Academic Integrity Procedure

Section 1 - Purpose:

(1) This Procedure supports the Academic Integrity Policy and outlines:

a. how the University of Canberra (the University) and its contracted third-party providers will promote a culture of academic integrity;
b. descriptions and examples of academic misconduct that support the definitions set out in the University of Canberra (Student Conduct) Rules 2023;
c. how the University will provide academic integrity education and support;
d. the strategies the University will apply to mitigate academic integrity risks and detect potential academic integrity breaches; and
e. the processes for conducting investigations for alleged academic integrity breaches.

(2) For students, this Procedure must be read together with the Student Conduct Rules, the Student Charter, the Academic Integrity Policy, and the Research Conduct and Governance Policy.

(3) For staff, this Procedure must be read together with the University's Charter of Conduct and Values, the University's Enterprise Agreement, the Academic Integrity Policy, and the Research Conduct and Governance Policy.

(4) While this Procedure discusses research integrity as a type of academic integrity, the Research Conduct and Complaints Procedure states the process for considering allegations of research misconduct by staff and students.

Section 2 - Scope

(5) This Procedure has the same scope as the Academic Integrity Policy.

Section 3 - Policy

(6) Refer to Academic Integrity Policy.

Section 4 - Procedure

Supporting academic integrity

(7) The University will regularly express to its staff, students, future students and affiliates its academic integrity expectations and its commitment to the academic integrity values. It will do this through:

a. rules, policies, procedures and contracts;
b. governance committees;
c. unit outlines;

d. learning management system (LMS) announcements;
e. Faculty and University communications to staff, students and third-party institutions; and
f. communication strategies to address particular academic integrity concerns, including new and emerging academic integrity risks, such as generative artificial intelligence (GenAI).

Possible breaches of academic integrity

(8) Breaches of academic integrity are outlined in the University of Canberra (Student Conduct) Rules 2023.

Generative artificial intelligence

(9) The University recognises that generative artificial intelligence (GenAI) is a rapidly evolving technology, and its use may pose a risk to academic integrity.

(10) Breaches of academic integrity related to GenAI include (but are not limited to):

a. using GenAI in a manner which contravenes the published University's position on the use of GenAI;
b. misusing GenAI by not complying with the requirements noted in assessment instructions, unit outlines, work-integrated learning placements or similar course of study documentation;
c. misrepresenting GenAI outputs as human-generated work, either through false references or the absence of references; and
d. staff using GenAI in a way that is contrary to the guidance provided by the University and external bodies.

Risk mitigation

Education and support – students

(11) The University will publish its policies and information and requirements on academic integrity, along with other required information under the Higher Education Standards Framework (Threshold Standards) 2021.

(12) The University will provide resources to support students in developing their study and research skills and understanding of academic integrity standards. This includes guides to academic referencing, researching, note taking and writing, and understanding assessment and other learning tasks.

(13) Students are required to complete the Academic Integrity Module (AIM) for Students in their first teaching period of each calendar year of study at the University, and as required subsequently. Student completion of AIM is managed centrally across the student's study at the University. Students who have not completed AIM will be identified by Learning & Teaching (L&T) and reminded through a series of notifications, such as global LMS announcements, SMS notifications to specific students who have not completed the AIM for Students requirement, and communications at a unit level.

(14) The Graduate Research School will ensure that students enrolled in higher degree by research (HDR) courses also complete the Research Integrity Module (RIM) as an unweighted hurdle requirements in the first teaching period of the calendar year in which they are studying in that course. HDR students may be required to complete additional training and research as required by the Research Conduct and Governance Policy.

(15) Students will receive a digital badge after successfully completing an AIM assessment.

(16) For coursework courses, Course Conveners/Program Directors (or equivalent) and/or Unit Conveners will provide clear expectations and discipline-specific academic integrity standards and ensure that students are familiar with the academic integrity values and various behaviours that may breach academic integrity.

(17) Unit Conveners will define in the unit outline (or similar course of study documentation) what is permissible for a

particular assessment item or assessment type, for example:

a. what type of collaboration is allowed;
b. what kind of items are permitted in an exam;
c. what referencing style and standard is expected;
d. whether translation or other language tools are permitted;
e. guidance about the use of GenAI services (for example, advice about GenAI limitations and risks, and/or how use of GenAI in the preparation of an assessment will be acknowledged, cited and referenced); and
f. guidance in the assessment's marking rubric.

(18) Coursework and research students engaged in collaborative activities must encourage each other and lead by example to uphold the academic integrity values and principles as stated in the Academic Integrity Policy. This can be done through such methods as:

a. peer reviewing;
b. group discussions; and
c. reference and citation checks.

(19) Research supervisors and supervisory panels in both coursework and HDR courses will provide students with clear instructions on the University's academic integrity values and expectations at the commencement of their course of study and at regular intervals during their course of study.

(20) Unit Conveners, research supervisors and supervisory panels will uphold and apply the Academic Integrity Policy and Procedure and explain it to students. This includes integrity in honours and HDR courses, assessment tasks or theses, including proofreading, editing and authorised uses of GenAI services.

Education and Support for Students – Faculties

(21) Faculties will ensure that values of academic and research integrity and requirements, including correct referencing and acknowledgement of sources, are clearly articulated in unit outlines.

(22) Faculties will require all staff to take responsibility for detecting and reporting breaches of academic and research integrity.

(23) If a student is suspected to have engaged in behaviour that may be in breach of Rule 9 of the Student Conduct Rules, the matter may be referred to a Prescribed Authority in accordance with Rule 10(1).

(24) Faculties will require their staff, and staff at partner institutions teaching a faculty course, to complete the staff-focused AIM, and ensure that students studying at partnership locations are aware of their academic and research integrity responsibilities.

(25) Faculties may have their own local instructions to support academic and research integrity, and to complement this procedure.

(26) Faculties will investigate alleged breaches of academic and research integrity and follow the process described in the Student Conduct Rules and the Responsible Conduct of Research Policy, as amended from time to time.

Education and support – staff

(27) All academic staff (including casual academic staff) must successfully complete AIM for Staff, and undertake AIM for Staff again when refresher content is released. Completion of AIM for Staff will be monitored as part of Professional Development Plan (PDP) processes, and induction of casual academic staff.

(28) All new academic staff conducting or supervising research, or conducting research training, must successfully complete RIM within the first year of their employment.

(29) Faculties will ensure University staff and third-party provider staff receive appropriate training in academic integrity, as required.

(30) Faculties will ensure staff are informed about procedures and protections that apply when raising allegations of breaches of academic integrity.

Assessment

(31) Unit Conveners and Course Conveners/Program Directors (or equivalent) will design formative and summative assessments to mitigate foreseeable risks to academic integrity including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches. Such strategies may include:

a. ensuring that the number and the weighting of assessments across the required unit(s) in a course in a teaching period is a reasonable load for students and for the unit's identified level of study (see the Assessment Policy and Assessment Procedures for more information);
b. utilising authentic and personalised assessment where appropriate;
c. reviewing and revising assessment for each teaching period to reduce or eliminate any benefit to students accessing previous assessment tasks, including through use of file sharing sites;
d. selecting question types in quizzes and exams which require application of higher order thinking; and
e. including in unit/course outlines and assessment descriptions, details of behaviours that are permitted when researching, developing, completing and submitting assessments and clearly communicating these to students.

Monitoring of the completion of AIM for Students requirement

(32) AIM for Students is managed by Study Skills in collaboration with Learning & Teaching.

(33) Learning & Teaching will:

a. identify students who have not completed AIM;
b. publish reminders to complete AIM in the University's LMS via global announcements;
c. organise for SMS reminders to be sent to students who have not completed the AIM requirement, which includes a warning that they will not have visibility of their unit results until the requirement is met;
d. provide regular reports to faculties which identify students who have not completed the AIM requirement; and
e. request Student Connect block the release of results to students who have not completed the AIM requirement until the requirement is met.

(34) Unit Conveners may remind students identified by Learning & Teaching who have not completed AIM:

a. to do so after global reminders have been published in the University's LMS by Learning & Teaching, such as through unit level announcements; and
b. that completion of the AIM may assist in their studies.

(35) Unit Conveners may elect to include completion of AIM as an unweighted assessment in their unit, such as in units which explicitly develop academic integrity related knowledge and skills.

Course and unit management

(36) Unit Conveners will:

a. include a text matching drop-box for draft assessments in the University's LMS and ensure that students understand the meaning of the text matching reports;
b. provide access to resources for academic referencing as needed;
c. include explicit information about academic integrity expectations in course and unit materials, learning activities, and assessment instructions;
d. refer students to University support services that develop study skills as required;
e. ensure students have information about how to request a Reasonable Adjustment Plan as set out in the University's Assessment Procedures;
f. provide information about the conditions under which extensions can be requested and ensure that students are aware of the relevant University policy and procedure; and
g. where required, publicise the academic integrity statement that students must agree to when submitting an assessment in the LMS, which applies to all assessment and is published in the unit outline or similar course of study documentation.

Access control to cheating sites

(37) The University will block access to known or suspected cheating sites from the University network based on the advice from the Deputy Director, Learning and Teaching. The Tertiary Education Quality and Standards Agency (TEQSA) publishes a list of known sites on their website. The sites blocked by the University may be in addition to the sites blocked by TEQSA.

(38) If a person attempts to access a blocked cheating site from the University network, an automatic pop-up notice will indicate the reason for the site being blocked.

(39) Unit Conveners, Program Directors (or equivalent), research supervisors and other staff involved in the review, detection, or reporting of alleged breaches of academic integrity may be allowed to access known or suspected academic cheating sites (which are not blocked by TEQSA) from the University's network.

Detection strategies

(40) The University will use its own, or third-party, technical services to detect potential breaches of academic integrity. These include but are not limited to University approved:

a. text matching services;
b. online invigilation and proctoring services and/or in person invigilation of assessment;
c. search engines;
d. assessment search and matching services;
e. artificial intelligence detection services; and
f. reverse image look up services.

(41) The University will provide staff with guidance and training on strategies to help detect breaches of academic integrity.

(42) Unit Conveners will monitor known or suspected academic cheating sites for sharing University assessments and course materials and take appropriate action in conjunction with the Associate Dean, Education (ADE) (or equivalent); for example, issuing a take down notice, and seeking information including student-identifying data from a cheating site.

(43) When investigating a possible breach of academic integrity, the University will seek data, evidence and information from its internal systems, and those of third-party services, and third-party provider institutions to the extent allowed by law.

Generative artificial intelligence

(44) The University informs its staff, students and third-party institutions of its position and strategies on the use of GenAI in education and research.

(45) The University will continue to monitor its position and strategies on GenAI in response to developments in the technologies.

Investigations

Student academic integrity breaches

(46) Behaviours by students that may be breaches of academic integrity and that may result in a finding of academic misconduct vary in seriousness. If a finding of academic misconduct is made under the Student Conduct Rules, outcomes will vary according to the seriousness of the misconduct. Outcomes for types of breaches of academic integrity are set out in the Student Conduct Rules.

(47) The process for conducting an investigation into an allegation of academic misconduct by a student is described in the Student Conduct Rules.

(48) Behaviours that may constitute a breach of the Research Conduct and Governance Policy will be investigated in accordance with the Research Conduct and Complaints Procedure.

Staff academic integrity breaches

(49) Employee conduct that is inconsistent with the employee's official duties as they relate to matters of academic integrity may constitute a breach of the Charter of Conduct and Values.

(50) Where an employee's behaviour may constitute a breach of the University's Charter of Conduct and Values, the procedures for investigating misconduct are set out in the University of Canberra Enterprise Agreement.

(51) If a finding of misconduct is made under the University of Canberra Enterprise Agreement, outcomes will vary according to the seriousness of the misconduct.

(52) Employee conduct that is inconsistent with the employee's responsibilities under the Australian Code for the Responsible Conduct of Research 2018 may constitute a breach of the Research Conduct and Governance Policy.

(53) Behaviours that may constitute a breach of the Research Conduct and Governance Policy will be investigated in accordance with the University of Canberra Enterprise Agreement. Staff conducting the investigation will be guided by the Research Conduct and Complaints Procedure and the Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research 2018.

(54) Where an allegation of misconduct may constitute a breach under both the Australian Code for the Responsible Conduct of Research 2018 and the University's Charter of Conduct and Values, the University will facilitate one investigation where all allegations are considered simultaneously.

(55) Depending on the nature and seriousness of the allegation made against the employee, and the outcome of any investigation into the conduct, the consequences for the employee will be determined in accordance with the University of Canberra Enterprise Agreement or the Research Conduct and Complaints Procedure as relevant. Such consequences may include requiring the staff member to complete AIM for Staff and/or RIM again, and/or undertake further education activities.

Record keeping

(56) Faculties will maintain secure and confidential records relating to the management of alleged cases of academic

misconduct in accordance with the University's Privacy Policy and Records and Information Management Policy.

(57) Records of serious misconduct are maintained centrally by the Integrity & Resolution team in accordance with the University's Privacy Policy and Records and Information Management Policy.

(58) The Deputy Vice-Chancellor will keep records of investigations of allegations of research misconduct, as set out in Research Conduct Complaints Procedure and in accordance with the University's Privacy Policy and Records and Information Management Policy.

(59) The University will keep records to show how it acted on information provided by faculties to improve its academic integrity processes and systems.

Reporting

(60) The University will undertake a continuous cycle of monitoring and review of academic misconduct, and the improvement of processes and systems to protect academic integrity and reduce academic misconduct, to assure the University's reputation and the integrity of its qualifications.

(61) The Office of the Deputy Vice-Chancellor (ODVC), the faculties and the University Research Committee will report annually to Academic Board via the appropriate sub-committees on:

a. statistics and trends relating to allegations and cases of academic and research misconduct and summary inquiries for both coursework and research students;
b. how the allegations were dealt with; and
c. the strategies used to promote academic integrity and demonstrate a reduction in academic misconduct within the faculty and/or third-party provider institutions.

(62) Academic Board will report annually to Council with these statistics and trends and the strategies used to promote academic integrity and minimise academic misconduct.

Section 5 - Responsibilities

Who	Responsibilities
Academic Board	• As described in the University of Canberra (Academic Board) Rules 2026.
Authorised Person	• As described in the UUniversity of Canberra (Student Conduct) Rules 2023.
Chief People Officer (CPO)	• Managing allegations of serious misconduct by staff under the Fair Work Act 2009 and Regulation 1.07 of the Fair Work Regulations 2009. • Overseeing investigations of alleged breaches of the University's Charter of Conduct and Values
Digital, Information and Technology Management (DITM)	• Overseeing University information technology security and acceptable use, in accordance with the Charter of Conduct and Values, the Privacy Policy and the Records and Information Management Policy.
Data Analytics	• Providing data and reports to support the University's compliance with the Higher Education Standards Framework (Threshold Standards) 2021, and as requested by Governance committees, faculties, or business units.

Who	Responsibilities
Dean	• Developing and maintaining a culture of academic integrity in their faculty. • Ensuring staff, and staff at third-party institutions teaching a faculty course, complete the Academic Integrity Module (AIM) for Staff. • Ensuring higher degree by research (HDR) students complete the Research Integrity Module (RIM). • Ensuring that academic integrity values and requirements, including correct referencing and acknowledgement of sources, are clearly articulated in unit outlines or similar course of study documentation. • Supporting academic integrity by providing training and support to staff • Designating a staff member (or members) to be the Prescribed Authority (or Prescribed Authorities) as set out in the Student Conduct Rules • Investigating alleged breaches of academic integrity and follow the process described in the Student Conduct Rules as amended from time to time. • Keeping records of cases where an allegation of academic or research misconduct was made. • Assuring that the quality of content and assessment design in courses offered by the faculty align with the principles of academic integrity.
Deputy Vice-Chancellor (DVC)	• Policy Custodian of Research Conduct and Governance Policy. • Receiving records of investigations of allegations of research misconduct and decides on course of action to be taken. • Report annually to Academic Board via the appropriate sub-committees on academic and research integrity statistics, misconduct cases, and strategies for minimising misconduct.
Director, Education & Student Experience (DESE)	• Managing the University's software to support detection of academic integrity breaches. • Managing the University's online invigilation service. • Supporting and make available staff focused education resources which support academic integrity. • Managing the Academic Integrity Module for Staff. • Managing the University's digital badge service to provide Academic Integrity badges on successful completion of the Academic Integrity Module for both staff and students. • Facilitating the monitoring of the completion of AIM for Students requirement including publishing reminders via global announcements, organising SMS reminders to students who have not completed the AIM requirement, providing regular reports to faculties which identify students who have not completed the AIM requirement, and requesting Student Connect block the release of results to students who have not completed the AIM requirement until the requirement is met. • Advising Digital, Information and Technology Management (DITM) on web services that may facilitate breaches of academic integrity. • Supporting the development of academic integrity education and communications for staff and students.
Director, Research	• Keeping records of investigations of allegations of research misconduct.
Faculty Board	• As described in the Faculty Board Charter.
Study Skills	• Providing support, advice and resources for students and staff on academic referencing and academic integrity. • Providing student academic skills development and support. • Supporting students in developing understanding and application of academic integrity principles. • Managing the student Academic Integrity Module and completion reports. • Supporting the development of academic integrity education and communications for staff and students.
People & Culture (P&C)	• Providing advice to staff regarding processes related to staff misconduct as set out in the Enterprise Agreement and the Charter of Conduct and Values.
Prescribed Authority	• As defined in the University of Canberra (Student Conduct) Rules 2023.
Program Director/Course Convener (or equivalent)	• Providing clear expectations and discipline-specific standards for academic integrity. • Ensuring courses support students to be familiar with the various behaviours considered to breach academic integrity standards.

Who	Responsibilities
Institutional Quality Assurance	• Advising Policy on legislative and regulatory requirements regarding academic integrity. • Ensuring compliance with the Higher Education Standards Framework (Threshold Standards) 2021 in relation to academic integrity. • Advising thje Tertiary Education Quality and Standards Agency (TEQSA) of instances of contract cheating involving multiple students.
Staff	• Upholding, applying and modelling the principles of academic integrity as set out in the University's Academic Integrity Policy. • Completing the Academic Integrity Module for all staff and if their role involves research or research training, the Research Integrity Module. • Designing and undertaking teaching, research, courses and assessment activities in accordance with academic integrity principles to minimise opportunities and risks for breaches of academic and integrity. • Detecting, monitoring and reporting potential breaches of academic integrity as set out in the relevant Rules, policies and procedures. • Acting upon the decision(s) of academic integrity investigations. • Keeping informed about existing and emerging academic misconduct developments. • Supporting students in developing, understanding and applying the academic integrity principles.
Students	• Undertaking all University activities in accordance with the Student Charter and the University of Canberra (Student Conduct) Rules 2023. • Understanding rights and responsibilities under the University's Student Charter. • Completing the Academic Integrity Module (AIM) in their first teaching period of each calendar year of study at the University, and as required subsequently. • Completing the Research Integrity Module (RIM) if a higher degree by research (HDR) student. • Upholding and applying the principles of academic integrity in all academic activities, including group work. • As referred by faculty, undertake training in academic integrity standards including guides to academic referencing, researching and note taking, and understanding assessment tasks. • Seek further information and guidance if uncertain about applying academic integrity principles.
Integrity & Resolution	• Advising staff on the application of academic misconduct rules, policy and procedure. • Supporting faculties in identifying and investigating potential academic misconduct. • Supporting the development of academic integrity education and communications for staff and students. • Providing insights to support staff to respond to academic integrity concerns.
Student Conduct Committee	• As defined in the University of Canberra (Student Conduct) Rules 2023
Student Conduct Officer	• As defined in the University of Canberra (Student Conduct) Statute 2015
Student Connect	• Assisting in the monitoring of the completion of AIM for Students requirement, by sending SMS reminders to students who have not completed the AIM requirement and blocking the release of results to students who have not completed the AIM requirement until the requirement is met (based on advice from Learning & Teaching (L&T)).
Third-Party Institutions and Staff	• Adhering to the University of Canberra's academic integrity principles and values. • Completing the University of Canberra's Academic Integrity Module.
Unit Convener	• Embedding principles of academic integrity in all unit materials. • Designing assessments to reduce opportunities for breaches of academic integrity. • Including information about academic and research integrity expectations in unit materials, learning activities, and assessment instructions. • Supporting students in developing their study skills. • Ensuring students have information about how to request a Reasonable Adjustment Plan. • Providing information about the conditions under which extensions can be requested and ensure students are aware of the associated policy and procedure. • Publicising the academic integrity statement that students must agree to when submitting an assessment. • Monitoring known and suspected academic cheating sites for sharing of the University's assessments and course materials and take appropriate action in consultation with the Associate Dean, Education (ADE) (or equivalent).

Section 6 - Definitions

Term	Definition
Academic integrity	Using, generating and communicating information in an ethical, honest and responsible manner in all academic activities. Within this Policy, academic integrity is used as an overarching term, with research integrity being a type of academic integrity.
Academic Integrity Module (AIM)	A module designed to train staff and students about integrity issues related to academic activities.
Academic Misconduct	As defined in the University of Canberra (Student Conduct) Rules 2023.
Artificial Intelligence (AI)	Tools or technologies that replace and simulate human effort to analyse or generate data or other content. See also 'Generative Artificial Intelligence (GenAI)'.
Assessment	As defined in the University of Canberra (Student Conduct) Rules 2023
Cheating Site	As defined in the University of Canberra (Student Conduct) Rules 2023.
Education	Learning, teaching and assessment activities undertaken by staff and students.
Generative Artificial Intelligence (GenAI)	A subset of artificial intelligence focused on creating new content and data. GenAI systems can produce outputs that are statistically similar to human-created data, including text, images, audio and other forms of media. See also 'Artificial Intelligence'.
Higher Order Thinking	Thinking that goes beyond the basic observation of facts and memorisation. It encourages the application, analysis, synthesis and evaluation of knowledge. This concept is based on Bloom's Taxonomy of thinking skills.
Hurdle Requirement	As defined in the Assessment Procedures.
Learning	Activities undertaken to acquire knowledge and skills, including the completion of assessments.
Learning Management System (LMS)	The online location where assessment is submitted by students with feedback and progressively awarded Marks and Grades entered by staff for each Coursework Unit.
Misconduct	As defined in the University of Canberra (Student Conduct) Rules 2023.
Research	Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative. (Australian Research Council.)
Research integrity	Research practices, standards and accountabilities consistent with the Australian Code for the Responsible Conduct of Research 2018 and the Research Conduct and Governance Policy. In this Policy, it is a type of academic integrity.
Research misconduct	A serious breach of the Australian Code for the Responsible Conduct of Research 2018 which is also intentional or reckless or negligent.
Research Integrity Module (RIM)	A module designed to train staff and students about integrity issues related to research activities.
Staff	A person who is a member of the University, whether full-time, part-time, continuing, fixed term, casual, or engaged under a third-party arrangement, and includes all academic, professional, technical and administrative officers and employees.
Student	As defined in the University of Canberra (Student Conduct) Rules 2023.
Teaching	Activities undertaken to facilitate and assess learning.
Tertiary Education Quality and Standards Agency (TEQSA)	Australia's independent national quality assurance and regulatory agency for higher education.

Status and Details

Status	Current
Effective Date	31st March 2025
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Custodian	Michelle Lincoln Deputy Vice-Chancellor
Responsible Manager	Tamsin Kelly Director, Education & Student Experience
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