



EYNESBURY
COLLEGE

ELICOS ACADEMIC INTEGRITY PROCEDURE

SECTION D - PROCEDURE

Related Policy

Academic Integrity Policy

D.1 Procedure

Responsible	Procedure Steps	W/I
	1 Student information about academic integrity and submission of assignments	
Teacher	1.1 Inform students of Eynesbury College's policies on Academic Integrity and academic misconduct.	
Student	1.2 Familiarise yourself with the Academic Integrity Policy and associated procedure.	
	2 Issues of poor academic practice in assessments (not including examinations), Level 1	
Teacher	2.1 Where there are issues that relate to academic integrity notify the AIO.	
AIO	2.2 Review the issue and evidence and where required contact the teacher and/or student for more information.	
Teacher/Student	2.3 Supply additional evidence/details as required.	
AIO	2.4 Review the additional evidence/details.	
	2.5 Advise the student and teacher of the outcome.	
	2.6 Record the details and outcome in the central register and student management system.	
AIO and Teacher	2.7 Meet with student for counselling.	
	3 Where an issue of academic misconduct is found in assessments (not including examinations), Levels 2 and 3	
AIO and Teacher	3.1 Meet with the student to discuss the issue.	
AIO	3.2 Review the evidence	
	3.3 Discuss with the Director of Studies (DoS) in cases where the potential severity of the penalty needs DoS approval.	
	3.4 Record the issue, the outcome and any penalty in the central register and student management system.	
	3.5 Advise the student of the outcome and any penalty.	

Responsible	Procedure Steps		W/I
AIO and Teacher	3.6	Meet with the student for counselling and complete the Academic Misconduct Form if necessary.	
Student	3.7	Complete any action required as outlined in the Academic Misconduct Form.	
	4	Examination breaches	
Invigilator/teacher	4.1	Report the breach to the Director of Studies.	
Director of Studies	4.2	Review the evidence and record in the central register and student management system.	
	4.3	If a breach is determined advise the student of the outcome and record in the central register and student management system.	
	5	Reporting	
Program Support	5.1	If required, notify the student of Eynesbury College's Intention to Report 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 .	

D.2 Supporting Documentation

Related material	Location
None.	

Form templates	Location
None.	

Records (including completed forms)	Location
Records (of issues/cases)	Central register; student management system

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	2.0
Date of Effect	5/2019
Privilege Level	Public