

# Student Academic Misconduct Penalty Schedule

## 1 Purpose

To set out the penalties for Academic Misconduct.

## 2 Scope

This schedule must be read in conjunction with the Student Academic Misconduct Procedure and is subordinate to it.

## 3 Schedule

A penalty for a particular Student is determined on the basis of the evidence and on consideration of the following factors:

- whether it is reasonable to believe that the Student did not intend to gain an unfair advantage
- whether the Student is in their first eight (8) Courses of study
- the extent to which the Student has previously engaged with educational/remedial actions relating to Academic Misconduct, including those required by a previous finding of Academic Misconduct
- whether the Student makes any admission of Academic Misconduct
- the nature and extent of the Academic Misconduct
- the impact of the Academic Misconduct
- the timing of notification to the Student regarding an earlier finding of Academic Misconduct in relation to the date of submission of the Assessment Item that forms the basis of the current finding
- the requirements of the *Human Rights Act 2019* (Qld).

The penalty should be proportionate and commensurate with the level, significance and impact of the Academic Misconduct. Educational interventions which inform the Student about appropriate academic practice must be applied in addition to any penalties outlined in the table

below.

The descriptions listed are common scenarios and are not exhaustive.

Category and/or Description	Penalty or Remedial Action	Approval
<p>Intervention for poor academic practice</p> <ul style="list-style-type: none"> <li>• Plagiarism, Self-plagiarism or Collusion</li> <li>• No prior breaches recorded</li> </ul>	<p>One or more of the following actions:</p> <ul style="list-style-type: none"> <li>• Direct the Student to undertake relevant academic skills development</li> <li>• Direct the Student to complete additional training in Academic Integrity</li> <li>• Direct the Student to resubmit the Assessment Item after correcting areas of poor academic practice</li> <li>• Direct the Student to submit additional supporting material and demonstrate an understanding of Academic Integrity standards</li> </ul>	<p>School/College Academic Integrity Lead</p>
<p>Category 1</p> <ul style="list-style-type: none"> <li>• Instances of Plagiarism, Self-Plagiarism or Collusion that appear to be a consequence of inadequate skills in the conventions of academic writing conventions or arising</li> </ul>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Give the Student a warning</li> <li>• Allocate a Mark based on the portion of the Student's Assessment Item that is unaffected by the Academic Misconduct</li> </ul>	<p>School Associate Head (Learning, Teaching and Student Success), or College equivalent</p>

<p>from carelessness</p> <ul style="list-style-type: none"> <li>• Instances of Plagiarism or Collusion that do not suggest the Student deliberately intended to gain an unfair advantage</li> <li>• No more than one prior Category 1 breach recorded</li> <li>• Previous finding of inadequate academic practice resulting in an educative intervention process</li> </ul>	<ul style="list-style-type: none"> <li>• Allow the Student to resubmit the Assessment Item to achieve a Mark no higher than the minimum "pass" mark for the Assessment Item</li> <li>• Allow the Student to undertake an alternative Assessment Item to achieve a Mark no higher than the minimum "pass" mark for the Assessment Item</li> <li>• Impose a reduction in the Marks achieved by the Student for the Assessment Item in which the Academic Misconduct occurred</li> </ul>	
<p>Category 2</p> <ul style="list-style-type: none"> <li>• Instances of Academic Misconduct that suggest the Student deliberately intended to gain an unfair advantage</li> <li>• Two or more prior Category 1 breaches recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Award zero Marks for the Assessment Item affected by Academic Misconduct, which may or may not result in a Fail Grade for the Course</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Award zero Marks for the Course in which the Academic Misconduct occurred, resulting in a Fail Grade for the Course</li> </ul>	<p>Head of School/College</p>
	<p><b>In addition to the above, one</b></p>	<p>For Suspension up to and</p>

	<p><b>of the following:</b></p> <ul style="list-style-type: none"> <li>• Suspension from the University for a period up to and including 12 months; or</li> <li>• Suspension from the University for a period of more than 12 months; or</li> <li>• Permanent Expulsion from the University</li> </ul>	<p>including 12 months: Panel (refer to Section 4.7.1 of the Student Academic Misconduct Procedure)</p> <p>For Suspension of more than 12 months: Deputy Vice-Chancellor (Academic Affairs) on the recommendation of the Panel</p> <p>For permanent Expulsion: Provost on the recommendation of the Deputy Vice-Chancellor (Academic Affairs)</p>
--	--	---

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Academic Affairs)
<b>Responsible Officer</b>	Heads of School/College
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Student Academic Integrity Policy</a>
<b>Approved Date</b>	27/6/2024
<b>Effective Date</b>	2/9/2024
<b>Review Date</b>	2/9/2029
<b>Relevant Legislation</b>	
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Student Academic Misconduct Procedure</a>
<b>Related forms, publications and websites</b>	

## Definitions

### Terms defined in the Definitions Dictionary

#### [Academic Integrity](#)

Academic Integrity means acting with the values of honesty, trust, fairness and respect in learning, teaching and Research. It is important for Students, academics, Researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to Students. Academic Integrity is important for an individual's and an institution's reputation (EAIP, 2013).

#### [Academic Misconduct](#)

Academic Misconduct encompasses all behaviours, including doing as well as attempting to do, any of the acts, omissions or activities that constitute Academic Misconduct: involving the misrepresentation of academic achievement; or undermining the core values (honesty, trust, fairness and respect) of Academic Integrity; or breaching Academic Integrity; whether intentional or unintentional. Academic Misconduct includes, but is not limited to the following: Plagiarism and Self-plagiarism; using (including for Assessment or review) the work prepared by another person or software, including generative artificial intelligence, as their own without appropriate attribution; Collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others; all forms of Cheating in examinations and other Assessment tasks; Contract Cheating; Promoting ways to breach Academic Integrity or using University resources to support others in breaching Academic Integrity; offering or accepting bribes (money or other favours), e.g. for Admission or for Marks/Grades; and fabrication or falsification of information or Student identity (TEQSA Guidance Note: Academic Integrity, Version 1.2, 28 March 2019).

#### [Assessment Item](#)

An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature.

#### [Collusion](#)

Where a piece of work is produced, in whole or in part, by working closely with one or more individuals or in a group but is presented as if it were the Student's own work. Examples of Collusion may include but are not limited to: working through an assessed task or question and writing the answers or determining the precise approach together so that submitted Assessment is very similar in content, structure and

style; and sharing answers or giving access to questions and answers or completed Assessment Items or tasks.

### [Course](#)

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

### [Course Coordinator](#)

Responsibilities of Course Coordinators include but are not limited to: Course planning, design and development Course Specifications and alignment with Program Learning Outcomes Assessment design, implementation and marking Course delivery and Student learning experiences by providing Student support leadership and guidance of teaching teams engagement with professional and accreditation bodies ensuring currency of disciplinary and content knowledge and expertise reflecting on evaluations for the purpose of quality enhancement of Courses.

### [Expulsion](#)

Means the permanent termination of a Student's Enrolment at the University, including the withdrawal of all rights and privileges and the right to use, enter or be within the premises.

### [Final Grade](#)

A Final Grade is a code that normally represents the outcome of the Assessment of a Student's performance against the learning objectives of a Course but may reflect the outcome of an applicable administrative process.

### [Head of School/College](#)

An academic staff member responsible for the administration of the Course offerings in one or more discipline areas.

### [Mark](#)

An indication of mastery or non-mastery of an Assessment Item that takes the form of a numerical value.

### [Plagiarism](#)

An attempt to obtain undeserved advantage by taking and presenting words, ideas or information from another source as their own, without

appropriate acknowledgement or referencing. This includes all published and unpublished material, whether in manuscript, printed or electronic form, and material generated wholly or in part through the unauthorised or unacknowledged use of artificial intelligence. Re-using one's previously assessed work, in whole or part, for a different assessment item or publication and presenting it as new is also a form of plagiarism.

#### [Self-plagiarism](#)

Self-plagiarism is the unauthorised use of one's own work, in part or in full, for multiple submissions.

#### [Student](#)

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

#### [Suspension](#)

Prohibition from enrolling in a Course or program for a specified period due to misconduct.

#### [University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

#### **Definitions that relate to this schedule only**

**Keywords**

**Record No**

14/732PL