



EYNESBURY
COLLEGE

FSP AND HEP 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 Integrity Officer (AIO)	1.1	During Orientation, discuss Academic Integrity and the All My Own Work module (for HEP students only).	
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	Inform students of Eynesbury's Academic Integrity Policy and associated procedure during trimester.	
	2	Issues of academic integrity in assessments (not including examinations or tests)	
Academic staff member	2.1	Where there are issues involving potential penalties that relate to academic integrity notify the AIO (FSP) or the Module Coordinator (HEP) who will notify the AIO.	
AIO	2.2	Record the details of the misconduct in the central register.	
	2.3	Review the issue and evidence and where required contact the teacher and/or student for more information.	
Staff member /Student	2.4	Supply additional evidence/details as required.	
AIO	2.5	Review the additional evidence/details.	
	3	Where no further action is required	
AIO	3.1	If no further action is required advise the student and lecturer of the outcome.	
	3.2	Record the outcome in the central register and student management system.	
	4	Where an issue of academic integrity is found in assessments (not including examinations or tests)	

Responsible	Procedure Steps		W/I
AIO	4.1	Email the student to arrange a meeting with the AIO.	
Student	4.2	Follow the instructions in the email Note: If you do not follow the instructions in the email and do not contact the AIO, a decision will be made without your involvement.	
AIO and Student	4.3	Review the evidence and discuss the issue.	
AIO	4.4	Discuss with the Academic Director (AD) in cases where the potential severity of the penalty needs AD approval.	
	4.5	Record the outcome and any penalty in the central register and student management system	
	4.6	Notify the student of the outcome and complete the Academic Misconduct Form.	
	5 Examination/test breaches		
Chief Invigilator	5.1	Record the breach in the Examination Incident Report and submit to the AD.	
Academic Director (AD)	5.2	Review the Examination Incident Report and evidence with the student.	
	5.3	If a breach is determined record in the central register and student management system.	
	5.4	Advise the student of the outcome.	
	6 Reporting		
Program Support	6.1	If required, notify the student of Eynesbury College's Intention to report for academic misconduct.	
	6.2	If no appeal is submitted, report the student through PRISMS.	
	7 Appeals		
	7.1	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
AIO Orientation Presentation	HEP Academic Directorate

Form templates	Location
Examination Incident Report Form Template	HEP Academic Directorate
Academic Misconduct Form (FSP)	QU Document Repository
Academic Misconduct Form (HEP)	HEP Academic Directorate

Records (including completed forms)	Location
Records (of issues/cases)	Central register; Student management system
Examination Incident Report	HEP 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	2.0
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