



THE CATHOLIC INSTITUTE
OF AOTEAROA NEW ZEALAND
Te Pūtahi Katorika ki Aotearoa

ACADEMIC HONESTY PROCEDURES

CROSS REFER: Academic Honesty Policy

(Drawn from the *Academic Integrity Frameworks* of Australian Catholic University)

BREACHES OF ACADEMIC HONESTY

Any case of alleged breach of academic honesty will be dealt with by procedures which ensure:

1. equity;
2. consistency;
3. procedural fairness;
4. timely resolution of the case; and
5. achievement of appropriate and effective outcomes.

The following procedures deal with breaches of academic honesty. These procedures will be reviewed regularly and published on the TCI website. TCI includes a **declaration of academic honesty** on their assignment cover sheets and requires all students to sign this declaration when they submit their assignments for marking. In so doing TCI considers that students are acknowledging they have followed the principles of academic honesty outlined in the TCI policy. TCI may use text matching software or other tools to assist in identifying cases of breach of academic honesty.

1. LECTURER/TUTOR RESPONSIBILITY

Where a lecturer or tutor detects or becomes aware of a possible breach in academic honesty the following steps will be taken.

- 1.1 The lecturer will arrange a consultation/email communication with the student to further investigate the matter and should advise the Head of Learning and Teaching (or their nominee). In this consultation, the lecturer or tutor should refer the student to TCI's policy and procedures surrounding breaches of academic honesty. If the lecturer or tutor is a contracted lecturer, they will pass copies of the material accompanied by a report over to the Head of Learning and Teaching (or their nominee) to take the process forward
- 1.2 If the Lecturer or tutor is satisfied that the student did not act inappropriately or dishonestly, they should consult with the Head of Learning and Teaching (or their nominee) and then provide the student with relevant feedback and academic counselling.

2. ACADEMIC DISHONESTY PROCESS

If the Lecturer or tutor has sufficient evidence to conclude that the student has acted inappropriately or dishonestly, they are to:

- 2.1 Contact the Head of Student and Business Support to ascertain if any previous breaches of academic honesty or written warnings related to possible academic dishonesty have been issued to the student;
- 2.2 Where the student's personal file and/or the central repository of Breaches of Academic Honesty contains no written warning related to a previous occurrence of academic dishonesty and the current breach is a **minor** breach, the Lecturer should:
 - 2.2.1 Counsel the student by explaining referencing guidelines, and provide a copy of the Academic Honesty Policy and a copy of TCI's Academic rubrics and referencing skills. The lecturer may then;
 - a. adjust the student's mark in the relevant assessment task to take account only of work which is in line with principles of academic integrity and with the Academic Honesty Policy; and
 - b. issue a written warning about the consequences of breaching TCI's policy on assessment and academic honesty. The letter should include advice that an allegation and subsequent investigation of further possible occurrences of academic dishonesty will take into consideration any previous warning that has been issued.

A copy of any warning letter should be:

1. signed and dated by both the student and the Lecturer;
2. retained by both the student and the Lecturer;
3. recorded by the Head of Student and Business Support on the central repository of Breaches of Academic Honesty; and
4. forwarded by the Lecturer to the Head of Learning and Teaching for information.

3 ACADEMIC DISHONESTY EVIDENCE

3.1 If the Lecturer or tutor has sufficient evidence to conclude that:

- i. there is at least one previous record related to a previous academic dishonesty occurrence;
- ii. or the current academic dishonesty occurrence is not a minor breach.

They will provide a report to the Head of Learning and Teaching on investigations undertaken and all relevant materials, which should include the paper or work submitted by the student for assessment and appropriate evidence of the basis on which the allegation is based e.g.:

- a. reference to and preferably copies of other resources which are considered to have been plagiarised; (a printout from any internet site is appropriate, in case that site is subsequently changed); or

- b. evidence of collusion or recycling;
- c. evidence from text matching software or other detection tools;
- d. a Supervisor's report and any associated evidence;
- e. any explanations and/or admissions that the student may make with respect to the relevant behaviour;
- f. information about any other written warnings related to possible previous occurrences of academic dishonesty found on the student's personal file or the central repository of breaches of academic honesty.

4 INVESTIGATION PROCESS

- 4.1 The Head of Learning and Teaching (or their nominee) is the responsible officer to whom any allegation of academic dishonesty has been reported. They will, within 10 working days of receiving the allegation, initiate such investigations as considered appropriate.
- 4.2 If the responsible officer considers that the evidence does not support the allegation, the student and the Lecturer or tutor will be advised accordingly and no further action will be taken.
- 4.3 If the Head of Learning and Teaching (or their nominee) considers that the allegation has substance, they will notify the student in writing of the nature of the allegation/s and provide the student with a copy of the Academic Honesty Policy, these Procedures with the opportunity to prepare and submit a written response. Unless otherwise specified in the particular case, the student's response should be lodged within 20 working days of notification by the Head of Learning and Teaching (or their nominee)
- 4.4 The Head of Learning and Teaching (or their nominee) may also request the student to attend an interview or provide the student with the opportunity to request an interview to discuss the allegation.
- 4.5 The Head of Learning and Teaching (or their nominee) will make a decision on the matter within 20 working days from the receipt of a response from the student, or, if no response is received, the due date for a response from the student.

5. FACTORS TAKEN INTO ACCOUNT IN DETERMINING ACTION TO BE TAKEN WHERE ALLEGATION OF ACADEMIC DISHONESTY IS PROVEN

The following factors will be taken into account in determining the gravity of an act of academic misconduct and determining action to be taken and/or penalty to be imposed:

- a. the nature of the academic dishonesty;
- b. the extent of the academic dishonesty;
- c. the experience of the student;
- d. any explanations and mitigating circumstances provided by the student;
- e. any previous record of academic dishonesty on the part of the student; and
- f. whether the breach is a **minor breach** of the Academic Honesty Policy, defined as a relatively small or insignificant breach of the student's academic honesty obligations. The breach has minimal effect on the overall result for that assessment task, and is not indicative of a broader pattern of behaviour. As a

consequence, the breach does not provide the student with a significant unfair advantage, and a proportionate response by staff is indicated.

6. ACTION WHICH MAY BE TAKEN BY THE HEAD OF LEARNING AND TEACHING (OR THEIR NOMINEE)

6.1 Following investigation of the allegation, the Head of Learning and Teaching (or their nominee) may take one or more of the following actions:

- a. dismiss the case with no further action, other than counselling the student;
- b. issue a written warning to the student;
- c. require the student to resubmit the work for assessment or to undertake additional and/or remedial work in substitution for the work submitted;
- d. require the student to undertake another form of assessment in lieu of the assessment work in question;
- e. apply a fail grade to the work, or part thereof, submitted for assessment;
- f. impose a maximum grade for the course (e.g. a maximum grade of C) and/or downgrade the final grade overall of the course;
- g. apply a fail grade overall in the course;
- h. refuse, cancel or annul credit for any course;
- i. refer the matter to the Director TCI if the Head of Learning and Teaching (or their nominee) considers that awarding a fail grade in the course is insufficient to deal with the matter.¹

6.2 If a student has been found guilty of academic dishonesty on more than one occasion, the Head of Learning and Teaching (or their nominee) will refer the matter to the Director TCI.

7. ACTION BY DIRECTOR TCI

7.1 In the event of an allegation of academic dishonesty being referred by Head of Learning and Teaching (or their nominee) to the Director TCI, the Director TCI will undertake such further investigation of the case as is considered appropriate.

7.2 Following consideration of the case the Director TCI may take one or more of the following actions:

- a. dismiss the case;
- b. apply a fail grade overall in the course(s);
- c. refuse, cancel or annul credit for any course(s);
- d. impose some lesser academic penalty;
- e. terminate the student's enrolment in the course and exclude the student from the Institute for a period of up to one semester from the date of termination;

8. NOTIFICATION AND RECORDING OF DECISIONS

8.1 Following determination of a case by the Head of Learning and Teaching (or their nominee) will advise the student in writing of:

- a. the process undertaken during the investigation;

¹ Note: When the Head of Learning and Teaching and the Director TCI are the same person, the Head of Research and Advocacy will substitute for the Director TCI.

- b. the decision reached;
- c. the reasons for the decision; and
- d. the available avenues of appeal.

A copy of the advice to the student will be provided to the Head of Student and Business Support and other relevant staff as is considered appropriate

8.2 The Head of Student and Business Support places the report on the confidential (electronic) Breaches of Academic Honesty file. Further access to the report is limited to the Director TCI, Head of Learning and Teaching, the Bursar and the Registrar. A cross reference will also be included on the student's personal file and the decision will be recorded on the central repository of breaches of academic honesty held by the Head of Student and Business Support.

9. IMPLICATIONS OF TERMINATION OR EXCLUSION

Where a student's enrolment has been terminated or the student has been excluded under these Procedures, the following provisions apply:

- a. the student may not resume studies, after the expiry of the nominated period of exclusion, without first obtaining the approval of the Head of Learning and Teaching;
- b. where the period of exclusion is greater than one standard study period or semester, in order to be considered for re-enrolment, the person must first submit an application for readmission which will be determined by the Head of Learning and Teaching after consultation with the Breaches of Academic Honesty file;
- c. if the student subsequently re-enrols, no credit may be granted for any studies or other learning or practical experience undertaken at this Institute or elsewhere during the period of exclusion or suspension.

10. AVENUES OF APPEAL

10.1 A student may appeal:

- a. to the Director TCI against the decision of the Head of Learning and Teaching (or their nominee);
- b. to the Head of Research and Advocacy if the TCI Director and the Head of Teaching and Learning are the same person; or
- c. to an ad hoc appeals committee (comprising a TCI staff member; the Discrimination officer; and a member of the TCI Council or their nominee) against the decision of the Director TCI.

10.2 Any such appeal will be handled in accordance with the Student Appeals Policy and Procedures.

REVIEW

These procedures are to be reviewed annually. They are yet to be ratified by the Academic Committee.

APPLICATION

These procedures apply to all students and staff of TCI.