

# ACADEMIC INTEGRITY AND MISCONDUCT POLICY

## 1. Purpose

This policy establishes how Proteus Technologies Pty Ltd, trading as Ikon Institute of Australia (Ikon), shall promote academic integrity and manage academic misconduct.

## 2. Scope

The policy applies to all students enrolled in a course of study at Ikon, undertaking a placement at a third-party organisation as part of their course, and courses delivered in partnership with another provider. The policy also applies to staff involved in the management of academic misconduct. Acts of non-academic misconduct shall be managed under the Student Code of Conduct.

## 3. Related Documents

This policy should be read in conjunction with the following Ikon documents:

- Assessment Policy
- Student Code of Conduct
- Suspected Academic Misconduct Incident Form
- What is Academic Misconduct?
- Classification of Academic Misconduct Matrix
- Academic Misconduct Penalty Matrix
- Grievance & Appeals Policy

All policies and forms associated with this policy can be accessed via the [Policy and Procedures](#) section of the Ikon website and/or the student and staff policy libraries.

## 4. Definition & Key Terms

**"Academic Dishonesty"** means any fraudulent or deceitful behaviour, or attempt to act in this manner, by a student to gain an unfair advantage, mislead academic efforts or misrepresent academic achievements.

**"Academic Honesty"** means all academic work results from a student's efforts, with credit given to the ideas and efforts of others by acknowledging all sources of information and any collaborations.

**"Academic Integrity"** means academic practice and behaviours that reflect the core values of honesty, trust, fairness, respect and responsibility in relation to teaching, learning and research.

**"Academic Misconduct"** means dishonest behaviour or acts that breach the core values of academic integrity, including cheating, collusion, fabrication, fraud, misrepresentation and plagiarism.

**"Allegation"** means a claim or assertion of academic dishonesty or misconduct.

**"Balance of Probabilities"** means a standard of proof established by evidence that suggests that something was more likely to have occurred than not occurred.

**"Collusion"** involves engaging in illegitimate cooperation with one or more other students to complete assessable work. Illegitimate cooperation can unfairly advantage a student or group of students over others.

**"Contract Cheating and Impersonation"** involves getting someone else, digital applications or artificial

intelligence to complete part or all a students work and then submitting the work as if the student had completed it themselves.

**"Exam Cheating"** involves writing 'cheat notes' on the body or materials a student takes into the exam room, attempting to copy from other students, communicating with other students or people outside the exam venue while the exam is in progress, using electronic devices to access information related to the exam while it is in progress, and bringing prohibited items into exams.

**"Fabricating Information"** involves making up information for research-focused assessment tasks, such as experimental or interview data. It can also include inventing sources of data, evidence, or ideas by citing publications that are incorrect or that simply do not exist.

**"Impropriety"** means failing to observe the standards for academic honesty and integrity.

**"Misconduct Panel"** means individuals convened to hear an allegation of misconduct.

**"Academic Integrity Officer"** means a member of the School designated to receive reports and conduct a preliminary assessment of suspected misconduct and the determination of minor acts of misconduct.

**"Plagiarism"** involves submitting work, thoughts and ideas (including people or generative AI) that is not the student's own without acknowledging, citing, or referencing the original source of the work.

**"Recycling or Resubmitting Work"** involves submitting (or resubmitting) work, or parts thereof, that has already been assessed in any subject studied.

## POLICY

### 5. Principles

Academic integrity is vital for a student's reputation and the reputation of lkon as a quality education provider. Allegations of academic misconduct shall be managed on a case-by-case basis with consideration of the following key principles:

- 5.1 Students are responsible for their actions and must maintain high academic honesty and integrity standards.
- 5.2 lkon considers academic misconduct unacceptable because it undermines the core values of academic integrity (honesty, trust, fairness, respect and responsibility).
- 5.3 lkon shall investigate suspected dishonest behaviours or acts of misconduct to maintain academic integrity and protect the interests and reputation of students and lkon.
- 5.4 Allegations of academic misconduct shall be subject to procedural fairness and natural justice principles. Students shall be judged innocent of any misconduct until they have admitted to it or evidence is found of behaviour that breaches academic integrity.
- 5.5 Allegations of academic misconduct shall be treated separately. Any misconduct in the past shall not be regarded as evidence that a student has again behaved dishonestly and breached academic integrity.
- 5.6 Allegations of academic misconduct shall be treated with confidentiality at all times. Disclosure and access to records shall be provided on a 'need-to-know' basis and limited to individuals legitimately involved in the investigation and determination process or as required by law.
- 5.7 Effective communication underpins the student misconduct framework and promotes a culture of academic integrity. Information about what constitutes academic misconduct, how to maintain academic integrity and how allegations and incidents of misconduct are managed is published for all students and staff access.

- 5.8 Investigations and hearings shall be held promptly and within set timeframes to determine whether there is reasonable evidence to confirm that the alleged conduct amounted to academic misconduct. Ikon shall engage in various activities to test the reasonableness of evidence relevant to the allegations.
- 5.0 As a principle of natural justice, students suspected of engaging in academic misconduct shall be provided with written notification with clear and transparent allegation details. Students shall be invited to respond to the allegations in person or writing.
- 5.1 Students choosing to respond by attending hearing proceedings have the right to be accompanied by a nominated support person. A support person cannot be a legal practitioner.
- 5.2 When deciding, Ikon shall establish the facts as far as possible and consider the evidence presented during hearings. Penalties for acts of academic misconduct shall be proportionate, and decisions shall consider the circumstances, intent, severity of the incident, previous acts of academic misconduct and any damage, or potential damage, to the reputation of Ikon.
- 5.3 Students have the right to appeal a decision made concerning academic misconduct.
- 5.4 There is no statute of limitations on suspected acts of academic misconduct. Allegations of academic misconduct shall be investigated under the policy regardless of whether the student is enrolled, has taken a leave of absence, has withdrawn their enrolment or has graduated.

## **6. Roles & Responsibilities**

- 6.1 Ikon has a responsibility to:
- provide guidance and resources on academic integrity for students and staff, including professional development opportunities for staff covering best practices in course design, delivery and assessment to deter academic misconduct and tools to detect it.
  - take preventative action to mitigate foreseeable risks to academic integrity and address underlying causes of academic misconduct.
  - take steps to ensure timely investigation of allegations of breaches of academic integrity.
  - maintain, monitor and act on academic integrity data for quality assurance and continuous improvement.
  - maintain accountability for academic integrity in arrangements with any other party involved in the delivery of learning activities, courses or placement on behalf of Ikon.
- 6.2 Staff have a responsibility to:
- be aware of policies, procedures and guidelines that support and promote academic integrity.
  - engage in professional development opportunities supporting best practice in maintaining and promoting academic integrity in teaching and learning.
  - model academic integrity in their teaching, research and professional practice.
  - provide instruction to students about expectations of academic integrity.
  - provide students with active learning opportunities, guidance and feedback on academic integrity.
  - design and implement assessment strategies that minimise the potential for breaches.
  - implement security practices for the submission and return of assessments, production and storage of examination papers and the sitting of examinations, including in an online forum.
  - report suspected acts of academic misconduct under this policy.
- 6.3 Students have a responsibility to:
- familiarise themselves with the rules and expectations of academic integrity using the

information and guidance provided by lkon and staff.

- actively participate in academic integrity education training and support opportunities made available by lkon and seek additional assistance or clarification when in doubt.
- submit original work for all assessments (individual and group) that meets the requirements of academic integrity and good academic practice by appropriately acknowledging all sources of information.
- complete assessments independently except where the instruction dictates participation in a group assessment task requiring a joint group response to a task.
- ensure the scholarship of the group's submissions has been conducted honestly.
- act by the values of academic integrity and avoid dishonest behaviours that could be considered academic misconduct.

## **7. Promoting a Culture of Academic Integrity**

7.1 lkon supports and resources the promotion of a culture of academic integrity across all courses and campuses based on the following broad strategies:

- publication of policies, procedures and guidelines to support the student misconduct framework and inform students and staff about expectations for academic integrity, the impact of academic misconduct and the process for managing academic misconduct.
- taking corrective action to mitigate foreseeable risks to academic integrity, including avenues for reporting and hearing suspected academic misconduct, proportionate responses to academic misconduct that include the opportunity for education, and a centralised register to record allegations and incidents of misconduct.
- guide and support students and staff to develop good academic practices to promote and maintain academic integrity, including orientation programs, academic skills training and professional development training for teaching staff and academic integrity decision-makers.
- ensuring academic integrity is also maintained in third-party arrangements with other providers to deliver learning activities, courses or placement on behalf of lkon.
- data-driven analysis, monitoring and reporting of breaches, students at risk and third-party performance to understand the underlying patterns and causes of any identified lapses or deteriorations of academic integrity.

7.2 Assessments are set with the expectation that the work is the sole effort of the student (or the efforts of an assigned group of students) and implement strategies to reduce opportunities for breaching academic integrity, including but not limited to:

- setting standards-based assessment strategies that evidence the level of achievement of prescribed learning outcomes and include a variety of assessment tasks staged throughout the trimester to ensure assessment is not solely reliant on a single task.
- structuring group assessments to include a percentage for individual contribution allowing staff to assess individual student performance and group outcomes and efforts.
- assessment practices and processes are reviewed and monitored, and actions are taken to assure the quality and consistency of the assessment process as part of the continual improvement framework.
- educating students about good academic practice, including academic writing, referencing, and research skills (including written and artificial intelligence (AI) created literature or artefact) through orientation, group and individual academic skills sessions, and the Learning Management System.
- use online comparison and generative AI detection software to check the authenticity of written assessment work and identify any potential acts of academic dishonesty.
- Assessments submitted for marking must include an academic integrity declaration that must be acknowledged by the students for each assessment task. Students are

responsible for being aware of policies relating to assessment and academic integrity, understanding good academic practice, submitting their own work, acknowledging the ideas and work of others, and using all available academic support resources to practice and maintain academic integrity.

- 7.3 Staff have a responsibility to be aware of policies relating to assessment and academic integrity, promote academic integrity in teaching and learning, educate students on appropriate academic practice, and practice and maintain academic integrity in their own teaching and learning efforts.

## 8. Breaching Academic Integrity

### Types of Academic Misconduct

- 8.1 Academic misconduct includes any dishonest behaviour that breaches the values of academic integrity (honesty, trust, fairness, respect and responsibility). It includes intentional and unintentional dishonest behaviours, attempts to behave dishonestly, and efforts to incite others.
- 8.2 Behaviours that undermine or breach academic integrity include, but are not limited to:
- Plagiarism
  - Recycling or Resubmitting Work
  - Fabricating Information
  - Collusion
  - Exam Cheating
  - Contract Cheating and Impersonation
  - Unauthorised use of Generative AI tools

### Investigating Allegations of Academic Misconduct

- 8.3 When investigating allegations of academic misconduct, lkon shall apply the balance of probabilities based on available evidence to reasonably determine whether academic misconduct has occurred.

### Classification of Academic Misconduct

- 8.4 lkon classifies academic misconduct based on the seriousness of the behaviour or incident and its impact on academic integrity by considering the following criteria:
- the type of breach
  - the extent of the breach
  - the experience of the student
  - the intent of the student
  - the impact of the breach
- 8.5 Based on the above, the behaviour is classified as 'minor' or 'major' academic misconduct:
- a) **Minor Academic Misconduct** is behaviour that is determined to have had little impact on academic integrity and is a result of poor academic practice including a lack of understanding or the careless application of academic writing and referencing protocols due to their level of experience as a student. It is generally unintentional behaviour. Minor academic misconduct may also involve an element of intentional behaviour, but is mostly due to carelessness based on the limited experience of the student.

- b) **Major Academic Misconduct** is a behaviour that is determined to have had a significant impact on academic integrity and can be reasonably interpreted as evidence that the student was aware the behaviour breached the core values of academic integrity. It is generally planned, deliberate and organised behaviour. It may also be a repeated behaviour. Allegations of misconduct in examinations shall be treated as major academic misconduct.
- 8.6 Academic Integrity Officers shall determine whether, on evidence and the balance of probabilities, the behaviour is minor or major academic misconduct.

### Outcomes of Academic Misconduct

- 8.7 Outcomes, including any penalty-related decisions, for incidents of academic misconduct shall consider the classification of academic misconduct, evidence of any mitigating circumstances and the student's history of academic dishonesty. Outcomes cannot result in an unfair advantage for the student.
- 8.8 Outcomes for incidents of minor academic misconduct may include, but are not limited to, a written warning recorded on the student file, attendance at academic skills sessions, resubmission of work or marking original work as submitted.
- 8.9 Outcomes for major academic misconduct may include, but are not limited to, a grade penalty for the assessment, the grade of fail for the subject, probationary enrolment, suspended enrolment or cancellation of enrolment.

## PROCEDURE

### 9. Appointment of Academic Integrity Officers and Misconduct Panels

- 9.1 The Head of School shall appoint at least one Academic Integrity Officer within the Education Services Team who is responsible for the management of academic misconduct, including:
- receiving reports of suspected incidents of academic misconduct
  - conducting a preliminary assessment of incident reports
  - consulting with the appropriate nominated misconduct panel members to determine and administer outcomes for minor misconduct
  - coordinating and attending hearings into allegations of major academic misconduct
  - administering outcomes on behalf of the Misconduct Panel
  - maintaining all documentation and records related to academic misconduct, and where appropriate notification of misconduct outcomes in the Student Management System.
- 9.2 The Head of School shall appoint at least two permanent lecturers to become members of the Misconduct Panel who are responsible for the chairing and participating in academic misconduct hearings, including:
- consulting with the Academic Integrity Officer to determine outcomes for minor misconduct cases,
  - conducting hearings into allegations of major misconduct cases.
  - determining outcomes for major misconduct cases.
- 9.3 Each appointment is a period of twelve months and reappointment may be made at the discretion of the Head of School. A list of Academic Integrity Officers and Panel members shall be posted to the Canvas Policy Library.

- 9.4 Academic Integrity Officers and Misconduct Panel members shall complete professional development training as provided by Ikon and attend moderation activities to ensure the consistent application of this policy across Ikon and shall also advise the Head of School of any trends in misconduct and areas that may require additional staff training and resources.

## Suspected Academic Misconduct

### 10. Identifying Suspected Breaches of Academic Integrity

- 10.1 Ikon may check the authenticity of submitted assessment work to identify any potential behaviours suggesting academic dishonesty or misconduct. If staff suspect, or become aware of, potential student academic misconduct, they may engage in a range of activities to explore their suspicions including, but not limited to, the use of electronic text-matching software, web search engines, checking sources cited by the student, comparison with other assessment work and consultation with colleagues (or any combination of these).

### 11. Reporting Suspected Academic Misconduct

- 11.1 If reasonable suspicion remains, staff must report the potential misconduct to an Academic Integrity Officer within two working days using the *Suspected Academic Misconduct Incident Form* and submitting via mailbox [education@ikon.edu.au](mailto:education@ikon.edu.au). The form can be downloaded from the Policy Library.
- 11.2 A student who suspects another student, or group of students, has engaged in potential academic misconduct should, in the first instance, report the alleged behaviour via email to [education@ikon.edu.au](mailto:education@ikon.edu.au).
- 11.3 If an individual suspects or becomes aware of potential staff academic misconduct, they should, in the first instance, report the suspected breach of academic integrity to the Head of School via email to [education@ikon.edu.au](mailto:education@ikon.edu.au).
- 11.4 The *Suspected Academic Misconduct Incident Form* (Incident Report) should provide clear and sufficient information about the potential incident to assist the preliminary assessment process, including:
- description of the suspected behaviour or conduct
  - steps taken to informally investigate suspicions
  - impact, if any, on the integrity of the assessment process
- 11.5 The Incident Report should attach copies of evidence that led to the suspicion such as, but not limited to, the assessment brief, a copy of the work, an annotated copy of the work, the text matching report and previous assessment work as relevant.
- 11.6 The report should be lodged within two working days of becoming aware of the potential incident (Lodgement Date).
- 11.7 A report of suspected academic misconduct may be withdrawn at any time by giving written notice to the Academic Integrity Officer via mailbox [education@ikon.edu.au](mailto:education@ikon.edu.au). Ikon reserves the right, however, to continue to investigate where there is reasonable evidence to suggest an incident of academic misconduct has occurred or identifies potential areas of academic risk or improvement.

### 12. Preliminary Assessment



- 12.1 The Academic Integrity Officer shall complete a preliminary assessment of the Incident Report within three working days of the Lodgement Date (Preliminary Assessment Date).
- 12.2 The preliminary assessment shall examine the Incident Report to determine whether there is evidence to suggest potential academic misconduct may have occurred. In conducting their assessment, the Academic Integrity Officer may consult with an appropriate Misconduct Panel Member and engage in a range of activities to gather information and test the reasonableness of evidence put forward by the report.
- Where the Academic Integrity Officer and Misconduct Panel Member determines the Incident Report does not disclose reasonable evidence to suggest the suspected behaviour amounted to academic dishonesty or misconduct, they shall dismiss the matter. The outcome shall be logged in the Misconduct Register as 'No Impropriety' and the matter closed. Dismissed reports are not saved to the student record.
  - Where the Academic Integrity Officer and Misconduct Panel Member determine the Incident Report discloses reasonable evidence to suggest minor academic misconduct, the Academic Integrity Officer is to notify the student of the allegation.
  - Where the Academic Integrity Officer and Misconduct Panel Member determine the Incident Report discloses reasonable evidence to suggest major academic misconduct, the Academic Integrity Officer is to notify the student of the allegation and coordinate a hearing to be conducted.
- 12.3 The Academic Integrity Officer shall advise the student of their preliminary assessment in writing within three working days of the Preliminary Assessment Date (Allegation Notification). The notification shall advise the student of the preliminary assessment, including the reasons, the details and, if major, the hearing details.

### 13. Allegation Notification

- 13.1 A template is available for download from the Policy Library to assist drafting but, as a minimum, the *Allegation Notification* should include the following elements:
- the nature of the alleged incident of misconduct
  - any material that may impact the student's defence against the allegation(s)
  - if required, the date, time, location and names of other persons who shall attend a hearing, In addition to Informing the student of their right to be accompanied by a support person (but not a legal practitioner)
  - links to online copies of relevant policies and procedures
- 13.2 Evidence may be excluded or redacted from the Allegation Notification if full disclosure at that time could compromise the investigation process or risk the safety or welfare of another person. Where evidence is excluded or redacted, the Allegation Notification must provide sufficient detail to allow the student to make an informed response to the allegations.
- 13.3 The Academic Integrity Officer shall record the potential incident in the Misconduct Register and advise all staff relevant to the Incident Report of the outcome of their preliminary assessment.

### 14. Conflicts of Interest

- 14.1 Where a Panel Member has a conflict of interest, the matter shall be referred to another Academic Integrity Officer or Panel Member within the School or another School (as appropriate). If no other member is available, the Incident Report shall be referred to the Dean to act as the Academic Integrity Officer in the matter.
- 14.2 A conflict exists if the Academic Integrity Officer or Panel Member is:



- reporting the suspected incident of academic misconduct
  - the student is enrolled in a subject where they have a teaching or coordinator role
  - they have a close familial, personal, legal or business relationship with the student
- 14.3 If in doubt, the Academic Integrity Officer or Misconduct Panel Member should declare any potential conflicts to the Head of School for determination and advice.

## Managing Allegations of Academic Misconduct

### 15. Allegations of Minor Academic Misconduct

#### Student Right of Response

- 15.1 No hearings are required for allegations of minor academic misconduct. However, students are still allowed an opportunity to respond in writing to the allegation. The student should respond within ten days of the date of the Allegation Notification. If the student chooses not to submit a written response, a decision shall be made in their absence.

#### Determination

- 15.2 The Academic Integrity Officer and Misconduct Panel Member shall make their determination within three working days after the expiry of the ten working days or the receiving of the students writing response, whichever comes first. If a determination cannot be reached within the prescribed timeframe, the Academic Integrity Officer shall advise all parties in writing, outlining the reasons for the delay and the new timeframe for the decision.
- 15.3 When making their determination, the Academic Integrity Officer and Misconduct Panel Member shall establish the facts as far as possible and consider the evidence.
- 15.4 Where the Academic Integrity Officer and Misconduct Panel Member determines insufficient evidence to substantiate the allegation of minor academic misconduct, they shall direct the work and be marked without penalty as soon as practical. The decision shall be recorded as 'No Impropriety' in the Misconduct Register, and the matter closed.
- 15.5 Where the Academic Integrity Officer and Misconduct Panel Member determines there is reasonable evidence to substantiate poor academic practice or minor academic misconduct, they may apply one or more of the following outcomes with the intent to educate the student in good academic practice:
- a) attend academic skills support
  - b) attend personal counselling
  - c) a written undertaking to not repeat the behaviour
  - d) direct the original work (non-plagiarised content only) be marked as submitted
  - e) resubmission of the work within 48 hours
  - f) replacement assessment task
- 15.6 Outcomes must be proportionate to the intent, severity and impact of the behaviour and must not result in unfair advantage for the student (or disadvantage other students). Where the outcome is resubmission or a replacement assessment, the work shall be marked on merit however the student cannot receive more than the grade of Pass for that assessment.
- 15.7 The Academic Integrity Officer will advise the student of the decision in writing within five working days of making their determination. The Outcome Letter shall advise the decision, the reasons for the decision, the outcomes to be taken and warn that future repetition of the same poor

academic practices may be considered as acts of major academic misconduct.

- 15.8 The Academic Integrity Officer shall maintain all documentation, evidence and communication in the Student Management System and record the case in the Academic Misconduct Register. The Academic Integrity Officer is also responsible for advising relevant staff of their decision and ensuring the actions are carried out as instructed as soon as practical.

## 16. Allegations of Major Academic Misconduct

### Hearing Interview

- 16.1 A Misconduct Panel shall conduct hearings for allegations of major academic misconduct.
- 16.2 The Academic Integrity Officer shall convene a Misconduct Panel including the Academic Integrity Officer and two academic Misconduct Panel Members. One academic panel member is to be nominated as the Chair of the Misconduct Panel.
- 16.3 The Academic Integrity Officer will invite the student to attend a panel hearing so they may respond to the allegations. The Panel may invite other staff to participate in the hearing as part of their investigation.
- 16.4 The date for the hearing shall be set within ten working days of the Allegation Notification. The student shall be advised of the hearing date in the Allegation Notification.
- 16.5 The student can address the allegations by attending the hearing (in person or via videoconference) or a written submission if they do not feel comfortable attending. The student should respond to advise their choice within three days of the date of the Allegation Notification. If the student chooses not to attend the hearing or submit a written response, a decision shall be made in their absence.
- 16.6 During the hearing process, allegations may be varied due to new evidence. The Academic Integrity Officer shall advise the student of any changes on behalf of the Misconduct Panel via an Amended Allegation Notification providing the student with the opportunity to respond to the new allegations (see [Allegation Notification](#)).
- 16.7 Students may nominate a support person to accompany them to the hearing. A support person cannot advocate, directly comment, or argue on the student's behalf unless the Misconduct Panel Chair gives permission. A support person cannot be a legal practitioner.
- 16.8 The Misconduct Panel shall determine within three working days of the hearing. If a determination cannot be reached within the prescribed timeframe, the Panel Chair shall advise the student in writing, outlining the reasons for the delay and the new timeframe for the decision.
- 16.9 The Academic Integrity Officer shall maintain all documentation, evidence and communication during hearing proceedings in the Academic Misconduct Register and Student Management System and ensure information is made available to the Panel.

### Determination

- 16.10 When making their determination, the Misconduct Panel shall establish the facts as far as it is possible to do so and consider the evidence presented at the hearing. Any penalties must be proportionate to the misconduct. When deciding penalties, the Misconduct Panel shall consider the following:
- the level of experience of the student
  - the intent, severity and impact of the conduct
  - any previous findings of misconduct against the student

- any extenuating circumstances or mitigating factors
  - the advantage or benefit gained
  - admission by the student
  - the need to protect the community of learning and reputation of Ikon
  - relevant policies, codes and guidelines on expected standards of behaviour
- 16.11 Decisions of the Misconduct Panel shall be by a majority vote, with each member of the Panel entitled to one vote. If necessary, the Panel Chair shall have the casting vote and the decision of the Misconduct Panel shall be final. The Panel may determine the allegation on the same day as the hearing or may reserve its decision to a later date by three working days of the hearing.
- 16.12 Where the Misconduct Panel determines there was insufficient evidence to substantiate the allegations, they may direct the work be marked without penalty as soon as practical. The decision shall be recorded as 'No Impropriety' in the Misconduct Register, and the matter closed. The Misconduct Panel may also decide to categorise the allegation as minor academic misconduct and apply a penalty as per clause 15.5.
- 16.13 Where the Misconduct Panel determines there is reasonable evidence to substantiate major academic misconduct, they may apply one or more penalties in accordance with the *Academic Misconduct Penalty Matrix*, including but not limited to:
- mark of zero for the assessment task
  - a replacement assessment task
  - the grade of Fail for the subject
  - probationary enrolment
  - suspended enrolment
  - cancellation of enrolment
  - period of suspension (or exclusion) noted on transcripts
  - revocation of an award
- 16.14 Outcomes and penalties must be proportionate to the intent, severity and impact of the breach. Penalties for major academic misconduct may seriously impact a student's academic progress, enrolment, qualification, and/or certification even where the student has graduated.
- 16.15 The Academic Integrity Officer shall advise the student of the decision in writing within five working days of the hearing (Outcome Letter). The Outcome Letter shall advise the Panel's decision, the reasons for their decision and the penalties to apply. The Academic Integrity Officer is also responsible for advising relevant staff of the decision and the actions to be taken.

## 17. Admission of an Allegation

- 17.1 A student may admit an allegation of academic misconduct at any stage of the hearing process. An admission must be made in writing admitting the alleged conduct to the Academic Integrity Officer via [education@ikon.edu.au](mailto:education@ikon.edu.au) (Admission of Misconduct Date).
- 17.2 Where a student clearly admits to an allegation of major academic misconduct, the Academic Integrity Officer and Misconduct Panel Member shall make a determination in relation to actions and/or penalties without the requirement to convene a Misconduct Panel.
- 17.3 The Academic Integrity Officer and Misconduct Panel Member may invite the student to a meeting to discuss the proposed penalties (Admission Meeting). The date for the meeting shall be set within five working days of the Admission of Misconduct Date.
- 17.4 The Academic Integrity Officer shall forward the final decision in writing within two working days of the meeting (Outcome Letter).

## 18. Notification of Decisions

- 18.1 In all cases, the Academic Integrity Officer shall provide written notification of the determination and decisions as an outcome of the hearing (Outcome Letter) to the student via email. The Outcome Letter shall advise the determination, reasons for the decision, outcomes and the right to appeal.
- 18.2 Where the student is an international student and the decision may affect their ability to complete their course in the duration recorded in their Confirmation of Enrolment (CoE), they shall be advised in the Outcome Letter. Ikon shall not report any changes to the Department of Home Affairs until the closure of the appeals window or the appeals process, whichever comes first.

## 19. Enforcement of Decisions

- 19.1 The Academic Integrity Officer shall ensure all actions and penalties are taken within the timescale identified in the Outcome Letter and shall report any failure to do so to the Head of School.

## 20. Appeals

- 20.1 A student who is dissatisfied with a decision relating to academic misconduct may lodge an appeal with Ikon. The appeal shall be conducted in accordance with the *Grievance & Appeals Policy*.
- 20.2 In instances where an appeal requires a second investigation into the misconduct, the Academic Misconduct Panel will comprise of three persons, each of whom has had no prior involvement in the allegation to date for example, but not limited to, the Dean, a Head of School and an Academic staff. Other staff may be invited appropriate to the allegation. The Panel shall appoint a Panel Chair.

## 21. Record Keeping

- 21.1 The Academic Integrity Officer is responsible for maintaining all documentation, evidence and communication relating to allegations of misconduct in the Academic Misconduct Register and the Student Management System at the completion of the process and closes the matter.

## 22. Reporting

- 22.1 The Dean shall present an annual report to the governing bodies, highlighting statistics of relevance, actions taken to address any endemic issues and any special initiatives implemented to promote a culture of academic integrity. While the Academic Misconduct Register may be referred to by the Misconduct Panel for repeat cases, all governance report will be anonymous and deidentified.

## 23. Publication

- 23.1 This policy is to be published in the [\*Policy and Procedures\*](#) section of the Ikon website and the student and staff policy libraries.

## Policy Information & History

Policy Category	Academic, Enrolment
Policy ID	EN004A
Approved by	Academic Board
Date of Approval	2 May 2025
Endorsed by	Teaching and Learning Committee
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Previous Versions	18 October 2023, 9 December 2021, 31 March 2021, 20 February 2017, 25 March 2016, 8 October 2014, 1 July 2011
Next Review Date	May 2028
Government Legislation	<a href="#">Tertiary Education Quality and Standards Agency Act 2011</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Higher Education Support Act 2003</a> <a href="#">Education Services for Overseas Students Act 2000</a> <a href="#">National Code 2018</a>
Responsible Officer	Dean
Sources:	In developing the student misconduct framework, Ikon considered the following: University of South Australia (2013). <a href="#"><i>Exemplary Academic Integrity Project</i></a> . Griffith University (2012). <a href="#"><i>Academic Integrity Policy Toolkit</i></a> . Tertiary Education Quality and Standards Agency (2019), <a href="#"><i>Guidance Note: Academic Integrity</i></a> , Version 1.2, 28 March 2019
Benchmarking:	External referencing activities were conducted to determine sector best practice using publicly available information, including from: University of Adelaide, La Trobe University, Western Sydney University, Victoria University, Griffith University, Canberra University, Curtin University, Endeavour College, Holmesglen, University of Melbourne, Monash University and James Cook University.