

ACADEMIC INTEGRITY POLICY AND PROCEDURE

1. INTRODUCTION

Sydney Metropolitan Institute of Technology ('Sydney Met') is committed to upholding the principles of academic integrity and ethical scholarship and ensuring a clear understanding among students and staff of the expectations relating to maintaining standards of academic integrity and avoiding academic misconduct. The *Academic Integrity Policy and Procedure* ('the policy') presents Sydney Met's expectations concerning academic integrity, the actions that constitute academic misconduct, the processes for investigating allegations of academic misconduct, and the range of penalties that may be applied where allegations are proven. The policy is aligned with the [Higher Education Standards Framework 2021 \(Cwlth\)](#) and is designed to ensure the integrity of accredited award courses delivered by Sydney Met.

2. SCOPE

The policy applies to all students enrolled in a course of study at Sydney Met, undertaking a placement at a third-party organisation as part of their course, and courses delivered in partnership with another provider. The policy also applies to staff involved in the management of academic integrity breaches. Non-academic misconduct related to breaches of the *Student Code of Conduct* are managed through the *Complaints, Grievances, and Appeals Policy and Procedure*.

3. DEFINITIONS

"Academic Integrity" means actions aligned with the values identified by the [International Centre for Academic Integrity](#): honesty, trust, fairness, respect, responsibility, and courage in learning, teaching, and research.

"Academic Integrity Officer (AIO)" means a member of the Sydney Met staff designated to receive reports, conduct a preliminary assessment of suspected academic misconduct, and determine outcomes for minor acts of misconduct.

"Academic Misconduct" refers to any dishonest or inappropriate behaviour by a student in an assessment task or other academic activity, including but not limited to cheating, contract cheating, collusion, fabrication, fraud, misinterpretation, plagiarism, and unethical use of AI.

An **“Academic Misconduct Panel (AMP)”** is a formal group assembled by Sydney Met to review and assess cases of academic misconduct, such as cheating, plagiarism, fabrication, and collusion. The panel typically consists of faculty members, administrators, and sometimes student representatives. The AMP’s responsibilities include, but not limited to:

- Investigating the allegations of misconduct.
- Providing the accused student an opportunity to explain or defend their actions.
- Reviewing evidence, including reports from instructors or automated plagiarism detection tools.
- Deciding whether misconduct occurred based on the institution’s policies.
- Recommending appropriate sanctions, such as warnings, grade penalties, or even expulsion, depending on the severity of the violation.

The **“Academic Misconduct Register (AMR)”** is a database that records the student’s full name, student ID number, and details regarding academic misconduct. The AMR is a source of future reference if the student commits a further act of academic misconduct to ascertain the seriousness of the misconduct. De-identified information is extracted from the AMR to support quality assurance and reporting to the Academic Board.

“Acknowledgement Practice” means acknowledging other people's ideas, designs, words, or works in academic work. It is also known as 'attribution' or 'referencing.'

“Allegation of academic misconduct” means an assertion of misconduct made against a student which has not been proven.

“Balance of Probability” means the likelihood of one party’s version of events being more probable to have occurred than not.

“Cheating” means any form of academic misconduct including, but not limited to:

- having access to unauthorised materials or information during a quiz, test, or examination;
- communicating with another person or persons via any means (including verbal, physical, gestural, or electronic) during an examination or another form of invigilated assessment;
- a student copying or reading another student's assessment work;
- a student allowing another student to copy or read from their assessment work;
- unauthorised or unethical use of generative artificial intelligence (genAI) to complete an assessment task; and
- where the use of genAI is authorised, failure to properly reference/acknowledge how genAI was used in completing an assessment task.

“Collaboration” in the context of student assessment means an assessment task that is undertaken by and attributed to two or more persons with the knowledge and consent of the lecturer. Collaboration is expressly not a form of academic misconduct or dishonesty.

“Collusion” means academic misconduct in which two or more people work together to achieve an unfair academic advantage.

“Contract Cheating” means academic misconduct where a student procures academic work from a third party and submits the work as the student’s own. Contract cheating includes, but is not limited to:

- purchasing an assignment from an online source;
- paying someone to take a test or exam;
- obtaining assistance from someone else, such as a relative or friend, to complete an assessment task that goes beyond mere editing and includes writing an assignment or solving a problem;
- participating in an unauthorised discussion group concerning an assessment or sharing answers to an assignment on file-sharing sites or social media sites; and
- making available or purchasing answers to an exam, assignment, problem, or any other assessed work.

“Duplication” means academic misconduct where an assignment is submitted for assessment that has previously been submitted for assessment in another unit at Sydney Met or another institution.

“Fabricating Information” involves creating information for research-focused assessment tasks, such as experimental or interview data. It can also include inventing sources of data, evidence, or ideas by citing incorrect or nonexistent publications.

“Fraud” means academic misconduct or professional dishonesty including, but not limited to:

- impersonating another person, or engaging someone else to impersonate another person, during the conduct of an academic activity;
- misrepresenting, falsifying, misstating or fabricating data during the conduct of an academic activity;
- submitting academic work produced by another person(s) as one's own; and
- failing to attribute work completed by another person(s) in the completion of an academic activity.

“Generative Artificial Intelligence (genAI)” means artificial intelligence technology (existing and emerging) or IT resources (existing or emerging) that can generate new content, such as text, images, code, video and audio.

“Impropriety” in relation to academic work means failing to observe the standards for academic honesty and integrity.

“Academic Misconduct Panel” means individuals convened to hear an allegation of academic misconduct.

“Paraphrasing” means using one's own words to express the words, works, or ideas of another author while still preserving the original author's meaning. With the acknowledgement of the original author, paraphrasing is not a form of academic misconduct.

“Plagiarism” means academic misconduct, where a student presents another person’s ideas, theories, analysis, or related intellectual work for assessment without acknowledging the original author. Plagiarism is not the same as poor or incomplete

referencing where a student with poor academic writing skills has not used the required referencing system to acknowledge another person's work.

In the context of an academic integrity policy, **“probationary enrollment”** refers to a conditional status given to students who have violated academic integrity standards, such as plagiarism, cheating, or unauthorised collaboration. During this probationary period, the student is allowed to continue their studies under strict conditions, which often include enhanced oversight, mandatory workshops or training on academic ethics, and a requirement to maintain a clean record for a specified duration. Failure to comply with the conditions of probation could result in more severe consequences, such as suspension or expulsion from the institution.

“Professional Honesty” is a fundamental principle underpinning all professional activities' reliability and credibility. It includes but is not limited to:

- dealing transparently and reasonably in all professional and business relationships;
- building relationships based on mutual respect and trust;
- acting ethically and within the law;
- not being associated with information that contains materially false or misleading statements; and
- accepting responsibility for one's actions.

“Recycling or Resubmitting Work” involves submitting (or resubmitting) work, or parts thereof, that has already been assessed in any subject studied.

“Revocation of an Award” means the recall and destruction of a degree, diploma, certificate or other award that has previously been conferred.

“Suspension of Enrolment” means that a student's enrolment is put on hold, delayed or postponed for a specified period. After the suspension period, the student can reenroll.

“Termination of Enrolment” means a student's enrolment is cancelled and the student is not permitted to reenroll.

“Turnitin” is an internet-based tool that detects similarity between assignments, previously published work, and submitted assignments. It is also used to detect plagiarism and assess the unauthorised use of genAI.

POLICY

4. PRINCIPLES OF ACADEMIC INTEGRITY AND PROFESSIONAL HONESTY

Allegations of academic integrity and professional honesty shall be managed on a case-by-case basis with consideration of the following fundamental principles:

- Sydney Met is committed to academic integrity, honesty, and ethical scholarship.
- Sydney Met considers academic misconduct unacceptable because it undermines the core values of academic integrity (honesty, trust, fairness, respect, responsibility, and courage).
- It is the responsibility of all students and staff members to familiarise themselves with the Academic Integrity Policy and Procedure and take steps to ensure that they do not engage in any form of academic misconduct as defined in this document.
- Sydney Met will provide resources, guidance, and advice to ensure that all staff and students are informed about this policy, and all unit outlines and Learning Management Sites include links to the *Academic Integrity Policy and Procedure* to ensure that it is readily available to students.
- Assessment design and scheduling will promote creative thought and reflection and minimise opportunities for students to engage in academic misconduct.
- Sydney Met shall investigate suspected dishonest behaviours or acts of misconduct to maintain academic integrity and protect the interests and reputation of students and Sydney Met.
- Allegations of academic misconduct shall be subject to procedural fairness and natural justice principles. Students shall be judged innocent of any misconduct until they have admitted to it or evidence is found of behaviour that breaches academic integrity.
- When identified, acts of academic misconduct will be dealt with according to this document with procedural fairness, and taking into account the experience of the student; the intent of the student; the extent of misconduct and the type of misconduct (see Section 7).
- Where appropriate, an educative, rather than a punitive, response to minor acts of academic misconduct will be implemented. The determination of any response to an act of academic misconduct or professional dishonesty will be ultimately guided by this policy.
- Allegations of academic misconduct shall be treated with confidentiality at all times. Disclosure and access to records shall be provided on a 'need-to-know' basis and limited to individuals legitimately involved in the investigation and determination process or as required by law.
- Investigations and hearings shall be held promptly and within set timeframes to determine whether there is reasonable evidence to confirm that the alleged conduct amounted to academic misconduct. Sydney Met shall engage in various activities to test the reasonableness of evidence relevant to the allegations.
- As a principle of natural justice, students suspected of engaging in academic misconduct shall be provided with written notification with clear and transparent allegation details. Students shall be invited to respond to the allegations in person or in writing.

- Students invited to respond by attending hearing proceedings have the right to be accompanied by a nominated support person. A support person cannot be a legal practitioner.
- When deciding, Sydney Met shall establish the facts as far as possible and consider the evidence presented. Penalties for acts of academic misconduct shall be proportionate, and decisions shall consider the circumstances, intent, severity of the incident, previous acts of academic misconduct, and any damage, or potential damage, to Sydney Met's reputation.
- Students have the right to appeal a decision made concerning academic misconduct.
- There is no statute of limitations on suspected acts of academic misconduct. Allegations of academic misconduct shall be investigated under the policy regardless of whether the student is enrolled, has taken a leave of absence, has withdrawn their enrolment or has graduated.

5. SYDNEY MET RESPONSIBILITIES

Sydney Met has responsibilities to:

- provide guidance and resources on academic integrity for students and staff, including professional development opportunities for staff covering best practice in course design, delivery and assessment to deter academic misconduct and tools to detect it;
- take preventative action to mitigate foreseeable risks to academic integrity and address underlying causes of academic misconduct;
- take steps to ensure timely investigation of allegations of breaches of academic integrity;
- maintain, monitor and act on academic integrity data for quality assurance and continuous improvement; and
- maintain accountability for academic integrity in arrangements with any other party involved in the delivery of learning activities, courses or placement on behalf of Sydney Met.

6. STUDENT RESPONSIBILITIES

Sydney Met students are responsible for:

- familiarising themselves with all related policies and procedures;
- actively participating in academic integrity education training and support opportunities made available by Sydney Met and seeking additional assistance or clarification when in doubt.
- submitting only original work for assessment that appropriately acknowledges the ideas, designs, words, or works of others;
- not submitting another person's work as their own;
- not submitting work previously submitted in another unit at Sydney Met or at another institution;
- not purchasing or commissioning work and submitting that work as if it were their own;
- not submitting work created with the assistance of others, except in the case of approved collaboration in connection with group work assessment;

- only using genAI tools that are approved for use as part of an assessment and, if used, acknowledging how genAI was used;
- where appropriate, submitting an electronic copy of the assessment through Turnitin;
- making a true declaration about the authorship of any work submitted for an assessment task through the approved Assignment cover sheet or equivalent;
- using the acknowledgement practice methods (referencing) appropriate to their field of study;
- not sharing their original assessment work with other students for any reason except approved collaboration in connection with group work assessment;
- acting in accordance with the values of academic integrity and avoiding dishonest behaviours that could be considered academic misconduct; and
- encouraging other students to uphold the principles of academic integrity and professional honesty.

7. STAFF RESPONSIBILITIES

All staff are expected to:

- be aware of policies, procedures and guidelines that support and promote academic integrity;
- engage in professional development opportunities supporting best practices in maintaining and promoting academic integrity in teaching and learning;
- design and implement assessment strategies that minimise the potential for breaches.
- cultivate a climate of respect for academic integrity and acknowledgement of authorship with students;
- inform and guide students about:
 - acknowledgement practices for their field of study;
 - what constitutes plagiarism, collusion, cheating, and other forms of academic misconduct; and
 - use of genAI in assessments within the units that they teach.
- clearly communicate to students the potential consequences of breaches of academic integrity and professional honesty;
- actively discourage, detect, and prevent academic misconduct by supporting students to acquire and demonstrate academic integrity and professional honesty;
- respond appropriately to all instances of academic misconduct in keeping with this policy;
- exemplify the values of academic primacy, academic freedom with responsibility, and rigour and integrity in all research and scholarly activities they undertake;
- implement security practices for submitting and returning assessments, producing and storing examination papers, and taking examinations, including in an online forum; and
- report suspected acts of academic misconduct under this policy.

8. TYPES OF ACADEMIC MISCONDUCT

Academic misconduct includes any dishonest behaviour that breaches the values of academic integrity (honesty, trust, fairness, respect and responsibility). It includes

intentional and unintentional dishonest behaviours, attempts to behave dishonestly, and efforts to incite others.

Behaviours that undermine or breach academic integrity include, but are not limited to:

- Plagiarism
- Recycling or Resubmitting Work
- Fabricating Information
- Collusion
- Exam Cheating
- Contract Cheating and Impersonation
- Unauthorised or unethical use of genAI

9. INVESTIGATION OF ALLEGATIONS OF ACADEMIC MISCONDUCT

When investigating allegations of academic misconduct, Sydney Met shall apply the balance of probabilities based on available evidence to reasonably determine whether academic misconduct has occurred.

10. SYDNEY MET'S CLASSIFICATION OF ACADEMIC MISCONDUCT

Sydney Met classifies academic misconduct based on the seriousness of the behaviour or incident and its impact on academic integrity by considering the following criteria:

- the type of breach
- the extent of the breach
- the experience of the student
- the intent of the student
- the impact of the breach

Based on the above, the behaviour is classified as 'no impropriety', 'minor', 'moderate', or 'major' academic misconduct:

- a) **No Impropriety** refers to no evidence of improper conduct that exceeds the academic misconduct threshold.
- b) **Minor Academic Misconduct** is behaviour determined to have had little impact on academic integrity. It is generally unintentional and results from poor academic practice, including a lack of understanding or careless application of academic writing and referencing protocols due to a student's experience level.
- c) **Moderate Academic Misconduct** is behaviour determined to have impacted academic integrity. It can be reasonably interpreted as evidence that the student was aware the behaviour breached the core values of academic integrity. It is generally intentional, but carelessness may exist due to the student's limited experience.
- d) **Major Academic Misconduct** is a behaviour determined to have significantly impacted academic integrity. It can be reasonably interpreted as evidence that the student was aware the behaviour breached the core values of academic integrity. It is generally planned, deliberate and organised behaviour. It may also be a repeated behaviour. Allegations of misconduct in examinations or group work shall be

treated as major academic misconduct.

The Head of Department or nominee shall determine whether, on evidence and the balance of probabilities, the behaviour resulted from poor academic practice or an intentional act to gain an unfair advantage. The Head of Department or nominee will report any suspected allegation or misconduct breach to the Academic Integrity Officer (AIO) to initiate the investigation following the Sydney Met's Academic Integrity Policy and Procedure.

Outcomes, including any penalty-related decisions, for incidents of academic misconduct shall consider the classification of academic misconduct, evidence of any mitigating circumstances, and the student's history of academic dishonesty. The outcome cannot result in an unfair advantage for the student.

Appendix A provides a list of possible outcomes for different misconduct levels as a reference.

If, following an investigation of an allegation of academic misconduct, a decision is made that academic misconduct has occurred, then

- any remediating actions or penalties will be fair, appropriate and proportionate; and
- a process for appealing the outcome will be available through the student [Complaints, Grievances, and Appeals Policy and Procedure](#).

PROCEDURE

11. ACADEMIC INTEGRITY OFFICER (AIO) AND ACADEMIC MISCONDUCT PANEL (AMP)

An AIO is appointed who is responsible for the management of academic misconduct allegations, including:

- Receiving and recording reports of suspected incidents of academic misconduct
- Conduct a preliminary assessment of incident reports and discuss with the incident reporter if required.
- Consulting with the appropriate nominated AMP members and academic staff to determine and administer outcomes.
- Communicating with the student concerning alleged incidents of academic misconduct.
- Coordinating and attending hearings into allegations of academic misconduct.
- Administering outcomes of all academic misconduct on behalf of the AMP.
- Maintaining all documentation and records related to academic misconduct, including AMR, and where appropriate, recording of misconduct outcomes in the Student Management System.

The AMP comprises at least two permanent academic staff, the AIO, the Head of Student Affairs and the Registrar. The Executive Dean shall nominate the permanent academic staff to become members of the AMP who are responsible for chairing and participating in academic misconduct hearings, including:

- Consulting with the AIO and the Head of Student Affairs and Registrar to determine outcomes for misconduct cases,
- Conducting hearings into allegations of misconduct cases.
- Determining outcomes for misconduct cases.

All members of the AMP shall complete professional development training provided by Sydney Met and attend moderation activities to ensure the consistent application of this policy across Sydney Met and shall also advise the Sydney Met Executive Team of any trends in misconduct and areas that may require additional staff training and resources.

12. PROCESS FOR MANAGING ACADEMIC INTEGRITY BREACHES

Each suspected breach of academic integrity (hereafter referred to as academic misconduct) is investigated individually, following the principles of evidence-based, objective, consistent, and fair investigation. Figure 1 depicts the overall process of managing academic misconduct at Sydney Met. Procedures for detecting, notifying, investigating, communicating, determining, recording and appealing academic misconduct allegations and outcomes are designed to ensure that all cases are dealt with fairly, consistently, without bias, and timely, and lead to effective and appropriate outcomes.

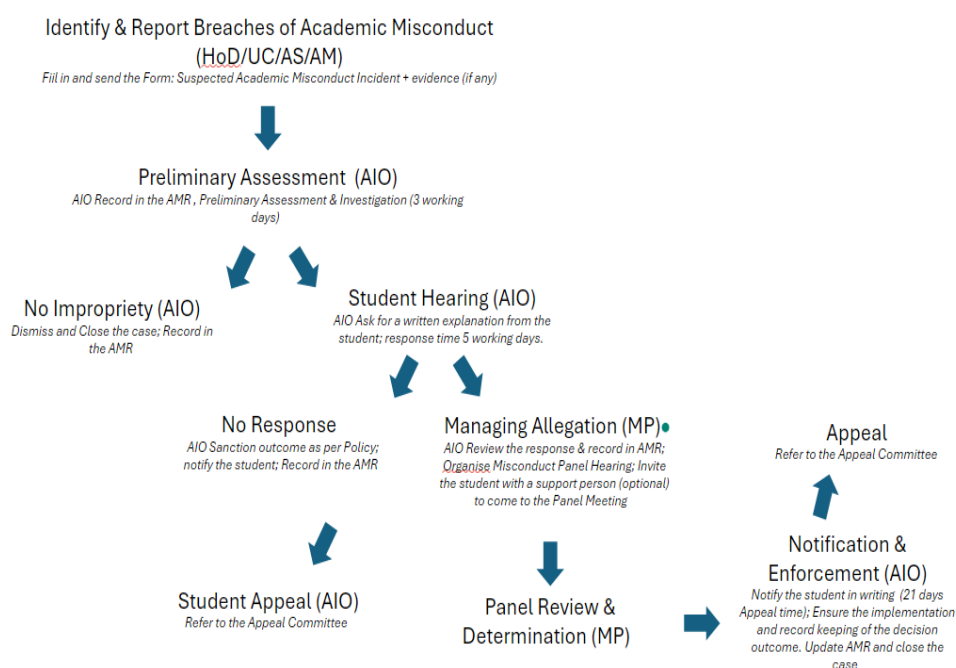


Figure 1. Process to Manage Academic Misconduct

12.1. Identifying Suspected Breaches for Academic Misconduct

- Sydney Met may check the authenticity of submitted assessment work to identify potential behaviours suggesting academic dishonesty or misconduct. Suppose staff suspect or become aware of potential student academic misconduct. In that case, they may engage in a range of activities to explore their suspicions, including, but not limited to, the use of electronic text-matching software, web search engines, checking sources cited by the student, comparing with other assessment work, and consulting with colleagues (or any combination of these).
- At this time there is determination of one of the following:
 - no grounds for reporting and investigating academic misconduct, no further action required in relation to academic misconduct;
 - evidence of a possible minor, moderate, or major breach. Action required
- If reasonable suspicion remains, staff must report the potential misconduct using the [Suspected Academic Misconduct Incident Form](#) within two working days.
- A student who suspects another student or group of students has engaged in potential academic misconduct should, in the first instance, report the alleged behaviour via email to misconduct@sydney.edu.au.
- If an individual suspects or becomes aware of potential staff academic misconduct, they should first report the suspected breach of academic integrity to the AIO via email to misconduct@sydney.edu.au.
- Breach of academic integrity or academic misconduct in an exam environment is determined by the violation of exam instruction shared by the exam invigilator or academic staff at the beginning of the exam. Sydney Met's exam instruction guidelines are provided in **Appendix B** of this document.
- The exam invigilator or other staff member will immediately report any

suspected or identified breaches to the exam control room and Head of Department. Depending on the level or seriousness of the alleged incident, the student may be removed from the exam as an immediate incident management approach. The exam control team, Academic Manager, or the Head of Department will report the incident with supporting papers to AIO for investigation via email to misconduct@sydney.edu.au. Nevertheless, the student will be allowed to sit for the exam later if it is determined that there was no impropriety.

12.2. Reporting Suspected Academic Misconduct

- A potential incident of academic misconduct must be formally reported by lodging a [Suspected Academic Misconduct Incident Form](#) available on the Sydney Met website.
- The Suspected Academic Misconduct Incident Form (Incident Report) should provide clear and sufficient information about the potential incident to assist the preliminary assessment process, including:
 - description of the suspected behaviour or conduct
 - steps taken to investigate the incident informally
 - impact, if any, on the integrity of the assessment process
- The Incident Report should attach copies of evidence that led to the report, such as, but not limited to, the assessment brief, a copy of the work, an annotated copy of the work, the text matching report, photographs, and previous assessment work as relevant.
- The report should be lodged within two working days of the complainant becoming aware of the potential incident (Lodgement Date).
- A report of suspected academic misconduct may be withdrawn at any time by written notice to the AIO via misconduct@sydney.edu.au. However, Sydney Met reserves the right to continue to investigate where there is reasonable evidence to suggest a breach of academic integrity has occurred.

12.3. Preliminary Assessment

- The AIO shall complete a preliminary assessment of the Incident Report within three working days of the Lodgement Date (Preliminary Assessment Date).
- The preliminary assessment shall examine the Incident Report to determine whether there is evidence to suggest that a breach of academic integrity has occurred. In conducting their assessment, the AIO will consult with an appropriate AMP member and engage in a range of activities to gather information and test the reasonableness of evidence put forward by the report.
- Where the AIO and AMP member determines the Incident Report does not disclose reasonable evidence to suggest a breach of academic integrity has occurred, they shall dismiss the matter. The outcome shall be logged in the AMR as 'No Impropriety', and the matter closed. Dismissed reports are not saved to the student record.
- Where the AIO and AMP member determine the Incident Report discloses reasonable evidence that a breach of academic integrity has occurred, the AIO notifies the student of the allegation and asks for a written explanation to submit within five working days from the letter date.
- The allegation notification should include the following elements:

- the nature of the alleged breach of academic integrity
- any material that may impact the student's defence against the allegation(s)
- the due date of the written explanation letter
- the subsequent process after the explanation letter is received/not received.
- links to online copies of relevant policies and procedures
- Evidence may be excluded or redacted from the Allegation Notification if full disclosure at that time could compromise the investigation process or risk the safety or welfare of another person. Where evidence is excluded or redacted, the Allegation Notification must provide sufficient detail to allow the student to make an informed response to the allegations.
- The AIO shall record the potential incident in the AMR and advise all staff relevant to the Incident Report of the outcome of their preliminary assessment.
- Where the AIO or AMP member has a conflict of interest, the matter shall be referred to another person or AMP member (as appropriate). If no other member is available, the Incident Report shall be referred to the Head of Student Affairs and Registrar to act as the AIO.
- A conflict of interest exists if the AIO or AMP member is:
 - reporting the suspected breach of academic integrity;
 - the student is enrolled in a subject where the AIO or AMP member have a teaching or coordinator role
 - the AIO or AMP member have a close familial, personal, legal or business relationship with the student
- If in doubt, the AIO or AMP member should declare any potential conflict of interest to the Executive Dean or Chief Quality Officer for determination and advice.
- If no response is received by the explanation letter due date, the AIO shall advise the student of their decision in writing within two working days. The notification shall advise the decision, the reasons for the decision, the details of the allegation, and the outcome details.
- The AIO shall record the incident outcomes in the Misconduct Register and advise all staff relevant to the Incident.

12.4. Managing Allegation of Academic Integrity Breaches

- If there is a response from the student, the AIO will review the response and record the information in the misconduct register.
- The AIO will invite the student to participate in a hearing with the AMP and organises a hearing.
- The invitation to participate in a hearing should include the following elements:
 - the date, time, and location of the hearing
 - the names of other persons who shall attend the hearing
 - that the student has the right to be accompanied by a support person (but not a legal practitioner)
 - links to online copies of relevant policies and procedures
- The date for the hearing interview is set within ten working days of the invitation to participate.
- The student can address the allegations by attending the hearing interview in person or via videoconference and/or by submitting a written response. The

students should advise of their choice within three days of the date of the invitation.

- If the student chooses not to attend the hearing interview or submit a written response, a decision is made in their absence.
- Where the allegation involves more than one student or a group assessment, each student shall be heard individually.
- New evidence may vary allegations during the hearing process. The AIO shall advise the student of any changes via a revised allegation Notification, providing the student with the opportunity to respond to the new allegations.
- Students may nominate a support person to accompany them to the hearing interview. A support person cannot advocate or directly comment or argue on student's behalf unless the AIO gives permission.
- The AIO and AMP members make a determination within three working days of the hearing interview. Suppose a determination cannot be reached within this timeframe. In that case, the AIO shall advise all parties in writing, outlining the reasons for the delay and the new timeframe for the decision.
- The AIO shall maintain all documentation, evidence and communication during the hearing proceedings and record the case in the AMR.
- If doubt arises, the AIO or AMP member should declare any potential conflicts to the Executive Dean or Chief Quality Officer for determination and advice.

12.5. Panel Review and Determination

- When determining a decision, the AIO and AMP member must establish the facts as much as possible and consider the evidence presented during the hearing interview.
- Any penalties must be proportionate to the misconduct. When deciding penalties, the Misconduct Panel shall consider the following:
 - the level of experience of the student
 - the intent, severity and impact of the conduct
 - any previous findings of misconduct against the student
 - any extenuating circumstances or mitigating factors
 - the advantage or benefit gained
 - admission by the student
 - the need to protect the learning community and Sydney Met's reputation.
 - relevant policies, codes and guidelines on expected standards of behaviour
- The Misconduct Panel's decisions are by a majority vote, with each member entitled to one vote. If necessary, the Panel Chair has the casting vote, and the decision of the Misconduct Panel is final.
- The AIO and AMP member may determine the allegation on the same day as the hearing interview or may reserve its decision to a later date by three working days before the hearing.
- Where the AIO and AMP member determines insufficient evidence to substantiate the allegation of academic misconduct, they shall direct the work and be marked without penalty as soon as practical. The decision shall be recorded as 'No Impropriety' in the Misconduct Register, and the matter closed.
- Where the AIO and AMP member determines there is reasonable evidence to substantiate minor to moderate academic misconduct, they may apply one or

more penalties following the Academic Misconduct Penalty Matrix (**Appendix A**), including but not limited to:

- attend academic skills support
- attend personal counselling
- a written undertaking to not repeat the behaviour
- direct the original work (non-plagiarised content only) to be marked as submitted
- resubmission of the work within 48 hours
- replacement assessment task
- Where the Misconduct Panel determines there is reasonable evidence to substantiate moderate to major academic misconduct, they may apply one or more penalties following the Academic Misconduct Penalty Matrix (**Appendix A**), including but not limited to:
 - mark of zero for the assessment task
 - a replacement assessment task
 - the grade of Fail for the subject
 - probationary enrolment
 - suspended enrolment
 - cancellation of enrolment
 - period of suspension (or exclusion) noted on transcripts
 - revocation of an award
- Outcomes must be proportionate to the intent, severity, and impact of the behaviour and should not result in an unfair advantage for the student (or disadvantage other students). Where the outcome is resubmission or a replacement assessment, the work shall be marked on merit; however, the student cannot receive more than the mark of 50 and the grade of Pass for that assessment.
- The AIO will write to the student within five working days of the hearing interview (Outcome Letter). The Outcome Letter shall advise the decision, the reasons for the decision, the outcomes to be taken, and a warning that future repetition of the same poor academic practices may be considered acts of major academic misconduct.
- The AIO is also responsible for advising relevant staff of their decision and ensuring the actions are carried out as instructed as soon as practical.

12.6. Notification and Enforcement

- In all cases, the AIO emails the student written notification of the determination and decisions as an outcome of the hearing (Outcome Letter). The Outcome Letter includes the determination, reasons for the decision, outcomes, and the right to appeal.
- Where the student is an international student, and the decision may affect their ability to complete their course in the duration recorded in their Confirmation of Enrolment (CoE), they shall be advised in the Outcome Letter. Sydney Met shall not report any changes to the Department of Home Affairs until the closure of the appeals period or the appeals process, whichever comes first.
- The AIO ensures all actions and penalties are taken within the timescale identified in the Outcome Letter and reports any failure to do so to the AMP.

- The AIO is responsible for maintaining all documentation, evidence, and communication relating to allegations of misconduct in the AMR and the Student Management System (if required) after the process and closing the matter.
- The Executive Dean presents academic misconduct reports to the Academic Board meetings, including the AMR, highlighting relevant statistics, actions taken to address any endemic issues, and any special initiatives implemented to promote a culture of academic integrity.

12.7. Appeal

- A student dissatisfied with a decision relating to academic misconduct may appeal to the Sydney Met. The appeal shall be conducted in accordance with the Sydney Met's [*Complaints, Grievances and Appeals Policy and Procedure.*](#)
- Appeals should be submitted with evidence to support them using the [*Student Appeals Form*](#). This form must be submitted within 21 days of receiving the decision outcome notice. Forms submitted after the 21-day period are not considered. An appeal outcome will usually be provided within ten business days of the date of appeal lodgment.
- An appeal may only be made on one or more of the following grounds, which must be included in the appeal application by the student:
 - the student presents evidence that the initial finding and the outcome(s) imposed was made in breach of procedural fairness;
 - the student produces substantial new evidence relating to the original allegation of academic integrity breach which was not previously available for consideration; and/or
 - the student presents arguments that the penalty imposed is unjustifiably severe.
- In instances where an appeal requires a second investigation into the misconduct, the Appeal Panel will comprise a minimum of three members, each of whom has had no prior involvement in the allegation. These include, but are not limited to, the Chief Quality Officer, the Executive Dean, the General Manager, the Registrar and Head of Student Affairs and Registrar, the Compliance and Quality Systems Manager, and Academic staff. Other staff may be invited as appropriate to the allegation. The Appeal Panel shall appoint a Panel Chair.

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AMENDMENTS:

Version 4.0: The Academic Integrity Policy and Procedure is revised, and the following changes were made:

- Textual updates
- Reorganisations of material
- Clarification of policy and procedures with detailed discussion and attention to details
- Addition of a section listing definitions
- Addition of genAI perspectives and action plans
- Addition of roles and responsibilities of the students, staff, and Sydney Met
- Revision of the current procedure and workflows
- Addition of a workflow diagram/process chart
- Detail the discussion and provide attention to details on each procedure stage.
- Addition of penalty matrix (Appendix A)
- Addition of exam instruction guidelines (Appendix B)

Appendix A

Academic Misconduct Penalty Matrix

The Academic Misconduct Penalty Matrix is a subset of possible examples, not an inclusive list of all academic misconducts and penalties. It helps obtain a basic idea but should not be directly used to determine or conclude.

| Level of Misconduct | Examples of Misconduct | First Offense Penalty | Repeat Offense Penalty | Other Notes |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minor | <ul style="list-style-type: none"> Unintentional plagiarism (e.g., missing citations) Minor copying or sharing answers on a homework assignment | <ul style="list-style-type: none"> Written warning Reduced grade Resubmission of work with a penalty Mandatory Consultation | <ul style="list-style-type: none"> Zero on assignment Official warning in academic file Academic probation Reduced load | Misconduct due to ignorance; educative intervention may be applied. Students may be advised to complete academic skill modules. |
| Moderate | <ul style="list-style-type: none"> Copying significant parts of an assignment from another student Use of unauthorised materials during an exam (minor) Unethical use of AI | <ul style="list-style-type: none"> Zero on assignment or exam Resubmission with a 50% or more penalty. | <ul style="list-style-type: none"> Failure of the unit Academic probation Suspension for a limited time | Students may need to attend a mandatory academic integrity workshop. |
| Major | <ul style="list-style-type: none"> Cheating on an exam (e.g., use of cheat sheets or electronic devices) Plagiarism of entire sections of a paper Collusion with others to cheat Copying from another student during a test. Contract cheating (e.g., hiring someone to complete work) Recycling the same work for different units. Write or complete an assignment for another student. Impersonation Unauthorised access to LMS Forging documents (e.g., medical certificates, transcripts) Offer money or gift to staff | <ul style="list-style-type: none"> Failure of the unit Academic probation or suspension academic record notation Loss of scholarship | <ul style="list-style-type: none"> Suspension or expulsion from the institution Denial of Award Revocation of previous credentials | <p>Formal hearing with academic committee; incident reported in academic records.</p> <p>It may also involve legal consequences in some instances.</p> <p>Students may need to attend a mandatory ethics training.</p> |

Appendix B

Sydney Met Exam Instruction Guidelines

Violations of the exam instructions below will be reported and may result in disqualification from the exam or further academic penalties.

Behaviour During the Exam

- Students must always follow instructions from invigilators. Failure to do so may result in removal from the exam.
- Students are not permitted to enter the examination room thirty (30) minutes after the start of the exam.
- Students are not allowed to leave the exam room during the first 30 minutes or the last 30 minutes of the exam.
- Students will be notified of the time halfway through the exam and thirty (30) minutes before the end of the exam.
- Students may request a toilet break during the exam thirty (30) minutes after the exam start time. Students are required to sign the toilet break sheet and will be accompanied by an exam supervisor or invigilator. **Students will not be allowed to leave the exam room for a toilet break while other students are out of the room taking a break.**
- Students must always have their student identification visible during the exam.
- Students must not commence writing until they are instructed.
- Students must not leave their seats without permission. Any student who needs assistance should raise their hand and an invigilator will attend to them.
- Students must not communicate with anyone other student taking the exam. This means that students must remain silent once the exam starts and that any form of non-verbal or written communication, or communication in any other modality, with other students is also prohibited.
- Students who have completed the exam must (a) raise their hand; (b) hand their paper to the invigilator; (c) collect their belongings; and (d) leave the room and the floor where the exam is being held.

Personal Belongings

- Only essential exam materials are allowed on the exam desk. All bags, books, notes, and other personal items must be placed in designated areas and cannot be accessed during the exam. This includes all mobile phones, smartwatches, or other electronic devices that can access the internet. These devices must be turned off and stored in the designated area. Any student found with an electronic device during the exam, whether they are using the device or not, will be reported and investigated for breaching academic integrity.
- No personal items other than pens, pencils, a ruler, an eraser, a clear water bottle and material specifically stated as allowed on the exam instructions, such as electronic calculators, are allowed on exam desks during exams.

- Books, notes, electronic media or other materials that may contain subject matter are not permitted in the exam room except where expressly stated in the exam instructions.

Academic Integrity

- Students must write their full name and student identification number on the exam paper.
- Cheating in any form (e.g., copying from others, using unauthorised materials, or receiving help) is strictly prohibited and will result in investigation and, if proven, disciplinary action, including failing the unit in accordance with the *Academic Integrity Policy and Procedure*.

End of Exam

- When the time of the exam has elapsed students will be advised that the exam is over and must stop writing immediately and submit their exam papers according to the invigilator's instructions.
- Students must not leave the exam room until all papers have been collected and permission to leave has been given by the invigilator.
- No exam materials are to be removed from the exam room. If a student is found removing exam materials this will result in investigation and, if proven, disciplinary action, including failing the unit in accordance with the *Academic Integrity Policy and Procedure*