

Student Academic Misconduct Procedure

1. Purpose and Scope

- 1.1 The Student Academic Misconduct Procedure outlines activities which are undertaken for identifying, investigating and determining outcomes for student Academic Misconduct. It should be read in conjunction with the Student Code of Conduct.
- 1.2 The Procedure applies to all Academic Staff, relevant committees and students.

2. Definition

Refer to *Glossary of Terms* for commonly used terms. The definitions below are included for clarity.

Academic Integrity is the commitment to act ethically, with honesty, respect, and fairness in creating and/or publishing and/or otherwise communicating information in an academic environment. It is evident in the use, production, and dissemination of information in a respectful and responsible way.

Academic Misconduct means a breach of Academic Integrity. Specific examples include:

- a. Plagiarism;
- b. breaches of the examination procedures that have been determined to be breaches of academic integrity;
- c. including material in individual academic work that has involved significant assistance from a third party, unless this is specifically allowed in the subject outline;
- d. submitting an Assessment Task produced, in part or fully, by a third party, e.g. contract cheating;
- e. providing assistance to a student in the presentation of individual work, unless this is specifically allowed in the subject outline;
- f. falsifying or misrepresenting academic records, or any other documents; and
- g. any other actions that contravene the principles of academic integrity.

Plagiarism means using another person's work as though it is the student's own work, including but not limited to:

- a. directly copying any material from electronic or print resources without acknowledging the source;
- b. incorporating source code of a computer program written by another person;
- c. closely paraphrasing sentences or whole passages without referencing the original work;
- d. submitting another student's work in whole or in part, unless this is specifically allowed in the subject outline;
- e. using another person's ideas, work or research data without acknowledgment; or
- f. appropriating or imitating another's ideas unless this is specifically allowed in the subject outline.

Academic Breach is student conduct which by its form or extent represents an act of **minor and unintentional** Plagiarism the first time it occurs. Subsequent occurrences will be considered as Moderate Academic Misconduct.

Moderate Academic Misconduct is student conduct which by its form or extent represents a **moderate breach** of academic integrity.

Serious Academic Misconduct is student conduct which by its form or extent represents a **significant or serious breach** of academic integrity.

Work means any documentation that was part of the Academic Misconduct allegation including, but not limited to assessment tasks, examination, quizzes, presentations, and other documents.

3. Procedure

Appendix A provides an overview of how the Academic Misconduct decision maker will be determined. Appendix B provides the workflow for the Academic Misconduct decision maker once they have been determined. It is recommended that they be reviewed prior to reading the procedure.

3.1 Reporting potential Academic Misconduct

3.1.1 Any staff member, student or industry partner may report an allegation that a student has failed to meet academic integrity requirements in accordance with 3.1.2 and 3.1.3 below.

3.1.2 Reports from staff members

- a. A staff member, on identifying a suspected failure to meet student academic integrity requirements, will collate evidence of the failure, complete an Academic Misconduct Allegation Report, and forward within 5 working days of identifying an issue to the Subject Coordinator for an initial investigation. Where the staff member is also the Subject Coordinator, the staff member has the authority to conduct the initial investigation under this procedure.
- b. Where the staff member is relying on an electronic text-matching software report, the Allegation Report must be accompanied by an analysis of the text-matching report, and the reasons why the staff member believes there has been a failure to meet academic integrity requirements.

3.1.3 Reports from a student or industry partner

- a. A student or industry partner will, on identifying a suspected failure to meet academic integrity requirements, report the alleged failure to the Subject Coordinator with all relevant evidence within 5 working days of identifying an issue.
- b. Anonymous allegations may be accepted, but anonymity may constrain AIAT in the effectiveness of its investigation.

- 3.1.4 Reports should be given to the Subject Coordinator within 5 working days of the concern being identified.
 - 3.1.5 Reports should only have information related to a specific Academic Misconduct allegation and must not incorporate information from previous courses, assessments or other allegations of Academic Misconduct.
- 3.2 Initial investigation
- 3.2.1 Within 5 working days of the receiving the report, the Subject Coordinator will
 - a. undertake investigation as per 3.2.2, and determine if the allegation needs to be addressed further.
 - b. If an allegation does not need to be addressed, inform the person who reported it;
 - c. If an allegation does need to be addressed,
 - i. identify the type of misconduct (academic, moderate or serious) and
 - ii. notify the Academic Misconduct Decision Maker (see Appendix C and D).
 - 3.2.2 Investigation can include, but is not limited to,
 - a. reviewing documents received with the report and
 - b. checking the Student Academic Misconduct Register for any previous instances of academic misconduct.
- 3.3 Determining the Academic Misconduct Decision Maker
- 3.3.1 If this is the first Academic Breach or first Moderate Academic Misconduct, the Subject Coordinator will determine the outcome as per items 3.5 and 3.6.
 - 3.3.2 If this is the second Moderate Academic Misconduct, the Subject Coordinator will send the report to the Head of Institute to determine the outcome as per items 3.5 and 3.6.
 - 3.3.3 If the type of breach is a Serious Academic Misconduct or it is the student's third or more Moderate Academic Misconduct, the Subject Coordinator will send the report to the Academic Monitoring and Progression Committee (AMPC) to determine the outcome as per items 3.5 and 3.6.
- 3.4 The Academic Misconduct Decision Maker will, within 5 working days of receiving the Academic Misconduct report:
- 3.4.1 review the Academic Misconduct report;
 - 3.4.2 obtain any additional information required to make a determination;
 - 3.4.3 organise a meeting with the student;
 - 3.4.4 ensure the student has been given at least 5 working days' notice of:
 - a. the date, time and location of the meeting;
 - b. their right to provide additional relevant information and the deadline for this;
 - c. their right to attend and speak at the meeting in person or via internet telecommunications;

- d. their right to bring a support person to the meeting who is not a legal practitioner;
- e. that they may seek independent advice from Student Services Office;
- f. that if the student chooses not to attend the meeting, the allegation will be heard and decided in their absence.

3.5 Conduct of Academic Misconduct Meeting

- 3.5.1 The Academic Misconduct Decision Maker must conduct the meeting in the manner that it considers appropriate in accordance with the requirements of procedural fairness.
- 3.5.2 The support person has no right to be heard, except with permission from the Chair. If the support person becomes disruptive or unreasonably impairs the meeting, the support person may be excluded from the meeting by the Chair at the Chair's discretion. This includes severing the internet telecommunications being utilised for the meeting, even if this means cutting off the student.
- 3.5.3 At the meeting, the Academic Misconduct Decision Maker must
 - a. give the student the opportunity to be heard and to ask questions of the Academic Misconduct Decision Maker and answer questions asked by the Academic Misconduct Decision Maker;
 - b. interview any staff, students or other relevant people as required;
 - c. act fairly and impartially;
 - d. exercise independent judgement;
 - e. conduct themselves in an unbiased, professional and courteous manner.
- 3.5.4 The Academic Misconduct Decision Maker will privately consider all the information presented at the meeting and determine an outcome. If more than one person is involved as the Academic Misconduct Decision Maker, the decision is reached by a simple majority of committee members with the Chair having the casting vote.
- 3.5.5 The following factors may be considered in determining Student Academic Misconduct:
 - a. the extent of deviation from expected behaviour;
 - b. the extent to which members of the AIAT community, AIAT resources, external parties, and/or the integrity of AIAT's subjects or courses are or may have been adversely affected by the breach;
 - c. any prior breaches of the Student Code of Conduct by the student;
 - d. the student's previous record on the Student Academic Misconduct Register will not be used to determine whether an alleged failure to meet academic integrity requirements actually occurred, but will be used in determining the category of the failure, and hence the nature of the process to be conducted and the appropriate outcome;
 - e. the level of the student's course;
 - f. whether any institutional failures contributed to the breach;
 - g. any mitigating or aggravating circumstances.

3.6 Potential outcomes and penalties

3.6.1 Appendix C outlines Subject Assessment outcomes and potential penalties.

3.6.2 Appendix D outlines Examination outcomes and potential penalties.

3.7 The Academic Misconduct Decision Maker will, within 5 working days of the meeting:

3.7.1 Notify the student of the outcome in writing. This communication will advise the student of:

- a. the findings of the Academic Misconduct Decision Maker in relation to the allegation, and
- b. the evidence considered in arriving at these findings, and
- c. the Academic Misconduct Decision Maker's decision and the reasons for the decision; and
- d. any consequences as a result of the decision; and
- e. any actions to be taken the student; and
- f. their right to lodge an or appeal as per item 3.8 Appeals.

3.7.2 Record the matter and any action taken in the Student Academic Misconduct Register within 5 working days of the meeting.

3.7.3 Provide written information on the academic misconduct details and outcomes for the student file to the Reception and Records Officer.

3.8 Appeals

3.8.1 The student will be informed of the right of appeal in the correspondence advising of the imposition of a penalty.

3.8.2 A student may appeal any penalty for Academic Misconduct which is imposed under the provisions of the Student Appeals Procedure.

3.9 Record keeping and reporting

3.9.1 At each stage of the process, appropriate records of all relevant documentation will be maintained including:

- a. Any student work where the Academic Misconduct is alleged to have occurred;
- b. Records of any meetings, telephone calls and emails with the student or any other details in anyway connected with the allegation and inquiry;
- c. Copies of all correspondence;
- d. Decision reached on the allegation.

3.9.2 Student Academic Misconduct Register

- a. There is a Student Academic Misconduct Register. The Academic Monitoring and Progression Committee (AMPC) owns and manages the Register.
- b. Requests from staff for information contained in the Register must be made to the AMPC.
- c. Students are entitled to access any entries about them in the register.
- d. Aggregated data may be reported for the purposes of academic integrity monitoring, quality improvement and research, but must not disclose the identity of individuals.

- e. Records will be retained in accordance with the Records Management Policy.

3.9.3 Reporting

- a. At least once a year, the AMPC submits a report listing breaches by Course, category, severity, the penalties imposed, the number that proceeded to Appeal, and including trend analysis and actions to address identified root causes to the Learning and Teaching Committee.
- b. At least twice a year, the AMPC analyses the outcomes and penalties to ensure Academic Decision Makers are equitable in their decisions.
- c. The Learning and Teaching Committee submits an annual report to the Academic Board making recommendations to reduce issues associated with academic integrity.

4. Roles and responsibilities

- 4.1 The Academic Board receives reports from the Learning and Teaching Committee regarding recommendations to reduce issues associated with academic integrity.
- 4.2 The Learning and Teaching Committee is responsible for
 - 4.2.1 receiving reports from the AMPC regarding Academic Misconduct; and
 - 4.2.2 proposing improvements in Academic Misconduct prevention activities to Academic Board.
- 4.3 The Academic Monitoring and Progression Committee (AMPC)
 - 4.3.1 own and manage the Student Academic Misconduct Register;
 - 4.3.2 investigate reported allegations in a timely manner;
 - 4.3.3 keep appropriate records associated with all Academic Misconduct investigations;
 - 4.3.4 provides a report to the Learning and Teaching Committee regarding Academic Misconduct matters on an annual basis; and
 - 4.3.5 analyses the outcomes and penalties to ensure Academic Decision Makers are equitable in their decisions.
- 4.4 Students
 - 4.4.1 are responsible for being aware of the Student Code of Conduct, Student Academic Integrity Policy and this procedure;
 - 4.4.2 are expected to acknowledge responsibility and participate, in good faith, in restorative activities to put things right when required;
 - 4.4.3 are responsible for responding to meeting requests in a timely manner;
 - 4.4.4 are responsible for keeping a record of all material and evidence submitted in relation to an allegation of Academic Misconduct.
- 4.5 Academic Staff are responsible for
 - 4.5.1 reporting potential academic misconduct via the Academic Misconduct Allegation Report to the Subject Coordinator;
 - 4.5.2 being aware of the AIAT policies and procedures in relation to academic integrity;

- 4.5.3 engaging in professional development opportunities supporting best practice in maintaining academic integrity in learning and teaching;
 - 4.5.4 promoting and modelling the values of academic integrity; and
 - 4.5.5 actively participating in Academic Misconduct investigations when required;
- 4.6 The Subject Coordinator and Head of Institute are responsible to
- 4.6.1 undertake professional development in academic integrity procedures;
 - 4.6.2 investigate reported allegations in a timely manner; and
 - 4.6.3 keep appropriate records associated with all Academic Misconduct investigations.

5. Procedure Details

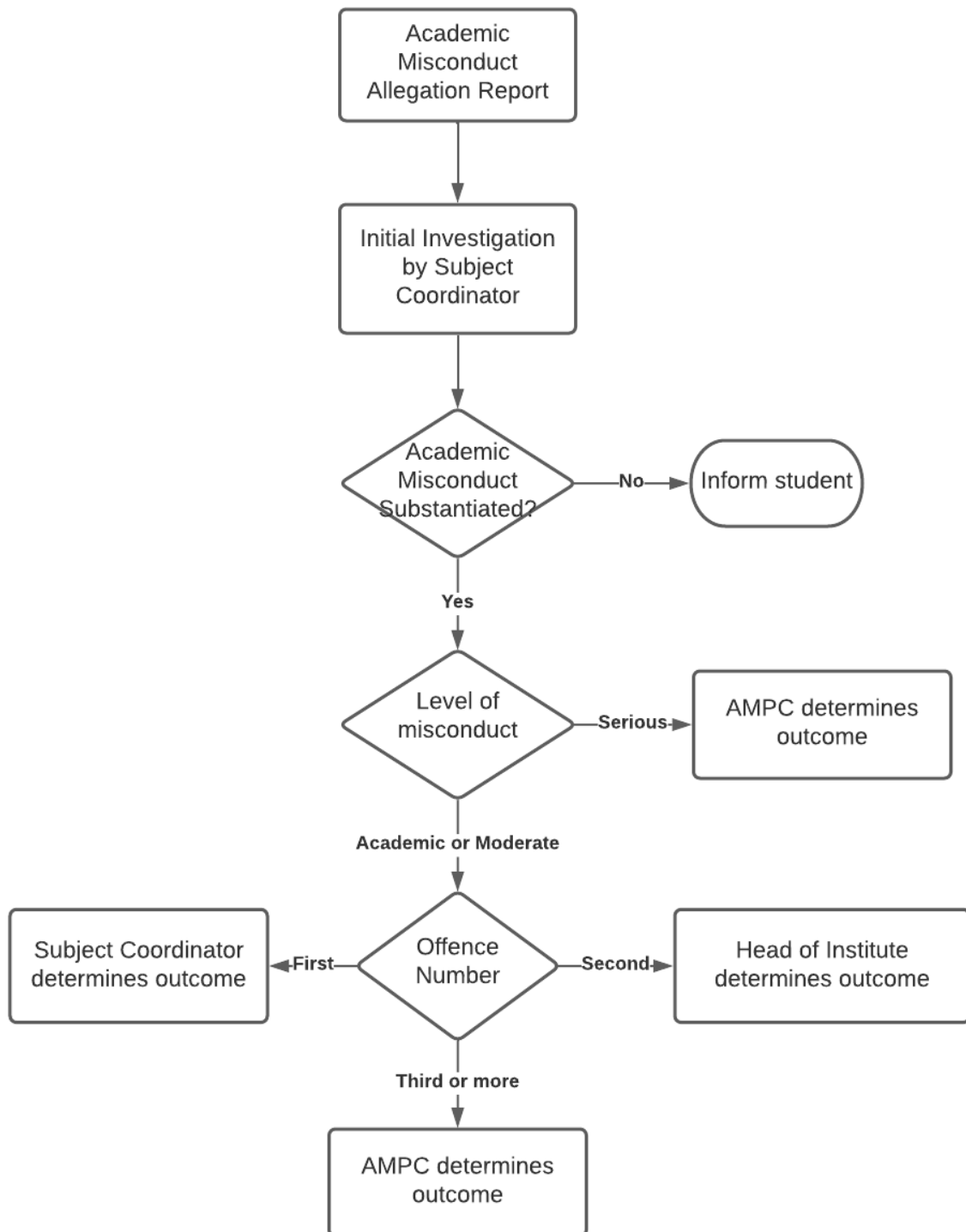
Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Student Academic Misconduct Procedure
Procedure Reference No.	PROC – 31a
Procedure Approval	Board of Directors in consultation with Academic Board regarding academic matters
Procedure Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 5.2, 6.2.1.j. 7.3.3.c
Related Documents	Assessment Policy and Procedure Records Management Policy and Procedure Student Appeals Procedure Student Code of Conduct Student Complaints and Appeals Policy Student Academic Integrity Policy Academic Misconduct Allegation Report
Related Legislation	Commonwealth Education Services for Overseas Students Act 2000 (ESOS) Higher Education Standards Framework (Threshold Standards) 2021 (HESF) National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and procedures during the creation of this procedure: Edith Cowan University (2021) Academic Misconduct Procedures Exemplary Academic Integrity Project (EAIP): Embedding and extending exemplary academic integrity policy and support frameworks across the higher education sector (2013), Plain English definition of Academic Integrity, Office for Learning and Teaching

	<p>Strategic Commissioned Project 2012-2013, http: www.unisa.edu.au/EAIP .</p> <p>Flinders University (2021) Student Academic Integrity Procedures</p> <p>Melbourne Institute of Technology (2020) Academic Integrity Policy and Procedure</p> <p>Melbourne Institute of Technology (2018) Plagiarism and Academic Misconduct Policy and Procedure</p> <p>University of South Australia (2021) Assessment Policies and Procedures Manual</p> <p>University of New South Wales (2021) Student Misconduct Procedure</p> <p>University of Southern Queensland (2020) Student Academic Misconduct Procedure</p>
Date of approval	3 February 2022
Review date	December 2024
Policy Category	Academic

6. Document Version Control

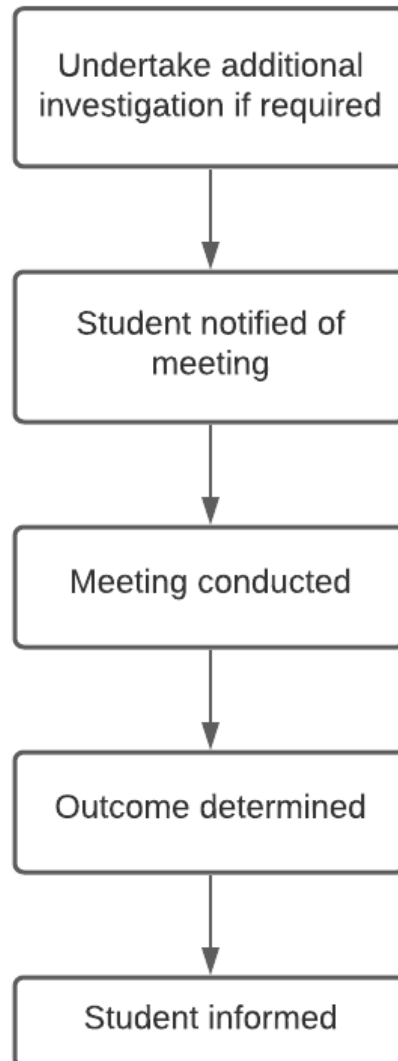
Document No	PROC – 31a	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Fixing typos; modifying to match governance structure and modifying policy number
Created Date	Feb 2022		

Appendix A – Determining Academic Misconduct decision maker



Appendix B – Process for making a decision

This process occurs after the Academic Misconduct Decision Maker (Subject Coordinator, Head of Institute or AMPC) has been determined.



Appendix C – Academic Misconduct in a Subject Assessment

CRITERIA		Academic Breach	Moderate Academic Misconduct	Serious Academic Misconduct
Form or extent of the conduct		Student conduct which by its form or extent represents an act of minor and unintentional Plagiarism	Student conduct which by its form or extent represents a moderate breach of academic integrity	Student conduct which by its form or extent represents a significant or serious breach of academic integrity
FORM OF CONDUCT	PLAGIARISM <i>Indicative examples</i>	<ul style="list-style-type: none"> Copied some elements of written text (e.g. sentences, paragraph or isolated paragraphs) or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing, acknowledgement or copyright permission 	<ul style="list-style-type: none"> Copied some elements of written text (e.g. sentences, paragraph or isolated paragraphs) or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without appropriate paraphrasing, referencing, acknowledgement or copyright permission Copied some elements of another student's assignment Duplicated some elements of student's own work (self-plagiarised) that has been previously: <ul style="list-style-type: none"> published, without proper referencing in the submitted Assessment Task; or submitted for assessment either at AIAT or at another institution, without Subject Coordinator permission or resubmitting work within a Subject where the student has been permitted to resubmit an Assessment Task 	<ul style="list-style-type: none"> Copied some elements of written text or other source material (e.g. computer code, designs, figures, multimedia, artefacts) without referencing, acknowledgement or copyright permission Copied sections or essential elements of another student's assignment Duplicated sections or essential elements of one's own work (self-plagiarised) that has been previously: <ul style="list-style-type: none"> published, without proper referencing in the submitted Assessment Task; or submitted for assessment either at AIAT or at another institution, without Subject Coordinator permission or resubmitting work within a Subject where the student has been permitted to resubmit an Assessment Task

	<p>OTHER CONDUCT <i>Indicative examples</i></p>		<ul style="list-style-type: none"> Received editorial assistance from another person that compromises the demonstration of independent learning by the student on a written Assessment Task Worked with one or more people on an Assessment Task when an individual response was required Completed a group Assessment Task with assistance from another group or other groups when an individual group response was required Misrepresented contributions of individual members to a group Assessment Task Another student copies sections or essential elements of the student's assignment. 	<ul style="list-style-type: none"> Submitted an Assessment Task produced, in part or fully, by a third party or undertook an Assessment Task, or part thereof, for another student Accessed, exchanged, offered for purchase or sold an assessment item or task Impersonated another student or allowed another person to impersonate them in an Assessment Task Fabricated or falsified content or cited and referenced non-existent sources Fabricated or falsified documents (e.g. medical certificates, police reports, academic records) for purposes of assessment Stole another student's work Obtained another student's work through deceit or misrepresentation and then submitted an Assessment Task as their own work Coerced, blackmailed, intimidated or facilitated coercion blackmail or intimidation of another person, or offered or accepted a bribe, for an assessment outcome or grade
<p>Intent of Student</p>	<p>There is no basis to suggest that the conduct was intentional.</p>	<p>The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage.</p>	<p>The conduct was due to a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded.</p>	
<p>Impact of conduct</p>	<p>Student made a genuine attempt to address learning outcomes, however, student's ability is unclear as assessment task, to some extent, relies on that of others.</p>	<p>Student's ability is unclear as work, to some extent, relies on that of others or previous work to address learning outcomes.</p>	<p>Student's ability is not demonstrated as work relies largely or entirely on that of others or previous work or fabricated content or sources; or student's conduct has the potential to more broadly undermine assessment integrity</p>	

<p>OUTCOME/S</p>	<p><i>One or more of the following</i></p> <ul style="list-style-type: none"> • Give the student a written warning • Require the student to engage in educational interventions • Require resubmission of relevant portions of an Assessment Task within a specified time, with the maximum possible mark reduced to the pass mark 	<p>First offence of Moderate Academic Misconduct</p> <p><i>One or more of the following</i></p> <ul style="list-style-type: none"> • Give the student a written warning • Require the student to engage in educational interventions • Deduct marks from the relevant Assessment Task • Disallow all marks for the relevant Assessment Task <p>Second offence of Moderate Academic Misconduct</p> <p><i>Optional</i></p> <ul style="list-style-type: none"> • Require the student to engage in educational interventions • (Past students) Recommend rescission of award or other relevant AIAT qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> • Deduct marks from the relevant Assessment Task • Disallow all marks for the relevant Assessment Task • Record a Fail for the relevant Subject <p>Third or subsequent offence of Moderate Academic Misconduct</p> <p><i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Assessment Task • Record a Fail for the relevant Subject • (Past students) Recommend rescission of award or other relevant AIAT qualification <p><i>Mandatory</i></p>	<p>First offence of Serious Academic Misconduct</p> <p><i>Optional</i></p> <ul style="list-style-type: none"> • Require the student to engage in educational interventions • (Past students) Recommend rescission of award or other relevant AIAT qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Assessment Task • Record a Fail for the relevant Subject • Suspend the student from AIAT, for no more than twelve months • Expel the student from AIAT <p>Second or subsequent offence of Serious Academic Misconduct</p> <p><i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant Assessment Task • Record a Fail for the relevant Subject • (Past students) Recommend rescission of award or other relevant AIAT qualification <p><i>Mandatory</i></p> <ul style="list-style-type: none"> • Suspend the student from AIAT, for no more than twelve months; or • Recommend to the Board of Directors that the student be expelled from AIAT
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RESPONSIBILITY	Subject Coordinator	<p>First offence of Moderate Academic Misconduct: Subject Coordinator</p> <p>Second offence of Moderate Academic Misconduct: Head of Institute</p> <p>Third or subsequent offences of Moderate Academic Misconduct: Academic Monitoring and Progression Committee (AMPC)</p>	Academic Monitoring and Progression Committee (AMPC)

With acknowledgement to Edith Cowan University's Academic Misconduct Procedure attachments.

Appendix D – Academic Misconduct in an Examination

CRITERIA		Moderate Academic Misconduct	Serious Academic Misconduct
Form or extent of the conduct		Student conduct which by its form or extent represents a moderate breach of academic integrity	Student conduct which by its form or extent represents a significant or serious breach of academic integrity
EXAMINATIONS CONDUCT	<i>Indicative examples</i>	<ul style="list-style-type: none"> Had access to, or use of, unauthorised written notes, printed reference material or an electronic device Copied, or attempted to copy, from another student on one occasion Communicated, or attempted to communicate, with another Student on one occasion Disobeyed the instructions of an Invigilator 	<ul style="list-style-type: none"> Used, or attempted to use, unauthorised written notes, printed reference material or an electronic device Copied, or attempted to copy, from another student on multiple occasions in the same examination Accessed, or attempted to access, assistance via systematic or sophisticated/technological means Communicated, or attempted to communicate, with another student, on multiple occasions in the same examination or via systematic or sophisticated/ technological means Impersonated another student or allowed another person to impersonate them in the examination Falsified identification documents for examination purposes
Intent of Student		The conduct was due to negligence or recklessness where the issue should have been foreseen; or an intent to gain advantage.	The conduct was due to a deliberate and planned attempt to gain advantage where otherwise marks would not have been awarded.
Impact of conduct		Student’s ability may be unclear as work, to some extent, relies on that of others or an unfair advantage to address learning outcomes.	Student’s ability is not demonstrated as work relies largely or entirely on that of others; or student’s conduct has the potential to more broadly undermine assessment integrity.
OUTCOME/S		<p>First offence of Academic Misconduct <i>One or more of the following</i></p> <ul style="list-style-type: none"> Give the student a written warning Require the student to engage in educational interventions Deduct marks from the relevant examination Disallow all marks for the relevant examination Where there are extreme extenuating personal circumstances, as determined by the Subject Coordinator, require the student to complete another examination <p>Second offence of Academic Misconduct <i>Optional</i></p> <ul style="list-style-type: none"> Require the student to engage in educational interventions 	<p>First offence of Academic Misconduct <i>Optional</i></p> <ul style="list-style-type: none"> Require the student to engage in educational interventions (Past students) Recommend rescission of award or other relevant AIAT qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> Deduct marks from the relevant examination Disallow all marks for the relevant examination Where there are extreme extenuating personal circumstances, as determined by the AMPC, require the student to complete another examination Record a Fail for the relevant Subject

	<ul style="list-style-type: none"> • (Past students) Recommend rescission of award or other relevant AIAT qualification <p><i>Mandatory (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant examination • Record a Fail for the relevant Subject <p>Third or subsequent offence of Academic Misconduct</p> <p><i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant examination • Record a Fail for the relevant Subject • (Past students) Recommend rescission of award or other relevant AIAT qualification <p><i>Mandatory</i></p> <ul style="list-style-type: none"> • Suspend the student from AIAT, for no more than twelve months; or • Recommend to the Board of Directors that the student be expelled from AIAT 	<ul style="list-style-type: none"> • Suspend the student from AIAT, for no more than twelve months • Recommend to the Board of Directors that the student be expelled from AIAT <p>Second or subsequent offence of Academic Misconduct</p> <p><i>Optional (one or more of the following)</i></p> <ul style="list-style-type: none"> • Disallow all marks for the relevant examination • Record a Fail for the relevant Subject • (Past students) Recommend rescission of award or other relevant AIAT qualification <p><i>Mandatory</i></p> <ul style="list-style-type: none"> • Suspend the student from AIAT, for no more than twelve months; or • Recommend to the Board of Directors that the student be expelled from AIAT
RESPONSIBILITY	<p>First offence of Academic Misconduct: Subject Coordinator</p> <p>Second offence of Academic Misconduct: Head of Institute</p> <p>Third or subsequent offences of Academic Misconduct Academic Monitoring and Progression Committee (AMPC)</p>	Academic Monitoring and Progression Committee (AMPC)

With acknowledgement to Edith Cowan University's Academic Misconduct Procedure attachments.