



EYNESBURY
COLLEGE

ACADEMIC INTEGRITY PROCEDURE

SECTION D - PROCEDURE

Related Policy

Academic Integrity Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Expectations of academic integrity	
Academic Director/DoS	1.1	During Orientation, discuss Academic Integrity. Explain All My Own Work module to HEP students.	
Student	1.2	Familiarise yourself with the Academic Integrity Policy and associated procedure.	
HEP student only	1.3	Complete the All My Own Work module in your first trimester.	
Academic staff member	1.4	Upon commencement of employment, ensure you read and understand the Academic Integrity Policy.	
	1.5	Inform students of Eynesbury's Academic Integrity Policy and associated procedure during the study period.	
	2	Issues of poor academic practice	
Academic staff member	2.1	Where there are issues involving potential penalties that relate to poor academic practice notify the AIO.	
AIO	2.2	Review the issue and evidence and, where required, contact the teacher and/or student for more information.	
	2.3	Record the details of the alleged poor academic practice in the central register and academic misconduct form if required.	
Academic Staff Member/Student	2.4	Supply additional evidence/details as required to the AIO.	
AIO	2.5	Review the additional evidence/details.	
	2.6	Determine whether poor academic practice has occurred and use the Academic Integrity Penalty Guidelines to determine the required penalty.	
	2.7	Add the outcome and penalty to the central register.	
	2.8	Notify the student of the outcome and their right to an Appeal.	
	3	Issues of academic misconduct (internal assessments)	

Responsible	Procedure Steps		W/I
Academic Staff Member	3.1	Where there are issues involving potential penalties that relate to academic misconduct notify the AIO.	
AIO	3.2	Review the issue and evidence and, where required, contact the teacher and/or student for more information.	
	3.3	Record the details of the alleged poor academic misconduct in the central register and academic misconduct form if required.	
Academic Staff Member	3.4	Supply additional evidence/details as required to the AIO.	
AIO	3.5	Review the additional evidence/details.	
	3.6	Determine whether academic misconduct has occurred and use the Academic Integrity Penalty Guidelines to determine the required penalty.	
	3.7	Add the outcome and penalty to the central register.	
	3.8	Notify the student of the outcome and their right to an Appeal.	
	4	Examination/External Assessment incidents	
Invigilator/Chief Invigilator	4.1	Record the incident in the Examination/External Assessment Incident Form and submit to the AD/DoS.	
	4.2	Arrange for the student to meet with a member of the Academic Directorate immediately after the examination to discuss the incident.	
Academic Director /DoS	4.2.1	If the student does not meet with a member of the Academic Directorate immediately after the examination, contact the student and advise them that they have two working days to contact the Academic Directorate to discuss the incident otherwise an outcome will be decided without their response.	
	4.2.2	If the student does not respond to the request within two working days proceed with the investigation.	
	4.3	Review the Examination/External Assessment Incident Report, available evidence, and any information provided by the student.	
	4.4	If a breach is determined record in the central register and in Navigate. Use the Academic Integrity Penalty Guidelines to determine the required penalty.	
	4.5	Notify the student of the outcome and their right to an Appeal.	
	5	Reporting	

Responsible	Procedure Steps		W/I
Academic Support	5.1	If required, notify the student of Eynesbury College's Intention to Report (ITR) for academic misconduct.	
	5.2	If no appeal is submitted, report the student through PRISMS.	
	6	Appeals	
Student	6.1	If you want to lodge an appeal against the decision refer to the Student Grievances and Appeals Policy and Procedure.	
	7	Academic Monitoring	
Academic Director/DoS	7.1	Provide a report of poor academic practices and academic misconduct to the Board of Examiners three times a year, if any.	
	7.2	Provide a report of poor academic practices and academic misconduct to the Academic Board four times a year, if any.	

D.2 Supporting Documentation

Related material	Location
AIO Orientation Presentation	Academic Directorate

Form templates	Location
Examination Incident Form Template	Academic Directorate
Academic Misconduct Form Template	Academic Directorate

Records (including completed forms)	Location
Records (of issues/cases)	Central register; Navigate
Examination Incident Report	Academic Directorate
Academic Misconduct Form	Student file

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	v1.0
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