



Management of Academic Integrity Warnings for New to Curtin Students Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Statute No. 10 – Student Discipline](#) and the [Academic Misconduct Rules](#)

Strategic Plan Theme: [People and Culture](#)

2. PROCEDURAL DETAILS

The following procedure only applies to academic work that is not considered to be dishonest or unfair when a student meets the criteria of 'New to Curtin'.

- 2.1. In accordance with [Statute No. 10 – Student Discipline](#) and the [Academic Misconduct Rules](#), staff and University Associates will ensure that all incidents of academic misconduct that are suspected on reasonable grounds to be dishonest or unfair will be reported to an Authorised Officer. Reporting will be within a reasonable timeframe and via DIXON.
- 2.2. The following breaches of academic integrity will be managed by the Unit coordinator (or nominee) or HDR supervisor, and will be recorded in DIXON as an academic warning:
 - 2.2.1 Inadequate paraphrasing or inconsistent acknowledgement of sources or both; or
 - 2.2.2 For an assessment, collaboration with another student resulting in any of their academic work
 - 2.2.2.1 being included when it was to be done individually or
 - 2.2.2.2 being included in the other student's work where it was to be done individually.
- 2.3 Unit Coordinators will ensure that students are provided with appropriate educational guidance.
- 2.4 Access to the details of individual incidents within DIXON is limited based on an individual's role. Access to data is with the approval of the Academic Registrar or delegate. Faculties and schools may request de-identified, ad-hoc reports from the Office of the Academic Registrar to support quality improvement.
- 2.5 The Deputy Vice-Chancellor, Academic is responsible for the overall management of Statute 10, associated Rules and warnings provided to students. An aggregate report will be provided to Academic Board biannually for the purpose of monitoring and quality improvement.

3. RESPONSIBILITIES

Responsibilities are as set out in section 2.

4. SCOPE OF PROCEDURE

This procedure applies to students as defined in [Statute No. 10 – Student Discipline](#), staff, and University Associates.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Academic Warning

A warning provided to students in relation to Academic Integrity and active guidance to mitigate possible repetition.

Assessment Quality Panel

School-based panel responsible for monitoring and reporting on the quality assurance and quality improvement processes for assessment in every unit.

DIXON

An electronic workflow and case management system which collects data about student misconduct and warnings for the purpose of university-wide monitoring and support of a holistic response within the learning environment.

Designated Unit – Academic Integrity in the Discipline is the unit within the course in which information and instruction about academic integrity is provided.

New-to-Curtin student

A student enrolled in:

- (a.) any sub-Bachelor course; or
- (b.) an undergraduate or postgraduate course who has not yet successfully completed the designated unit (or appropriate alternative) and:
 - (i) has completed fewer than 50 credit points of study at Curtin;
 - (ii) has been enrolled in fewer than two study periods at Curtin; or
- (c.) a Higher Degree by Research course prior to the successful attainment of candidacy.

Plagiarism

Presenting the work or property of another person as one's own, without appropriate acknowledgement of the other person's contribution.

6. SUPPORTING PROCEDURES

Nil

7. RELATED DOCUMENTS/LINKS

- [Statute No. 10 – Student Disciplinary Statute and associated Rules, including the Academic Misconduct Rules](#)
- [Assessment and Student Progression Manual](#)
- [Course Approval and Quality Manual](#) (Academic Integrity Procedure)
- [Australian Code for the Responsible Conduct of Research](#)
- [Curtin Student Charter](#)
- [Academic Integrity at Curtin: Staff guidelines for avoiding plagiarism](#)
- [Academic Integrity at Curtin: Student guidelines for avoiding plagiarism](#)
- Managing Student Misconduct: Explanatory guide for staff

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Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	30/05/2014	Academic Board	AB 74/14	Attachment 2 to Item No 15.5 (previously titled Plagiarism Policy and Procedures)
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	12/05/2017	Director, Legal and Compliance Services		Updated Policy Compliance Officer