course Co-ordinator (or the Dean) will consider the following factors in determining the significance of a specific case of academic misconduct:
- the type of academic misconduct
- the extent of the academic misconduct
- the student's previous offences, if any (including in other Australis courses)
- A case of academic misconduct will be deemed either significant or minor. Significant academic misconduct is where, based on the evidence, the academic misconduct was (or appears to have been) deliberately planned and/or was (or appears to have been) substantial in scale or scope; otherwise, the academic misconduct is deemed minor.

8.4 Penalties for Academic Misconduct

- First and minor case of academic misconduct

A first-time substantiated case of academic misconduct that is deemed minor will be recorded in the Academic Misconduct Register and the student will receive academic counselling from the HDR Director or Dean to ensure this is an educative process for them.

If deemed to be warranted based on the three factors listed in Section 8.3.3, a penalty may also apply, for example:

- There may be a downgrade in the mark or Unsatisfactory result for the related assessment task. The extent of the academic misconduct will be considered in applying this penalty and any mark awarded will be based on work submitted that is not

a part of the academic misconduct.

- The student may be asked to undertake another assessment task where there is no opportunity for plagiarism, such as an oral or invigilated individual exam.

HDR candidates will receive additional research integrity counseling and support from academic and supervisory teams, as outlined in the *HDR Supervision Policy and Procedure*.

When describing the outcome of an initial case of minor academic misconduct, Australis will notify the student that a further instance of academic misconduct, whether significant or minor, may result in a Fail for the unit, suspension or even exclusion.

- First and significant case of academic misconduct

A first-time substantiated case of academic misconduct that is deemed significant will be recorded in the Academic Misconduct Register and the student will receive academic counselling to ensure this is an educative process for them.

Given the significance of the academic misconduct, a penalty will also apply, for example, one or more of the following:

- The student may be asked to undertake another assessment task where there is no opportunity for plagiarism, such as an oral or invigilated individual exam.
- There may be a downgrade in the mark or Unsatisfactory result for the related assessment task.
- There may be a zero mark or Unsatisfactory result for the assessment task along with a more severe penalty based on the three factors listed in Section 8.3.3.
- There may be a downgrade in the final grade in the unit.

When handling significant cases of HDR academic misconduct, the penalty decisions will be made in consultation with the HDRC Director who will consult with the HDR Committee, especially for cases that relate to research outputs such as thesis plagiarism or research misconduct. When describing the outcome of an initial case of significant academic misconduct, Australis will notify the student that a further instance of academic misconduct, whether significant or minor, may result in a Fail for the unit, suspension or even exclusion.

- Second and minor case of academic misconduct

A second substantiated case of academic misconduct that is deemed minor will be recorded in the Academic Misconduct Register and the student will receive academic counselling to ensure this is an educative process for them.

Given the repeated nature of the academic misconduct, a penalty will also apply, for example, one or more of the following:

- The student may be asked to undertake another assessment task where there is no opportunity for plagiarism, such as an oral or invigilated individual exam.
- There may be a downgrade in the mark or Unsatisfactory result for the related assessment task.

- There may be a zero mark or Unsatisfactory result for the assessment task along with a more severe penalty based on the three factors listed in Section 8.3.3.
- There may be a downgrade in the final grade in the unit.

When describing the outcome of a second substantiated case of minor academic misconduct, Australis will notify the student that a further instance of academic misconduct, whether significant or minor, may result in a Fail for the unit, suspension or even exclusion.

A third instance of minor academic misconduct will be processed in the same way as a second and significant case of academic misconduct or subsequent breaches (see Section 8.4.4).

- Second and significant case of academic misconduct or subsequent breaches

A second substantiated case of academic misconduct that is deemed significant or a breach of any kind for the third (or more) time will be recorded in the Academic Misconduct Register and will result in one or more penalties.

Given the repeated and/or significant nature of the academic misconduct, the penalty will be a Fail outcome for the unit and may also, based on the three factors listed in Section 8.3.3, include a more severe penalty, for example:

- a probationary period for the student of up to two (2) years, during which time any further academic misconduct would result in automatic exclusion from the course
- a referral to the Student Misconduct Board recommending suspension of the student for one or more study periods
- a referral to the Student Misconduct Board recommending exclusion of the student from the course
- a referral to the Student Misconduct Board recommending expulsion of the student from the course

9 ACADEMIC MISCONDUCT REGISTER

All findings of academic misconduct by students will be recorded in an Academic Misconduct Register maintained by the Course Co-ordinator. There will be restricted access to the Academic Misconduct Register and records will be stored confidentially.

10 ROLES AND RESPONSIBILITIES

Students are responsible for becoming familiar with this *Academic Integrity and Misconduct Policy and Procedure* and understanding the academic conduct expected. Students must act according to this policy in preparing, undertaking and submitting assessment tasks, including research-related work. HDR candidates are expected to adhere to additional responsibilities

outlined in the *HDR Supervision Policy and Procedure* and *Responsible Conduct of Research Policy and Procedure*.

The Course Co-ordinator will ensure that students are aware of the support they are provided in terms of their welfare and wellbeing throughout the process of academic integrity investigations. For details refer to *Student Welfare and Wellbeing Support Policy and Procedure*.

The Course Co-ordinator will also be responsible for recording all cases of academic misconduct in the Academic Misconduct Register. A copy of the entries in the Academic Misconduct Register and a summary report on student academic misconduct will be presented to the Academic Integrity Committee (AIC) at the end of each semester.

In cases of research-related misconduct, particularly involving HDR candidates, the HDR Director will determine the appropriate committee for escalation, either the HDRC or the REC, based on the nature of the misconduct. The HDRC will oversee the academic progress and integrity of HDR candidates, ensuring their compliance with ethical research practices. The REC will ensure that any breaches of research ethics are investigated thoroughly and reported to the AB in accordance with Australis's policies and the *Australian Code for the Responsible Conduct of Research (2018)*.

The AIC is a sub-committee of the AB and is responsible for monitoring, reviewing and making recommendations to the AB in relation to the following:

- identifying and implementing initiatives that will advance academic integrity in all aspects of Australis
- evaluating the effectiveness of current and future academic integrity and integrity initiatives undertaken at Australis
- advising and reporting to AB on matters of research integrity and misconduct by students and academic staff at Australis
- evidence-based educational practices and research supporting and promoting academic integrity in all aspects of Australis

For details of the AIC terms of reference, refer to the *Governance Charter and Delegations Framework*. The AIC will provide AB with a report covering each of the responsibilities listed above and a copy of the Academic Misconduct Register following each of their meetings. The REC will oversee and advise on research misconduct issues, especially those involving HDR candidates.

The AB will use the AIC reports, alongside input from the HDRC and REC, to oversee and monitor potential risks related to academic and research integrity.

For details of how student academic and non-academic complaints are managed, refer to the *Student Complaints and Appeals Policy and Procedure*.

For academic complaints, the Course Co-ordinator provides a report to the Dean, AIC and AB about the occurrence and nature of formal complaints, allegations of misconduct, breaches

of academic or research integrity and critical incidents. Research misconduct cases will also be escalated to the REC and HDRC, as appropriate.

The Academic Board (AB) monitors and ensures that actions are taken to address underlying causes of academic complaints, allegations of misconduct and breaches of academic or research integrity. The AB will consider the Course Co-ordinator's report, recommendations from the AIC and data from previous reports relating to complaints to ascertain what may address underlying causes of student complaints or potential future risks. The AB reports to The Board of Directors (BoD) on academic misconduct at least annually to allow the BoD to monitor academic misconduct and ensure that actions are taken to address underlying causes of academic misconduct.

11 RECORD-KEEPING AND REPORTING

Records of minor and significant cases of academic misconduct will be maintained in the Academic Misconduct Register. These records will be destroyed three (3) years after the student graduates or five (5) years after the student's last enrolment at Australis, whichever is earlier.

12 COMPLAINTS AND APPEALS

According to the *Student Complaints and Appeals Policy and Procedure*, students may appeal against the outcome of an academic misconduct investigation. Students must submit such an appeal in writing within ten (10) working days of being notified of the outcome. Students must include all relevant supporting documentation to justify their appeal.

For HDR candidates, grievances related to research progress, supervision, or research integrity should follow a structured grievance path. Initially, candidates are encouraged to discuss concerns with their principal supervisor. If the issue remains unresolved, the grievance may be escalated. The HDR Director will determine whether the matter should be reviewed by the Higher Degree Research Committee (HDRC) or the Research and Ethics Committee (REC), based on the nature of the grievance.

13 Related Documents, External References and Version Control

13.1 Related/Referenced Documents

- Academic Board Committee Terms of Reference
- Assessment Policy and Procedure
- Board of Directors Terms of Reference
- Code of Conduct
- Course and Unit Development and Quality Assurance Policy and Procedure
- External Referencing Policy
- Freedom of Intellectual Inquiry Policy
- Governance Charter and Delegations Framework
- HDR Candidate Progress Procedure
- HDR Examiner and Reviewer Guidelines and Engagement Protocols
- Learning and Teaching Committee Terms of Reference
- Professional Development and Scholarly Activity Policy and Procedure
- Records and Information Management Policy
- Research and Ethics Committee Terms of Reference
- Responsible Conduct of Research Policy and Procedure
- Research Intellectual Property Policy
- Student Academic Progression, Monitoring and Intervention Policy and Procedure
- Student Complaints and Appeals Policy and Procedure
- Student Orientation and Transition Policy and Procedure
- Academic Misconduct Register
- Student Welfare and Wellbeing Support Policy and Procedure

13.2 Related Legislation and External References

- Higher Education Standards Framework 2021
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2021
- Tertiary Education Quality and Standards Agency (TEQSA) Good Practice Note: Addressing contract cheating to safeguard academic integrity (October 2017)
- Australian Code for the Responsible Conduct of Research (2018)

13.3 Version Control

Version	Date	Reviewed/approved by	Key notes/changes
0.1	6/10/22	Learning and Teaching Committee (LTC)	Reviewed by the LTC. First draft of the policy was tabled and discussed.

Version	Date	Reviewed/approved by	Key notes/changes
0.2	3/11/22	LTC	Reviewed by the LTC. LTC suggestions from the 6/10/22 meeting implemented, including: Overview section removed and editorial improvements made; roles and responsibilities of students, Lecturers, Course Co-Ordinator, Dean and AB clarified; Procedure broken down into clearer steps; and breach of academic integrity separated in terms of assignments, exams and contract cheating.
0.3	1/12/22	Reviewed by the LTC	Reference to the Academic Misconduct Register added
0.4	31/1/23	Reviewed by the AB	Minor changes to Sections 6, 7 and 8
0.5	21/03/24	AB	Updated based on 21/03/24 AB meeting and AB member input.
0.6	04/04/24	AB and Dean	Further input from AB 04/04/24 incorporated and updated by the Dean
0.7	11/04/24	AB	Reviewed and approved by the AB
0.8	25/10/24	Chief Executive Officer (CEO) and Higher Degree Research (HDR) Director	Added HDR details.
0.9	31/10/24	Higher Degree Research Committee (HDRC)	Clarified HDR misconduct escalation pathways, introduced two-tiered ethics review, and outlined grievance process for HDR candidates. HDR Director to determine appropriate committee for HDR cases.
1.0	06/12/24	AB	Approved by the AB.

13.4 Document Review

To be reviewed at least every five (5) years from the date of final approval.