

Research Misconduct Penalty Schedule

1 Purpose

To outline the penalties for Failure to Implement the Code, a Breach in Research, or Research Misconduct by Students and Researchers who are not Employees or Students.

2 Scope

This Schedule applies to:

- Students; and
- Researchers who are not Employees or Students.

This Schedule must be read in conjunction with Research Code of Conduct: Management of Potential Breaches Procedure and is subordinate to it.

3 Schedule

3.1 Student penalties

The penalty or penalties applied should be proportionate and commensurate with the level, significance and impact of the misconduct. A penalty 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;
- the extent to which the Student has previously engaged with educational/remedial actions relating to previous misconduct, including those required by a previous finding of a Failure to Implement the Code, a Breach in Research, or Research Misconduct;
- whether the Student makes any admission of misconduct;
- the nature and extent of the misconduct;
- the impact of the misconduct; and

- the requirements of the *Human Rights Act 2019* (Qld).

Where a Student has been found guilty of Failure to Implement the Code, a Breach in Research, or Research Misconduct on more than one occasion and has been previously penalised in accordance with this Schedule, the penalty will normally be Suspension from the program, unless in the opinion of the Responsible Executive Officer (as per the Research Code of Conduct: Management of Potential Breaches Procedure), there are mitigating circumstances.

3.1.1 Non-HDR Students engaged in Research

Non-HDR Students engaged in Research may be subject to penalties under this Schedule in cases where they are undertaking a Coursework program that includes a Research component (for example, an Honours program), in particular where ethics approval is required or Research Outputs are produced.

Type	Penalties
Failure to Implement the Code or a Breach in Research	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Counselling or training in responsible conduct of Research practices • A reduced or nil result for the Assessment Item affected • A fail Grade for the Course affected • Entry onto the Student Academic Misconduct Register as per the Student Academic Misconduct Procedure • Suspension from the program for a specified period, not normally exceeding 12 months
Research Misconduct	<p>One or more of the following:</p> <ul style="list-style-type: none"> • A fail Grade for the Course in which Research Misconduct occurred • Entry onto the Student Academic Misconduct Register as per the Student Academic Misconduct Procedure • Suspension from the program, with readmission to the program at the discretion of the Deputy Vice-Chancellor (Academic Affairs) and based on consideration of the Student's case for readmission • Revocation of Award, in accordance with the

	<p>Graduations Procedure</p> <ul style="list-style-type: none"> • Referral to the relevant external authorities in cases of potential or alleged unlawful activity, including but not limited to fraud, breach of a code or law, or wilful damage to University property
--	---

3.1.2 HDR Students

Type	Penalties
Failure to Implement the Code or Breach in Research	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Counselling or training in responsible conduct of Research practices, with or without the supervisory team • Reprimand and formal warning • Rectification of the misconduct
Research Misconduct	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Rectification of the misconduct • If prior to examination, the HDR Student may be required not to submit affected Research for examination or for publication. This may include: <ul style="list-style-type: none"> ◦ Any section(s) or all of a Thesis ◦ Any examinable component such as an exegesis or Research artefact ◦ Any work submitted or accepted for publication • Where there is a publication that has been submitted or published that relies on affected Research, the HDR Student may be directed to: <ul style="list-style-type: none"> ◦ Where they are the sole or corresponding author, take the necessary steps to retract the publication (evidence to be provided to the Dean, Graduate Research School) ◦ Where they are one of the co-authors, advise the corresponding author of the finding and of the

	<p>need to retract the publication and for any other co-authors to be advised (evidence to be provided to the Dean, Graduate Research School)</p> <ul style="list-style-type: none"> • Reimbursement or contribution towards the cost of rectifying any damage, in line with the University's Insurance Policy and related Procedures • Withdrawal of Research funding • Suspension or termination of scholarship • Suspension from the program, with readmission to the program at the discretion of the Dean (Graduate Research School) and based on consideration of the HDR Student's case for readmission • Termination of candidature • Expulsion • If after examination and pre-Award, a fail Grade for the thesis • Revocation of Award, in accordance with the Graduations Procedure • Referral to the relevant external authorities in cases of potential or alleged unlawful activity, including but not limited to fraud, breach of a code or law, or wilful damage to University property
--	---

3.1.3 Considerations for International Students

In alignment with the National Code of Practice for Providers of Education and Training to Overseas Students 2018, when a Student is notified of the University's intention to Suspend them, the Student will be advised of their right to access the University's internal Complaints and Appeals process, within 20 University Business Days.

In the case of International Students on a Student visa, the University will advise Students that where a period of Suspension is imposed (following any internal Complaints and Appeals processes, where relevant), the Student's Enrolment status will be reported to the relevant government department. This may affect the end date of the Student's confirmation of Enrolment and Students should seek advice from the government department on the potential impact on their visa.

3.2 Researchers who are not Employees or Students

The penalty or penalties applied should be proportionate and commensurate with the level, significance and impact of the misconduct. Penalties may include one or more of the following:

- Suspension or Expulsion from participation in University committees, either permanently or for a specified period.
- Non-approval, or withdrawal of approval to work on collaborative Research projects with the University.
- Retraction of any awarded Titles including, but not limited to, visiting academic, adjunct and honorary Titles.
- Reporting of misconduct to the Researcher's employer.
- Referral to the relevant external authorities in cases of potential or alleged unlawful activity, including but not limited to fraud, breach of a code or law, or wilful damage to University property.

4 References

Nil.

5 Schedule Information

Accountable Officer	Deputy Vice-Chancellor (Research and Innovation)
Responsible Officer	Deputy Vice-Chancellor (Research and Innovation)
Policy Type	University Procedure
Policy Suite	Research Code of Conduct Policy
Approved Date	6/10/2025
Effective Date	6/10/2025
Review Date	6/10/2030
Relevant Legislation	Education Services for Overseas Students Act 2000 Higher Education Standards Framework (Threshold Standards) 2021 Human Rights Act 2019

	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Act 2020
Policy Exceptions	Policy Exceptions Register
Related Policies	Admissions, Enrolment and Graduations Policy Code of Conduct Policy Higher Degree by Research Student Policy Insurance Policy Research Code of Conduct Policy Research Policy Student General Conduct Policy Student Grievance Resolution Policy
Related Procedures	Graduations Procedure Higher Degree by Research Student Academic Misconduct Procedure (under development) Research Code of Conduct: Management of Potential Breaches Procedure Student Academic Misconduct Procedure Student Appeals Procedure Student Grievance Resolution Procedure
Related forms, publications and websites	
Definitions	Terms defined in the Definitions Dictionary 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).

[Appeal](#)

A formal, written request made by a Student or Employee to a higher authority to have a Decision overturned.

[Award](#)

The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule .

[Breach in Research](#)

A breach is defined as a failure to meet the principles and responsibilities of the Code, and may refer to a single breach or multiple breaches. Breaches of the University Research Code of Conduct and the Australian Code for the Responsible Conduct of Research occur on a spectrum, from minor (less serious) to major (more serious).

[Complaint](#)

A Complaint is an “expression of dissatisfaction made to or about the University, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”.

[Decision](#)

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Enrolment](#)

The process of admitting Students to one or more Courses for the current Academic Year.

[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.

[Failure to Implement the Code](#)

Failure to Implement the Code occurs when a Researcher who, individually, or as part of a team, fails to take responsibility for achieving the standards aspired to in the Research Code of Conduct Policy and/or in Part A of the Australian Code for the Responsible Conduct of Research.

[Grade \(noun\)](#)

A Grade is a code that indicates the status of the Assessment of Student performance against the Learning Outcomes of a Course.

[Higher Degree by Research \(HDR\) Student](#)

A Student enrolled in an HDR program.

[International Student](#)

A Student who is not an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

[Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

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.

Research Misconduct

Breaches of the University Research Code of Conduct and the Australian Code for the Responsible Conduct of Research occur on a spectrum, from minor (less serious) to major (more serious). Some major/serious breaches may be regarded as 'research misconduct'. The University uses the definition recommended in the National Health and Medical Research Council Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research and defines Research Misconduct as a serious breach of the Code which is also intentional or reckless or negligent. The use of the term Research Misconduct for serious breaches will be considered in the context of other institutional processes. Regardless of whether a Code investigation and an investigation done under an employment or student disciplinary agreement are separate or integrated, the University will take all reasonable steps to ensure that these do not conflict, or hinder the timely implementation of all corrective actions. Research misconduct does not include honest differences in judgement. Unintentional errors do not usually constitute research misconduct unless they result from behaviour that is reckless or negligent. Repeated or persistent breaches will likely constitute a serious breach, which will trigger consideration of Research Misconduct.

Researcher

Any person/s involved in Research Activities at, or on behalf of the University. This includes, but is not limited to Employees, Students, visiting scholars, research partners, research affiliates, holders of Honorary or Adjunct positions.

Schedule

A Schedule is normally subordinate to a Procedure and provides a greater level of detail on a particular aspect of the Procedure to

	<p>support effective implementation.</p> <p>Student</p> <p>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.</p> <p>Suspension</p> <p>Prohibition from enrolling in a Course or program for a specified period due to misconduct.</p> <p>Title</p> <p>A term used to specify a particular academic rank or recognise a particular contribution to the University or the community.</p> <p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p>University Business Days</p> <p>The days of Monday to Friday inclusive between 9am and 5pm Australian Eastern Standard Time (AEST), with the exclusion of gazetted Public Holidays for the relevant campus location, plus the closure of the University between 25 December and 1 January in the following year inclusive as specified in the Enterprise Agreement, as well as any closure of the University either at one or several campuses in accordance with a direction of the Crisis Management Team.</p>
	<p>Definitions that relate to this schedule only</p>
Keywords	
Record No	24/393PL