

# Breaches of Academic Integrity Checklist



This checklist should be used in conjunction with the [Student Breach of Academic Integrity Procedures](#)

- ☐ **Identify breach**
- ☐ **Collect evidence to support allegation (for example SafeAssign report)**
- ☐ **Discuss the allegation with the student**

The Unit Coordinator must contact the student and arrange for a discussion to take place either in person or by telephone. Only in exceptional circumstances will this step be permitted in writing. Provide student with a *written* summary of discussion.
- ☐ **Counsel the student about appropriate academic practice**

Counselling includes providing information on accessing University student support resources for example [Study and Learning Skills](#) Online CDU Referencing Guide.
- ☐ **Make a determination**

The Unit Coordinator must dismiss the allegation if there is insufficient evidence, or initiate a breach report via the Complaints Management System (CMS) if the allegation is supported.

DO NOT PROCEED IF YOU HAVE NOT DISCUSSED THE ALLEGATION WITH THE STUDENT AND  
COUNSELED THEM ABOUT APPROPRIATE ACADEMIC PRACTICE

- ☐ **Connect to the CMS** <https://apps.cdu.edu.au/complaints/f?p=580:206:0::NO>.
- ☐ **Click on the Report a Breach button** Red button at the top left of the page.
- ☐ **Login using your CDU login** The form may take a couple of seconds to load.
- ☐ **Complete the Student Breach of Academic Integrity Form** (please note that the instruction in the procedure to paste a link to SafeAssign is incorrect – the report will not open for anyone without specific access – attach a pdf of the report if possible).
- ☐ **Attach a brief outline of the discussion about the allegation with the student, including the student's response.**
- ☐ **Include any emails between yourself and the student following the discussion.**

Once submitted, the system will send a link to this case to the Complaints Management unit (CMU) requesting a search for previous breaches

The CMU will search the database for previous breaches – please note that the search will only include cases that have been submitted via the CMS. The CMS must be populated with breaches in order to develop a useful central database

The CMU will update the case and the CMS will email the Unit Coordinator a link to the updated case

Where there are no previous breaches and the Unit Coordinator believes that the breach has resulted from a misunderstanding, inexperience, or carelessness, the following options are available:

- Allow the student to resubmitted the work with the maximum possible grade of Pass; or
- Allow the student to resubmitted the work, taking full account of the deficiencies in achieving the intended learning outcomes

These interventions are part of the educative process and the Unit Coordinator must:

- ☐ Inform the student (in writing) of the outcome, including potential consequences if further breaches are detected
- ☐ Provide the student with comprehensive feedback on current deficiencies
- ☐ Update the CMS with the outcome (there are options on a drop-down menu)

**The case will be reviewed and closed by the CMU – no further action is required by the Unit Coordinator**

Where there are

- previous entries on the register
- the Unit Coordinator believes that the breach has NOT resulted from misunderstanding, inexperience or carelessness
- the breach is related to examinations
- the student maintains denial of a breach of academic integrity in the face of evidence that on the balance of probabilities would lead a reasonable person to conclude that a breach had occurred, and/or
- the student requests escalation of the matter

the Unit Coordinator will escalate the allegation to the College Dean/Head of School

- ☐ Assign the case to the College Dean/Head of School via the CMS

The College Dean/Head of School will thoroughly review the allegation. In the interests of procedural fairness the student must be provided with an opportunity to be heard and due regard given to information provided by the student/s.

If the College Dean/Head of School determines that there is insufficient evidence of a breach the allegation the allegation will be dismissed.

Where the College Dean/Head of School believes that the breach has resulted from misunderstanding, inexperience or carelessness, or there are sufficient mitigating circumstances the College Dean/Head of School will determine, in consultation with the Unit Coordinator:

- That the work is to be resubmitted with a maximum possible grade of Pass; or
- That the work is to be marked taking full account of the deficiencies in achieving the intended learning outcomes

Where the College Dean/Head of School believes the breach has NOT resulted from misunderstanding, inexperience or carelessness, and/or there are not sufficient mitigating circumstances, and/or there are previous entries of a similar nature in the Register, the College Dean/Head of School will:

- Award zero marks for the piece of work/examination in which the breach has occurred; or
- Award a Fail grade for the whole unit of which the piece of work concerned is a part

The College Dean/Head of School may recommend to the Examinations Board that a supplementary assessment is not to be allowed

The following reporting options are available in the CMS. Grade changes will still need to be actioned as per the standard procedure

- ☐ The College Dean/Head of School must inform the student and the Unit Coordinator of the outcome (in writing) within ten (10) working days of having received the allegation.
- ☐ If a decision cannot be made within ten (10) working days the College Dean/Head of School will provide the student with a written notice of the steps being taken to resolve the allegation and an estimate of the time required until a decision can be provided
- ☐ Once a decision has been made, the College Dean/Head of School will update the CMS with the relevant information, including the final notification to the student and the justification for the outcome

In cases of serial breaches of academic integrity, or in cases where the breach is substantial and serious, for example, the purchase or selling of assessment work; stealing of examination papers; or leading collusion rackets the College Dean/Head of School will refer the matter to the Faculty Pro Vice-Chancellor for hearing by a Board of Inquiry

For further information/advice about using the CMS to report academic breaches, please contact the Complaints Management Unit on ext. 7738 or [complaints@cdu.edu.au](mailto:complaints@cdu.edu.au).