

# Academic Integrity Procedures 2025

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## Part 1 Purpose and application

### 1.1 Purpose

- (1) These procedures outline Taylors College's process for managing academic integrity.

### 1.2 Start date

- (1) These Procedures commences the day after the day on which it is registered.

### 1.3 Application

- (1) These Procedures apply to all students currently enrolled in the University of Sydney Preparation Program

## Part 2 Education and training of students in academic integrity and misconduct

- (1) Students will be informed of the College's expectation to uphold academic integrity and what legitimate cooperation is through the completion of certain mandatory tasks within the first ten weeks of study. The College will ensure the completion of these tasks.
  - (a) a pre-arrival module.
  - (b) an interactive online course on academic integrity.
  - (c) training in the use of invigilation and text matching software.
- (2) Students who do not complete their mandatory training will not receive a transcript, nor an attendance certificate. The College will provide students relevant education in academic writing and a consistent referencing convention. A common referencing style guide will be promoted at the College.
- (3) Students will be expected to attend meetings which will inform them of the examination rules and outline behavioural expectations during assessments and/or examinations.
- (4) Students are required to agree to an academic integrity statement at the start of every formal examination and on every assignment being submitted to certify that it is their own work.

## Part 3 Training of staff and teaching affiliates on academic integrity

- (a) Staff and teaching affiliates are informed of the College's policy and procedures to uphold academic integrity through the completion of the following tasks within the first ten weeks of employment or appointment. Academic Managers will monitor and ensure the completion of these tasks.
- (b) an interactive online course on academic integrity.
- (c) Staff and teaching affiliates will be informed of the College examination rules and assessment rules and the invigilation of these tasks.
- (d) Staff and teaching affiliates will receive training in and adhere to copyright regulations. Staff and teaching affiliates will be expected to model and teach the common referencing style guide.

## Part 4 Assessment strategies to promote academic integrity

- (a) Academic staff will design assessment tasks to minimise opportunities for academic misconduct. Strategies may include but are not limited to:
- (b) monitoring stages of an assessment task and providing feedback.
- (c) using an oral presentation as part or all of the assessment.
- (d) using randomisation in test construction; and/or using sequential online exams.
- (e) setting students informal tasks and providing feedback to prepare them for formal assessment tasks.
- (f) Academic staff will use text matching software to check written assessments submitted electronically to detect plagiarism.

## Part 5 Conduct and security of exams

- (a) The College provides students with a set of examination rules which apply to all examinations. Students are reminded of the rules immediately prior to the commencement of every examination.
- (b) Online exams, where applicable, and the invigilation arrangements for these, will be communicated to students.
- (c) Examinations, where possible, are scheduled at the same time and conducted for the same duration.
- (d) All students will have their identity verified for all examinations.
- (e) Academic staff will invigilate examinations and ensure appropriately spaced seating arrangements during face-to-face examinations.
- (f) Academic Managers will ensure examination papers are kept securely at all times.

## Part 6 Reporting and investigating academic misconduct in these Procedures:

- (a) Staff and teaching affiliates who identify potential academic misconduct must report it to the relevant Academic Manager (or delegate) in writing.
- (b) The Academic Manager (or delegate) reviews the allegation and supporting evidence, makes an initial decision as to whether the matter is to proceed and within 5 working days either:
  - (c) dismisses the allegation or
  - (d) contacts the student, communicates the allegation to them and invites them to respond formally in writing. The student may be requested to attend an interview and can have a support person present.
- (e) If the student replies to the allegation, the Academic Manager or delegate investigator will record the response in the Academic Misconduct Register and any additional supporting evidence in the SMS. The investigation will be completed in no more than 20 working days. Where this may not be possible, students will be advised of the projected time frame and reasons for the delay.
- (f) The investigation will include a review of any recorded information of the student's prior academic misconduct history, such as previous penalties.
- (g) The Academic Manager (or delegate) may use an alternative task or viva voce as part of the investigation to determine if the work produced and submitted is the student's own work.
- (h) If the decision is to dismiss the allegation, this would mean there is insufficient evidence to support the allegation and therefore no clear grounds for the allegation to be put to the student.
- (i) In all other instances, the student will be contacted in writing, including after initial meetings, and will have the right to reply to the allegation within 5 working days.
- (j) If a student admits to the allegation, the matter will be considered for an appropriate penalty and will not require further investigation.
- (k) If there is no response from the student by the due date, the decision will be made based on the information available to the College.
- (l) If the student is found guilty of the allegation based on the information available to the College, they will be assigned a penalty from the Schedule of Penalties for Academic Misconduct. The Academic Manager (or delegate) will inform the student of the decision and of their right to appeal (as per the Student Complaints and Appeals Policy and Procedures).
- (m) The Academic Manager (or delegate) will record details of the academic misconduct, investigation and the penalty in the Academic Misconduct Register and in the SMS. Where academic misconduct is found not to have occurred, or further remedial action is needed, the Academic Manager will record details of the investigation and the outcome in the SMS.

## Part 7 Penalties for academic misconduct

- (a) Penalties are based on the severity and frequency of academic misconduct.
- (b) The Schedule of Penalties for Academic Misconduct is used as a guideline to determine the penalty for academic misconduct. The College may consider other factors when determining a student misconduct penalty. Other considerations may be given in reaching an outcome for a breach of academic integrity. An appeal cannot be made against a penalty based on inconsistency with the Schedule of Penalties for Academic Misconduct. Where a student is found to have engaged in academic misconduct, penalties could include:
  - (c) further training in the College's expectations of academic integrity, involving a workshop or an online unit.
  - (d) resubmission of an assessment task with no reduction in score.
  - (e) a 10% reduction in score.
  - (f) resubmission of an assessment, for a maximum of 50% of the total mark.
  - (g) zero for assessment.
  - (h) zero for subject.
  - (i) cancellation of enrolment; or
  - (j) cancellation of transcript (if already issued).
- (k) A student will be advised of the outcome of investigations into academic misconduct and if any penalties apply.
- (l) Where a student is not found to have engaged in academic misconduct, the allegations will be dismissed, and no penalties will apply.
- (m) Where a student is found to have engaged in academic misconduct, they may lodge an internal appeal against the decision in accordance with the Student Complaints and Appeals Policy and Procedures. [USPP Complaints and Appeals Policy and Procedures](#)
- (n) Notification of verified academic misconduct findings that result in cancellation of a student's enrolment or the cancellation of a student's transcript (if already issued) will be reported to the University of Sydney, as the principal provider of the course in which a student is enrolled, at the conclusion of the case.
- (o) Please refer to the Cancellation and Refunds Policy and Procedures for refund entitlements in the event of a student's exclusion by cancellation of enrolment.

## Part 8 Reporting trends in academic misconduct and quality assurance

- (a) The College is responsible for monitoring, analysing and reporting academic misconduct. This will include a comparison of data on the number of incidences, nature, and penalties at the end of each semester, which will be provided to the USFP Board of Studies.
- (b) The academic managers will make recommendations on improving teaching and learning practices.

## Part 9 Penalties for Academic Misconduct

### 9.1 Schedule of Penalties for Academic Misconduct

- (1) The following four criteria: type of misconduct, timing in program, history of misconduct, intentionality will serve as the foundation for assessing cases of academic misconduct. Each criterion is assigned a specific score, and the aggregate score reflects the overall severity of the misconduct. A higher total indicates a greater level of severity or culpability associated with the behaviour in question.

Score	Score 1	Score 2	Score 3	Score 4	Score 5
Type of Misconduct	<b>Plagiarism or Collusion</b> (limited in scope, e.g. a small portion of an assignment)	<b>Moderate plagiarism/collusion</b> (significant portions copied, or repeat pattern in the work)	<b>Serious cheating in assessment</b> (e.g. using unauthorized notes in an exam, using unauthorised precluded software, copying a major part of an assignment)		<b>Contract cheating or Academic Fraud</b> (outsourcing work through third party which can include Artificial Intelligence, impersonation in exam, fabrication of data/credentials, or bribery)
Timing in Program	<b>Misconduct in first semester of study</b> (student is new to the College)		<b>Misconduct in a subsequent semester</b> (student has had time to learn academic conventions)		
History of Misconduct	<b>First offence</b> (no prior proven academic misconduct)	<b>Second offence</b>		<b>Third offence</b>	<b>Fourth or further offence</b>
Intentionality	<b>Unintentional or naive mistake</b> (e.g. due to lack of skill/understanding, no clear intent to cheat)			<b>Deliberate misconduct</b> (intentional cheating or knowing violation of rules)	

## 9.2 Penalty Table

- (1) After scoring the case on the criteria mentioned above, the total score is used to determine the outcome, according to the table below. Penalties are designed to be proportionate to the severity score. For lower scores, the focus is on education, while stricter sanctions apply to higher scores.

Aggregate Score	Penalty / Outcome
<b>4 – 5 (Very Low)</b>	<ul style="list-style-type: none"> <li>– Formal <i>Academic Counselling</i> (recorded warning).</li> <li>– Mandatory <i>academic integrity training</i> (workshop/module).</li> <li>– <i>Resubmission</i> of the assessment with corrections (original mark restored if resubmission is satisfactory).</li> </ul> <p><b>Rationale:</b> Primarily educative response for first-time minor breaches, allowing the student to learn and fix their mistakes without grade penalty.</p>
<b>6 – 8 (Low)</b>	<ul style="list-style-type: none"> <li>– <i>Academic counselling</i> and notation of offence on record.</li> <li>– Mandatory <i>academic integrity training</i> (if not already completed).</li> <li>– Minor grade penalty on the assessment: e.g. 10%-mark reduction OR permitted <i>resubmission capped at a Pass (50%)</i>, depending on the nature of the task and extent of misconduct.</li> </ul> <p><b>Rationale:</b> Ensures there is some consequence (small mark deduction or capped grade) to reinforce the seriousness, while still focusing on remediation.</p>
<b>9 – 12 (Moderate)</b>	<ul style="list-style-type: none"> <li>– <i>Academic counselling</i> (meeting with Academic Manager/Academic Co-ordinator to discuss breach).</li> <li>– Required <i>retraining</i> (Epigeum module training).</li> <li>– Significant assessment penalty: typically, a substantial mark reduction (50%). The student fails the assignment but may still pass the Module if other work is satisfactory.</li> </ul> <p><b>Rationale:</b> A stronger punitive response for serious first offences or repeat minor offences. The student's overall progress is jeopardised, underscoring the importance of honest work, yet they have the opportunity to learn and improve in remaining assessments.</p>



<p><b>13 – 16 (High)</b></p>	<ul style="list-style-type: none"> <li>– <i>Academic integrity probation:</i> student placed on a formal warning</li> <li>– <i>Zero for assessment.</i></li> </ul> <p><b><i>Rationale:</i></b> This penalty signifies that the misconduct is incompatible with academic success. Failing the assessment serves as a strong deterrent while giving the student to demonstrate improvement.</p>
<p><b>17 – 18 (Very High)</b></p>	<ul style="list-style-type: none"> <li>– <i>Zero grade for the entire module or cancellation of results/transcript</i> if relevant.</li> <li>– <i>Exclusion</i> from Taylors College (program termination).</li> </ul> <p><b><i>Rationale:</i></b> This ultimate penalty is reserved for the gravest breaches (e.g. proven contract cheating or continued misconduct despite prior warnings). It protects academic standards by removing repeat or egregious offenders, as is standard practice across institutions for academic integrity violations.</p>

## Part 10 Notes

### Recissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

ACADEMIC INTEGRITY POLICY AND PROCEDURES 2021

#### **USPP Academic Integrity Procedures 2025**

Date adopted: 30 June 2025

Approver USFP Board of Studies

Owner: College Director

Review date: At least once every 5 years from the date of commencement.

Rescinded documents: Not applicable

Related documents:

- Competition and Consumer Act 2010 (Cth)
- Corporations Act 2001 (Cth)
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)
- National Standards for Foundation Programs
- Privacy Act 1988 (Cth)
- Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures
- Monitoring Course Progress Policy and Procedures
- Progression and Exclusion Policy and Procedures
- Records Management Policy and Procedures
- Student Assessment Policy and Procedures
- Student Code of Conduct
- Student Complaints and Appeals Policy and Procedure
- Student Learning Assistance Policy and Procedures
- Student Misconduct Policy and Procedures
- Student Privacy Policy

## Part 11 Amendment History

Register Version	Approved by	Clause	Amendment	Commenced