

STUDENT ACADEMIC INTEGRITY PROCEDURE

SCOPE

This procedure applies to:

- all staff;
- all students;
- all coursework courses and units; and
- all teaching locations, with the exception of the former Monash South Africa campus.

Coursework students at the former Monash South Africa campus should refer to the [Student Academic Integrity Policy and Procedures](#) and the [Monash University \(Council\) and \(Academic Board\) Regulations](#).

For assessment of the research component (e.g. thesis) of a graduate research degree, refer to the [Graduate Research Thesis Examination Procedures](#).

PROCEDURE STATEMENT

This procedure supports the academic integrity of education at Monash University (the University) by setting out the expectations of students and staff and the requirements for handling suspected breaches of academic integrity. This procedure must be read in conjunction with the [Student Academic Misconduct Procedure](#) and the [Student Academic and General Misconduct: Hearing and Appeals Panels Procedure](#), as well as Part 7 of the [Monash University \(Council\) Regulations](#).

In this procedure, references to the associate dean (education) may include roles with equivalent responsibility within the faculty, such as deputy dean (education), associate dean (learning and teaching) or, at Malaysia, the deputy head of school (education).

1. Academic integrity

- 1.1 The [Monash University Ethics Statement](#) sets out Monash University's (the University) expectations of staff and students to act with honesty, fairness and respect in their academic endeavours.
- 1.2 A breach of academic integrity may result in academic misconduct, which is conduct that could result in an unfair or unjustified academic advantage in a course or unit. The University treats academic misconduct seriously and will investigate and address suspected misconduct according to Part 7 of the [Monash University \(Council\) Regulations](#) (Student Discipline Regulations) and the [Student Academic Misconduct Procedure](#).

University and staff responsibilities

- 1.3 As part of orientation to Monash and through the mandatory Student Academic Integrity online module (see 1.10), the University will advise all commencing students about the [Assessment and Academic Integrity Policy](#), the Student Academic Integrity Procedure, [Student Academic Misconduct Procedure](#) and the Student Discipline Regulations.
- 1.4 During orientation and at the start of each unit, faculties must advise students about the faculty and University services and resources available for developing sound academic integrity practices, including [academic integrity tutorials](#) and resources to educate students in good academic practice, such as:
 - correct referencing methods;
 - techniques for expressing ideas informed by other sources in an appropriate and original manner;
 - appropriate paraphrasing and summarising of an author's ideas; and
 - actions that breach academic integrity and the range of penalties.
- 1.5 Chief examiners must ensure that:
 - students are educated in good academic practice specific to the discipline;

- the difference between collusion and acceptable collaboration with respect to specific assessment tasks in a unit is clearly explained to students;
 - all assessment formats that can be submitted online are submitted through the learning management system, except as approved by the dean (or delegate) based on legitimate pedagogical reasons where online submission is not appropriate; and
 - all text-based assignments that can be submitted through a similarity-detection system are submitted through the system provided (e.g. Turnitin). For non-text-based assignments, if alternative systems have been put in place by the faculty, these must be used (e.g. MOSS).
- 1.6 Staff must adhere to the principles of sections 2 (Implementing the assessment regime) and 7 (Communicating assessment requirements) of the [Assessment Regime Procedure](#) when designing assessment tasks and communicating assessment requirements to students.
- 1.7 Staff are responsible for understanding and applying Monash's commitment to academic integrity, procedures for dealing with breaches and the use of tools such as similarity-detection systems. Relevant staff are expected to undertake professional development in academic integrity procedures provided by the University.
- 1.8 Staff who reasonably believe that a student has engaged in an act of academic misconduct must report it to the responsible officer in accordance with the [Student Academic Misconduct Procedure](#). Where an allegation of academic misconduct occurs with an allegation of research misconduct, the matter is referred to the responsible officer for research misconduct, as [specified by the Vice-Chancellor](#).

Student responsibilities

- 1.9 Students are responsible for their own good academic practice and must:
- undertake their studies and research responsibly and with honesty and integrity;
 - credit the work of others and seek permission to use that work where required;
 - not plagiarise, cheat or falsify their work;
 - ensure that their work is not falsified;
 - not resubmit any assessment they have previously submitted, without the permission of the chief examiner; appropriately acknowledge the work of others;
 - take reasonable steps to ensure that other students are unable to copy or misuse their work; and
 - be aware of and comply with University regulations, policies and procedures relating to academic integrity.
- 1.10 Students (except graduate research students) must complete the mandatory Student Academic Integrity online module at the start of their studies. Students who do not complete the module in the required timeframe will have an encumbrance placed on their student record.
- 1.11 Unless stated otherwise in the learning management system, students can have another person or entity proofread their work. Acceptable proofreading is the process of identifying errors and suggesting corrections to spelling and grammar. Proofreading by another person or entity does not include:
- rewriting passages of text in order to clarify meaning;
 - changing the words used by the student;
 - rearranging or reformatting text, code or other material;
 - adding material or references to the original work; or
 - checking calculations or formulas.
- 1.12 For assessment tasks that are submitted through the similarity-detection system, and where possible, students may use the system prior to final submission of their task to check and improve their work. The system may take significant time for processing and it is the students' responsibility to plan ahead and ensure they submit the task by the deadline.
- 1.13 Students must complete an assessment declaration when submitting assessment tasks, except for supervised final assessments or assessments completed and submitted in class.
- 1.13.1 The declaration may cover a single assessment task, a group of assessment tasks, or an entire unit, as determined by the chief examiner. It must be submitted online, unless required by the chief examiner to be submitted in hard copy.
- 1.13.2 For group tasks, each member of the group must complete an assessment declaration.
- 1.13.3 Assessment tasks that are not accompanied by a declaration will not be marked.

2. Breaches of academic integrity

- 2.1 A breach of academic integrity includes, but is not limited to, conduct described in this section.
- 2.2 Students found to have unintentionally breached academic integrity through poor academic practice will receive a warning and academic counselling and may receive marking consequences (see section 4).

- 2.3 Students suspected of breaching academic integrity intentionally or recklessly can be investigated for misconduct (see [Student Academic Misconduct Procedure](#)).

Types of breaches

- 2.4 **Plagiarism** is the act of using another person's ideas or manner of expressing them and passing them off as one's own, e.g. by failing to give appropriate acknowledgement. Specifically, it occurs when a student:
- paraphrases other people's work and/or ideas without a reference to the source;
 - copies other people's work in whole or in part;
 - presents other people's designs, codes or images as their own work;
 - appropriates cultural artefacts without permission and/or appropriate acknowledgement;
 - uses exactly the same phrases, passages or structure without quotation marks or without a reference to the source; or
 - reproduces provided lecture notes without acknowledgement.
- 2.4.1 Any type of information can be plagiarised, including but not limited to:
- published or unpublished works;
 - physical artefacts;
 - code;
 - media;
 - lecture notes and recordings;
 - web pages; and
 - spoken words.
- 2.5 **Collusion** is unauthorised collaboration with another person or entity on assessable work that is presented as the student's own work, or as the work of the other student. In contrast, students can collaborate on group tasks when authorised or instructed to do so. Collusion occurs when a student, without the authorisation of teaching staff:
- allows others to copy their work, or shares questions or answers to an assessment task;
 - allows another person or entity to produce or edit their work, except where Disability Support Services has approved the use of a scribe;
 - produces or edits work for another student; or
 - offers to produce academic work for other students.
- 2.5.1 Collusion occurs whether or not the persons or assessment concerned are connected with Monash University.
- 2.6 **Resubmission of previous work:** Students must not, without the permission of the chief examiner or nominee, submit for assessment any part of any work they have previously submitted, whether in the same unit or in another unit or course, at any higher education institution.
- 2.7 **Contract cheating** is an act of engaging another student, person or service to complete some or all of an assessment task on the student's behalf and typically involves financial or another kind of payment in return for the work. A breach of academic integrity also occurs when a student directly or indirectly engages in such activity by completing some or all of an assessment task for another student, e.g. through a third party. Contract cheating includes instances when a student:
- engages a person or company to produce some or all of the work;
 - has another person sit an examination or take their place in assessable work (e.g. placement, in-class assessment, examination);
 - produces work for another student; or
 - takes the place of another student in assessable work.
- 2.8 **Fraud** is a form of cheating where a student submits false information in or relating to an assessment task. Fraud may be a criminal offence and may be subject to legal action. Types of fraudulent information include:
- sources or references in an assessment, e.g. sources that the student has not read;
 - data for an assessment;
 - signatures of teaching or professional staff or placement supervisors, or similar forms of authorisation;
 - a fraudulent medical certificate submitted with an application for special consideration.
- 2.9 **Unauthorised distribution of course-related materials:** Students are not permitted to share, sell or pass on to another person or entity external to Monash:
- 2.9.1 any course material produced by Monash University (such as lecture slides, lecture recordings, class handouts, assessment requirements, examination questions; excluding Handbook entries) as this is a breach of the [Copyright Compliance Policy](#) and such conduct may be a copyright law infringement subject to legal action; or

- 2.9.2 any course-related material produced by students themselves or other students (such as class notes, past assignments), nor to receive such material, without the permission of the chief examiner.
- 2.10 **Final assessment misconduct** is cheating, or attempting to cheat, in scheduled final assessments and includes the possession of unauthorised materials as published on the Monash [website](#).
- 2.11 When investigating academic integrity breaches, staff should refer to the appropriate Student Discipline Regulations as shown in Table 1 for guidance, although the particulars of each case may justify a different application of the regulations.

TABLE 1: Types of academic misconduct

Monash University (Council) Regulations Part 7—Student Discipline	Types of academic integrity breaches
30(4) Academic misconduct is conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course of study or unit of study. This includes, but is not limited to, conduct by which a student:	
(a) knowingly cheats in an examination or in any work required to be submitted for assessment; or	Contract cheating Final assessment misconduct Fraud Resubmission of previous work
(b) knowingly or recklessly:	
(i) breaches the conditions or requirements set for an examination, assessment or other work; or	Final assessment misconduct Breaching the conditions or requirements for an assessment
(ii) engages in an act of plagiarism or collusion or otherwise breaches the academic integrity requirements of the University; or	Plagiarism Collusion Unauthorised distribution of course-related materials
(iii) breaches a published university policy on a matter of an academic nature.	Breaching any academic policy or procedure
General misconduct described in Regulation 30(3)	Final assessment misconduct Fraud Unauthorised distribution of course-related materials

Detecting breaches

- 2.12 Faculties must have processes in place to prevent and detect breaches of academic integrity. Detection methods include but are not limited to:
- referring to the similarity report from a similarity-detection system;
 - random sampling of submitted assessment tasks to check for similarities;
 - comparing the performance of students across a number of tasks;
 - searching the Internet or electronic databases using likely search phrases to identify sources of suspected plagiarism; and
 - verifying medical certificates with the issuing clinics.
- 2.13 Staff must review similarity reports, where provided, and apply academic judgement to identify suspected breaches of academic integrity.

3. Dealing with suspected breaches of academic integrity

Procedural fairness and natural justice

- 3.1 Staff are bound by the principles of natural justice, which mean that students have the right to:
- be informed of the process being followed, offered support during the process and notified if unexpected delays arise;
 - be informed of the allegations and evidence against them and provided with a reasonable opportunity to respond;

- have the allegations determined by an unbiased decision maker who will base decisions only on the relevant evidence.

Reporting breaches of academic integrity

- 3.2 The responsible officer receives reports of and acts on allegations of academic misconduct (see 1.8).
- 3.3 University staff members are required to report suspected cases of student academic integrity breaches as outlined in this procedure. People who are not Monash staff members can report suspected cases of student academic integrity breaches to the responsible officer.
- 3.4 Monash students and staff members can report contract cheating services or other services that are reasonably likely to encourage or facilitate academic misconduct to the portfolio of the Deputy Vice-Chancellor (Education) through the [online form](#) provided. The University may report this information to authorities.

Breaches related to an assessment task

- 3.5 Chief examiners and teaching staff can refer to the [academic integrity flowchart](#), which outlines the process for responding to suspected breaches of academic integrity in an assessment task.
- 3.6 When a staff member suspects that a student has breached academic integrity in relation to an assessment task, they must stop marking the assessment and refer the matter immediately to the chief examiner or nominee for action, together with any evidence relating to the suspected breach. The nominee will usually be the unit coordinator at the teaching location.
- 3.7 The chief examiner or nominee will consider the evidence and decide, based on reasonable probability, whether or not there has been a breach of academic integrity and what type of breach it is (see section 2).
- 3.7.1 If the chief examiner or nominee does not have enough evidence to establish if there has been a breach, they can send the student a [notice of suspected breach](#) and invite the student to respond ([sample response form](#)) within five working days. The notice must:
- clearly describe the suspected breach and provide the evidence;
 - invite the student to provide a response;
 - refer the student to the relevant student association for advice and support;
 - describe the obligation of the chief examiner to determine if the breach was intentional or reckless and refer any allegation of misconduct to the responsible officer.
- 3.7.2 If the student does not respond, the chief examiner or nominee will determine whether there has been a breach of academic integrity based on the evidence before them.
- 3.8 If the chief examiner or nominee determines that there has been no breach of academic integrity, they will dismiss the matter and notify the staff member who referred the matter to them and, if the student had been informed about the suspected breach, the student.
- 3.9 If the chief examiner or nominee determines that there has been a breach of academic integrity they must check with the relevant officer if the student has received a prior warning or finding of misconduct.
- 3.9.1 If the student has received a prior warning or finding of misconduct, the chief examiner or nominee must refer the case to the responsible officer as an allegation of academic misconduct (see the [Student Academic Misconduct Procedure](#)) but must not include information about any prior warning or finding of misconduct.
- 3.9.2 If the student has not received a prior warning or finding of misconduct, the chief examiner or nominee must determine the nature of the breach (see sections 3.7 and 3.8) to either:
- provide an educative response for poor academic practice (see section 4); or
 - refer the student's conduct to the responsible officer as an allegation of academic misconduct on the [online form](#) (see the [Student Academic Misconduct Procedure](#)).
- 3.10 If the breach relates to a group assessment task:
- 3.10.1 Each member of the group must be considered independently to determine if that student breached academic integrity.
- 3.10.2 A case will be dismissed for any group member who is found not to have breached academic integrity.
- 3.10.3 The assessment task may be awarded a mark that reflects poor academic practice (see 4.2).

Poor academic practice versus academic misconduct

- 3.11 The chief examiner or nominee may determine that a breach of academic integrity is the result of poor academic practice where they judge the breach to be minor, trivial or frivolous.

- 3.12 The chief examiner or nominee must refer a breach of academic integrity as an allegation of misconduct to the responsible officer where they judge the breach to be serious and/or have formed the reasonable belief that the student's conduct was either intentional or reckless.

Breaches unrelated to an assessment task

- 3.13 If a staff member suspects a current student of having breached academic integrity but not in relation to a particular assessment task or unit, e.g. by sharing an assignment from a previous year with another student or service, they must immediately report the matter to the responsible officer as an allegation of academic misconduct (see the [Student Academic Misconduct Procedure](#)).
- 3.14 University staff members are required to report suspected cases of student academic integrity breaches as outlined in this procedure. People who are not Monash staff members can report suspected cases of student academic integrity breaches to the responsible officer on the [online form](#).
- 3.15 Monash students and staff members can report contract cheating services or other services that are reasonably likely to encourage or facilitate academic misconduct through the [online form](#) provided. The University may report this information to authorities.

4. Educative response for poor academic practice

- 4.1 If the chief examiner or nominee, or the responsible officer in determining an allegation of misconduct, determines that the student's breach was due to poor academic practice (see section 3.7), they must ensure that the faculty:
- helps the student identify gaps in their skills or knowledge that led to the academic integrity breach;
 - counsels the student in good academic practice;
 - recommends that the student undertake relevant academic skills development (e.g. [Library resources](#)); and
 - issues a [warning notice](#) that warns the student of the consequences of academic misconduct.
- 4.2 The chief examiner or nominee will award a mark that reflects the poor academic practice indicated by the breach. This may result in:
- disregarding the sections of the work that contain the breach when marking the work;
 - marking the work with or without a deduction of marks, e.g. a percentage may be deducted for inadequate referencing as detailed in the marking criteria or a maximum mark of 50 per cent may be given; or
 - requiring the student to resubmit the work in whole or in part and marking it with or without a deduction of marks.
- 4.3 The chief examiner or nominee must advise the student in writing of the outcome within five working days of their decision.
- 4.4 The warning in section 4.1 is a record that the student has been counselled in good academic practice and warned of the consequences of academic misconduct. The warning is recorded on the academic integrity register but not on the student's record. If the student is suspected on a later occasion of breaching academic integrity, the warning will be taken into account and the later occasion will be referred directly to the responsible officer as an allegation of academic misconduct (see the [Student Academic Misconduct Procedure](#)).

5. Record keeping and reporting

Records

- 5.1 The Deputy Vice-Chancellor (Education) (or delegate) will maintain an academic integrity register which will record warnings given to students about breaches of academic integrity. When an allegation of misconduct is made, the responsible officer or student misconduct panel will check the register and consider prior warnings issued to a student in the investigation and determination of the case. Student records in the register will be handled in accordance with the [Privacy of Student Records Policy](#).
- 5.2 The retention period for warnings on the academic integrity register is seven years (see the [Retention and Disposal Authority for Records of the Higher and Further Education Functions](#)), after which they will be securely destroyed unless there is an external legislative requirement to maintain records for a longer period.

Reporting

- 5.3 The associate dean (education) is responsible for taking appropriate action in response to any trends or systemic issues identified through the academic integrity or academic misconduct processes.
- 5.4 At the start of each year, the associate dean (education) will review the faculty's academic integrity and misconduct data for the previous year and submit a qualitative analysis to SEBS.
- 5.5 The Senior Director of SEBS or nominee will submit a biannual academic integrity and misconduct report to the University Education Committee and Academic Board, highlighting trends and addressing risk and quality issues related to academic integrity and misconduct.

- 5.6 The Academic Board can direct faculties to take action in relation to academic integrity and misconduct and report back to the Board within 12 months of the direction.

DEFINITIONS

Academic integrity	The use, generation and communication of knowledge, information and data in an ethical, honest and responsible manner.
Academic misconduct	Conduct by which a student seeks to gain for themselves or another person an unfair or unjustified academic advantage in a course of study or unit of study It includes a wide range of behaviours which are outlined in Part 7 of the Monash University (Council) Regulations and section 2 of this procedure.
Academic skills development	Services and resources to help students improve their academic skills, which are offered by the Library and in faculties.
Cheat, cheating	To seek to obtain an unfair advantage in a course or unit.
Chief examiner	The academic staff member responsible for the implementation of a unit's assessment regime and for recommending the final result for each student. A dean must appoint a chief examiner for each unit taught by the faculty.
Collaboration	Working with others on authorised group work under the instruction of the chief examiner or nominee.
Collusion	Unauthorised collaboration with another person or entity on assessable work that is presented as the student's own work, or as the work of the other student. In contrast, students can collaborate on group tasks when authorised or instructed to do so.
Consent penalty	A discipline penalty imposed on a student with their agreement as defined in Monash University (Council) Regulation 43 .
Contract cheating	Submitting work for assessment that was partly or wholly produced by a third party, or producing such work, or contracting a third party to take the student's place in assessment.
Encumbrance	A block placed on a student's access to university services as a result of unpaid fees, fines, loan repayments, missing information (e.g. tax file number), unreturned resources (e.g. library item) or disciplinary proceedings.
Final assessment misconduct	Conduct that breaches the rules, instructions and conditions for scheduled final assessments.
Fraud	Making up or altering information or documents to mislead or deceive.
Intentional	For the purpose of this procedure, intentional does not mean with the intention to breach academic integrity, but means to deliberately perform a certain action, such as working on a task with another person.
Knowingly	Acting consciously or deliberately, in full awareness of the action.
Learning management system	Moodle, the University's system for the administration, documentation, tracking, reporting and delivery of units and other forms of study.
Managing faculty	The faculty specified in the Handbook as being responsible for the administration of a course for the year for which the Handbook is published.
Minor, trivial or frivolous	In relation to a breach of academic integrity, one that was unintended and/or has minimal impact on the assessment task, e.g. affecting a few sentences of the assignment, a citation provided without quotation marks.
Plagiarism	The act of taking and using another person's ideas and or manner of expressing them and passing them off as one's own.
Proofreading	The process of identifying errors and suggesting corrections to a text.
Recklessly	Acting without consideration of or disregarding the risks or consequences of the action.
Similarity-detection system	A system (e.g. Turnitin or MOSS) that compares text, data, code or other elements in a student assessment against various sources including the internet, published works, commercial databases and assessments previously submitted through the system.

Teaching location	The physical place where a course is delivered, including Australian and international locations as well as online delivery. The location may or may not be a Monash campus or owned by Monash.
Unauthorised distribution of course-related materials	Sharing materials in breach of copyright or without appropriate permissions.
Working day	A day other than a Saturday or Sunday, a public holiday under the Public Holidays Act 1993 (Vic), or university holiday. In Malaysia, working day means a day other than a Saturday, Sunday or a public holiday in the relevant state in Malaysia.

GOVERNANCE

Parent policy	Assessment and Academic Integrity Policy
Supporting schedules	N/A
Associated procedures	Assessment Regime Procedure Copyright Compliance Procedure Grading Schema Procedure Marking and Feedback Procedure Scheduled Final Assessments Procedure Special Consideration Procedure Student Academic Misconduct Procedure Student Academic and General Misconduct: Hearing and Appeals Panels Procedure
Legislation mandating compliance	Monash University (Academic Board) Regulations , Part 3 Monash University (Council) Regulations , Part 7 Education Services for Overseas Students Act 2000 (Com) – National Code of Practice for Providers of Education and Training to Overseas Students 2018 , Standard 9 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Com) – Higher Education Standards Framework (Threshold Standards) 2015 Crimes Act 1958 (Vic)
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