

# TABOR

## STUDENT INTEGRITY POLICY

<b>Authorised By:</b>	Board of Governors	Revision: 5.13
<b>Last Amendment Date:</b>	Revision Date: 30 Aug 2023	
<b>Review Due Date:</b>	Next Review: 30 Nov 2025	
<b>Related Documents:</b>	<a href="#">Student Grievance Policy</a> <a href="#">Justice and Equity Policy</a> <a href="#">Privacy Policy</a> <a href="#">Learning Community Values Statement</a>	
<b>Responsible Officer:</b>	Registrar	
<b>Review:</b>	Academic Quality Assurance Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer.

### 1. Overview

Tabor is committed to ensuring that all students can learn freely in a safe environment. This means that policies relating to staff and property must take account of the student's learning experience. It also means there is the expectation that students at Tabor are required to respect other students, staff, and property so that learning and teaching can take place freely, safely, and without impediment.

The purpose of this policy is to underpin Tabor's commitment to high standards of personal and academic conduct and to define the regulatory measures that have been established to manage breaches of conduct: general, academic, and professional. The College is committed to fairness, consistency, and continuous improvement in all areas of its dealing with students.

Tabor is aware of the resources and guidelines prepared by the [Exemplary Academic Integrity Project](#), which identifies Access, Approach, Responsibility, Detail, and Support as the core elements of exemplary integrity policies, and has benchmarked this policy against these core elements.

### 2. Scope and Applications

This policy applies to all Tabor students regardless of mode of study or level of study.

This policy covers three diverse, but related areas of student life: academic, professional (work placement), and general (college community). The principles and values governing policy and procedures apply equally to all three areas, however, the procedures will differ.

### 3. Policy Principles

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**Please take note:** Once PRINTED, this is an UNCONTROLLED DOCUMENT. The current version of this document is kept on the Tabor Policy Repository.

3.1. **Access:** Information concerning what is expected of students and the details of policies and procedures relating to matters of Integrity (including this policy) must be easily accessible to students and be presented in a clear and understandable manner.

3.2. **Approach:** All elements of the integrity policies and procedures are viewed firstly as educative. The aim is not to catch students out and punish them but to educate them towards good personal, academic, and professional practices. The College will ensure that students reported for breaching general, academic, or professional integrity expectations will be treated with fairness and consistency, and it will endeavour to support their continuous improvement.

3.3. **Responsibilities:** Students are expected to behave in a manner that supports the Tabor [Learning Community Values](#) statement and is consistent with the College's [Justice and Equity Policy](#).

3.4. Tabor staff, in accordance with risk management processes, will endeavour to address conduct issues in a timely manner in order, wherever possible, to resolve issues and prevent escalation.

3.5. The College recognises three broad areas of conduct: **Academic, Professional and General**

3.5.1 **Academic** misconduct refers to conduct by a student that is dishonest or unfair in connection with any academic work. Academic work comprises all assessment activities including (but not limited to) examinations, tests, assignments, group work, projects, and presentations. See Appendix A for examples of academic misconduct.

3.5.2 **Professional.** Students taking part in a work placement are required to comply with all professional standards, staff behaviour guidelines, and reasonable directions from their work placement supervisor. If a student is suspected of failing to comply with any of these requirements, then the supervisor is empowered to act in a timely manner on their own discretion, giving due weight to the nature of the breach and the potential for harm to the student, staff, clients, and/or the public.

3.5.3. **General.** As part of a learning community, each student has an obligation to other students and to the College to ensure that participation in the community is a positive experience.

3.6 Reports of general misconduct and academic or professional integrity breaches will be managed in a manner that adheres to the following principles:

3.6.1. Procedural Fairness - See [Global Definitions](#)

3.6.2. [Transparency](#) – procedures will be easily accessible to all staff and students, with transparent operation and outcomes, and capable of resolving misconduct cases in a timely manner. Reasons for decisions will be provided to all concerned parties.

3.6.3. [Confidentiality](#) - under Tabor's Privacy Policy all information provided in misconduct procedures is strictly confidential and can only be used for the investigation of the suspected misconduct incident, unless:

- The express consent of the individual(s) concerned is obtained
- Tabor has reasonable grounds for believing that the use of the information will reduce a threat to the life or health of any person
- The use is specifically required by law

3.6.4. [Equity](#) - misconduct cases will be dealt with in an equitable and culturally sensitive manner, and judged strictly on their merits.

3.6.5. Representation/Support - persons subject to allegations of misconduct will have the option of attending a meeting to discuss those allegations and to review misconduct decisions in the company of a designated advocate, representative, friend or support person.

3.6.6. Balance of Probabilities – the principle that will be applied to the evidence in reaching a decision is the “balance of probabilities” rather than the criminal law principle of “beyond reasonable doubt”.

#### 4. Procedures

##### 4.1. Academic Integrity

4.1.1. The principles upon which these academic integrity procedures are based are described in Tabor’s **Justice and Equity Policy**.

4.1.2 Academic scholarship is a community effort. It is rare, therefore, for a submitted assignment not to draw upon the research or insight of others. However, it is crucial to the integrity of the submission that the source of all research, insight, or quotations not original to the student be clearly identified. All students and academics should follow the discipline appropriate method for referencing the work of others in order to avoid plagiarism. Plagiarism can be defined as presenting work in any format, without appropriate attribution to the original source or paraphrasing sentences or whole paragraphs without due acknowledgement by reference to the original work. Additional information and examples of plagiarism are provide on the Turnitin website at:

[http://www.turnitin.com/assets/en\\_us/media/plagiarism\\_spectrum.php](http://www.turnitin.com/assets/en_us/media/plagiarism_spectrum.php)

4.1.3 Other forms of academic misconduct are collusion and cheating, such as students separately submitting the same piece of work, or a student submitting the same piece of work (or significant parts of that work) for two or more different assessment tasks without the assessor’s permission, contract cheating (paying a person or business to write an assignment for you) and exam misconduct such as taking unauthorised materials into the examination room, or attempting to, or actually copying other students’ work.

4.1.4 Research Integrity is viewed as a subset of academic integrity. Tabor follows the 2018 Australian Code for the Responsible Conduct of Research. More information can be found by clicking the following link. <https://www.nhmrc.gov.au/research-policy/research-integrity/2018-australian-code-responsible-conduct-research>

4.1.5. Tabor’s approach to suspected cases of academic misconduct is to be consistent and fair. Students will be made aware of the expectations of academic integrity and how they will be upheld.

4.1.6. If a case of suspected academic integrity breach is detected, the principles described in Tabor’s **Justice and Equity Policy** will be employed to deal with it. This means that a student will be presented with all the evidence relating to the allegations, and be given an opportunity to discuss the circumstances with an unbiased decision-maker in a manner that is mindful of the stress associated with such allegations. The evidence of the academic integrity breach will include showing the original source of the work that the student had not cited or referenced appropriately.

4.1.7. If a student submits an inadequately referenced assignment and they are in their first semester (FTE) of study, their assignment will not be marked. Instead, the student will be contacted by the assessor and granted a one-week period to review the academic support materials related to referencing, improve their referencing, and resubmit their assignment. There will be no upper limit on the grade which the assessor can assign to the resubmitted paper (i.e., the resubmitted assignment can receive a HD grade if it meets the marking criteria).

4.1.8. If an assessor believes that students have received adequate instructions about the requirements of evidence-based writing, and the assessor has evidence that a student has submitted an assessment task that contains plagiarised material, the assessor will notify the student's Head of Program who will, in turn, notify the Dean of Faculty via the completion of a [Suspected Student Integrity Breach Incident Report Form](#).

4.1.9. If the Dean of Faculty examines the evidence and concludes that an academic infraction has taken place, and this is the student's first infraction<sup>1</sup>, he or she will instruct the Head of Program to commence an educative process with the student. The student will be given zero marks for the assessment task, and given the option of resubmitting. The maximum grade allowable for a resubmitted assessment task is a Pass. A template for the student notification is found in Appendix B.

In extreme cases, where the Dean of Faculty determines that despite being a first offence the infraction is both willful and egregious, the Dean of Faculty in consultation with either the Academic Director or the CEO, should proceed as if this was a subsequent offence of academic misconduct.

4.1.10. If the Dean of Faculty examines the evidence and concludes that an academic infraction has taken place, and this is *not* the student's first infraction, he or she will notify the student in writing of the alleged academic integrity breach within 5 business days of the suspected incident being recorded.

4.1.10.1. The notification to the student will contain details of the assessment task, the evidence pertaining to the material suspected of being plagiarised, their rights concerning the process of investigating allegations of academic misconduct and the support available to them, including the presence of a support person. A template for this letter is found in Appendix C.

4.1.10.2. The notification will include the scheduled time, date and place for the student to be interviewed by the Dean of Faculty, which will normally be within 10 business days from the date of notification, and the names and positions of attendees (this will usually include the subject lecturer). Attendees should be chosen with consideration of the gender and cultural background of the student. The Academic Director should be an attendee if this is not the student's first infraction.

4.1.10.3. The student will be invited to respond in writing to the Dean of Faculty on the evidence of the breach at least 24 hours before the scheduled hearing.

4.1.10.4. The student may invite a support person to any meeting.

4.1.10.5. If the student cannot reasonably meet the time nominated by the Dean of Faculty for the meeting, the hearing may be switched to a mutually agreed time that falls within 20 business days from the date of notification.

4.1.10.6. Telephone conferences may be used to help overcome scheduling clashes, or where the student may be interstate or overseas.

4.1.10.7. If there is no response to the notification the Dean of Faculty is required to make one final attempt at contacting the student.

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<sup>1</sup> All Deans of Faculty have been granted password protected access to the Academic Integrity Breach Register. For any issues related to accessing this, please contact the Office of the Registrar.

4.1.10.8. If there is still no response 5 business days after this attempt has been made, or the student fails to arrive at the scheduled time and place, the Dean of Faculty will proceed with the hearing in the student's absence.

4.1.10.9. After consulting the assessor, taking into account any explanation and extenuating circumstances presented by the student or his/her support person, and applying to the evidence the principle of "the balance of probabilities" rather than the criminal law principle of "beyond reasonable doubt", the Dean of Faculty will apply one of the following penalties;

- If this is the second case of academic misconduct for the student, the student will have a record of 'F2' entered against that assessment task, and no option of resubmitting will be granted. The student will be warned that a third case of academic misconduct will result in their enrolment being suspended for a period of 12 months.
- If this is the third case of academic misconduct for the student, a record of 'F2' will be entered against that subject, and the student's enrolment will be suspended for a period of 12 months. The student will be warned that should they return to study after the suspension, any further breaches of academic integrity will result in permanent cancellation of their enrolment at Tabor.

4.1.10.10. In all cases;

- The student will be notified of the outcome in writing within 5 business days. A template for the outcome letter can be found in Appendix D.
- The notification letter will include a reference to the student's right to appeal the decision under the provisions of Tabor's **Student Grievance Policy**.
- A record of the incident will be entered in the **Student Integrity Breach Register** by the Dean of Faculty via the [Suspected Student Integrity Breach Incident Report Form](#).

4.1.11. If the evidence suggests that no academic infraction has taken place, the Dean of Faculty will record this finding by filling out the **Suspected Student Integrity Breach Incident Report Form** and will also discuss with the assessor.

4.1.12. Academic Integrity Appeals. Students have the right to appeal against any decisions regarding the College's handling of academic integrity breaches and if they wish to appeal may do so in writing under the **Student Grievance Policy**.

## 4.2. Professional Integrity

4.2.1. The principles upon which these professional integrity guidelines and procedures are based are described in Tabor's **Justice and Equity Policy**. As the consequences for breaching professional integrity requirements are significant, each student is encouraged to familiarise themselves with the professional expectations of their workplace.

4.2.2. All students placed in a workplace are required to comply with professional standards, staff behaviour guidelines, and reasonable directions from their workplace supervisor.

4.2.3 A student of Tabor commits an act of professional misconduct if she/he acts in a way inconsistent with the workplace's policies and procedures or their professional conduct expectations, such as:

- Acting in a way that is inconsistent with the workplace's ethos and values.

- Failing to comply with any conditions identified in their work placement agreement.
- Failing to comply with the reasonable direction of their workplace supervisor or someone with assigned authority within the workplace.
- Acting in a way that will jeopardise future opportunities for Tabor students to be offered a placement with the workplace.

4.2.4. If a student is suspected of failing to comply with any of these requirements, then the workplace supervisor is empowered to act in a timely manner on their own discretion, giving due weight to the nature of the breach and the potential for harm to the student, staff, clients, and/or the public.

4.2.5. The workplace supervisor is expected to use their professional judgment in these matters and may act "on the balance of probabilities" rather than on the basis of certainty.

4.2.6. Based upon the nature of the alleged breach, the workplace supervisor may judge it to fall into one of three categories:

4.2.6.1. **Requiring counsel.** Instances requiring counsel are more likely to involve behavioural guidelines than professional standards. They are unlikely to be potentially harmful. They are the kind of breaches that do not require documentation in the workplace.

4.2.6.2. **Requiring direction.** Instances requiring direction are significant breaches of behavioural guidelines or minor, non-harmful, breaches of professional guidelines. They are the kind of breaches that must be documented in the workplace.

4.2.6.2. **Requiring discipline.** Instances requiring discipline are major breaches of behavioural guidelines or serious breaches of professional standards that compromise the physical or emotional well-being of staff, clients, or the public. These breaches undermine the legal, professional duty of care that the workplace owes to each person it deals with.

4.2.7. A workplace supervisor should follow the procedures of the workplace in making a report to their organisation.

4.2.7.1. The organisation must notify the college of the report and, when possible, allow the college to provide support to the student.

4.2.7.2. The workplace supervisor should follow the procedures appropriate to their workplace.

4.2.8. Situations **requiring counsel** can be dealt with between the workplace supervisor and the student but the college should be notified in writing that such an incident has taken place.

4.2.9. Situations **requiring direction** should be dealt with by the workplace supervisor in a manner consistent with their workplace procedures. A representative of the College should be present when a student is being interviewed as part of any investigative or deliberative process. The College representative will notify the Dean of Faculty via the completion of [a Suspected Student Integrity Breach Incident Report Form](#) which will outline the incident, the discussion, and the agreed outcomes.

4.2.9.1. The workplace supervisor may request that the student be removed from the placement.

4.2.9.2. The workplace supervisor may allow the student's continued participation in the workplace to be subject to specific conditions or restrictions.

4.2.9.3. The College may judge that those conditions or restrictions mean that the student cannot continue their work placement.

4.2.10. Situations **requiring discipline** require the workplace supervisor to immediately suspend the student's access to the workplace. (In which case, the College should be notified as soon as possible after the suspension.) The workplace supervisor should ensure that they act in a manner consistent

with their workplace procedures. The Dean of Faculty (or their representative) should be present for any subsequent meeting involving the workplace supervisor and the student, whether part of the investigative or deliberative process. The College representative will ensure that the Dean of Faculty is notified via the completion of a [Suspected Student Integrity Breach Incident Report Form](#).

4.2.10.1. Following the completion of the investigation of the potential breach of professional integrity, the workplace supervisor may request that the student be allowed to continue their placement only if they are able to provide reasonable grounds that no further breaches of professional integrity standards are reasonably likely to happen.

4.2.10.2. The workplace is not required to provide the student with a grievance procedure. The participation of a student in a workplace appointment is wholly at the discretion of the workplace.

4.2.10.3. The College is required to provide the student with a grievance process, the result of which must be taken into account in how the college processes the student's future enrolment options.

4.2.11. Any action taken under these procedures may be used in assessing the quality of the student's performance in the workplace.

4.2.12. Students must discuss with the Dean of Faculty the implications of any adverse findings upon their eligibility to undertake further workplace placements.

4.2.12. In cases requiring direction or discipline, a record of the incident and outcomes will be entered in the Student Integrity Breach Register by the Dean of Faculty via the Integrity Breach Register Form.

4.2.13. Students have the right to appeal against any decisions regarding the College's handling of professional integrity breaches and if they wish to appeal may do so in writing under the [Student Grievance Policy](#).

### **4.3. General Integrity**

4.3.1. The principles upon which these general integrity guidelines and procedures are based are described in Tabor's [Justice and Equity Policy](#).

4.3.2. The goal is the genuine resolution of conflict and the restoration of a safe environment for all members of the Tabor community.

4.3.3. As the consequences of misconduct may be significant, each student is encouraged to familiarise themselves with what constitutes General Misconduct.

4.3.4. For the purposes of these procedures, and without limiting its generality, a student (whilst on any Tabor property or whilst engaged in any Tabor activity) commits an act of general misconduct if the student acts in a way that is inconsistent with the Justice and Equity Policy, such as;

- Prejudices the good order and governance of Tabor or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of Tabor.
- Fails to comply with conditions agreed in the contract.
- Wilfully disobeys or disregards any lawful order or direction.



- Refuses to identify him or herself when lawfully asked to do so by a Tabor staff member.
- Fails to comply with any penalty imposed for breach of discipline.
- Engages in inappropriate or disruptive behaviour in a class, meeting or other activity under the control or supervision of Tabor, or on Tabor premises or other premises to which the student has access as a student of Tabor
- Obstructs any member of staff in the performance of their duties.
- Acts dishonestly in relation to admission to Tabor.
- Knowingly makes any false or misleading representation about things that concern the student as a student of Tabor or breaches any of Tabor's rules.
- Fraudulently alters any legal documents or records.
- Verbally harasses or intimidates another student, a member of staff, a visitor to Tabor, or any other person because of race, ethnic or national origin, gender, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason.
- Physically or sexually assaults or harasses another student, a member of staff, a visitor to Tabor, or any other person while the student is engaged in study or other activity as a Tabor student.
- Breaches any confidence required by Tabor.
- Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from Tabor premises while acting as a Tabor student.
- Steals, destroys or damages a facility or property of Tabor or for which Tabor is responsible.
- Engages in any other activity which could reasonably be deemed misconduct. This includes inappropriate or harmful comments through Moodle/Tabor Online and any other form of internet communication for College purposes. Tabor is intent on facilitating an environment free from cyber abuse, with students seeking support being able to make a report through Tabor Online.
- Being found guilty of an indictable offence (Criminal Procedure Act 1921)
- Any suspected breaches of the criminal code should be dealt with according to the workplace's discipline policy. Nothing in these procedures is intended to limit the workplace's right to report matters directly to the police.

4.3.5. The College will not make itself or its students complicit in any illegal activities by failing to report to the appropriate authorities any actions that may be reasonably judged as illegal.

4.3.6. The informal resolution of conflict is to be preferred over formal structures.

4.3.7. Any staff member becoming aware of student general misconduct should notify the Dean of Faculty via the completion of a Suspected Student Integrity Breach Incident Report Form.

4.3.8. A staff member in charge of a class activity (lecture, field trip etc) may exclude a student immediately if the staff member considers the student's behaviour constitutes a risk to the safety of other students or staff or if, after a verbal warning, the student continues behaviour which is disruptive to the learning of other class members.

4.3.9 Issues that relate to classroom management/coaching into appropriate behaviours, will not, initially be included on the Student Integrity Breach Register. However, should these issues recur with a frequency that suggests the student is wilfully breaching the classroom behavioural expectations, this will be deemed to be misconduct.



4.3.10. Where conflict has not been resolved informally, the Dean of Faculty will be notified via the completion of a Suspected Student Integrity Breach Incident Report Form.

4.3.11. Within five working days of receipt of a **Student Integrity Breach Incident Report** the Dean of Faculty will investigate the issues and commence a **conflict resolution** process.

4.3.12. If the process is not successful the Dean of Faculty may:

- Place the student **On Probation**
- **Defer** the student's enrolment for a specified period of time
- **Cancel** the student's re-enrolment at Tabor until such time that the student can demonstrate that the misconduct and the conflict is resolved.

4.3.13. The Dean of Faculty will record the outcomes into the **Student Integrity Breach Register**

4.3.15. The Dean of Faculty will notify the student in writing of the incident and the penalty for it within ten working days of it being investigated.

4.3.17. Students have the right to appeal against any decisions regarding penalties for general integrity breaches and if they wish to appeal may do so in writing under the **Student Grievance Policy**.

## 5. Definitions

Dean of Faculty: In cases where a student belongs to one Faculty but the suspected breach happens in a subject associated with a different Faculty, the Dean of Faculty is deemed to be the Dean of the student's Faculty.

Also see [Global Definitions](#)

## 6. Communication / Training

6.1. This policy will be placed on the Tabor web site, and Deans of Faculties and Heads of Departments will ensure students and staff members are apprised of this policy and refer them to the web site.

## Appendix A – Examples of Academic Misconduct

<b>Cheating</b>	<ul style="list-style-type: none"><li>• Accessing, purchasing, exchanging or offering for purchase any item to be submitted as an assessment task;</li><li>• Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments;</li><li>• Using or possessing prohibited equipment or material during an examination;</li><li>• Sending, receiving or accessing or endeavouring to send, receive or access any source of stored electronic information during the examination unless specified by the examiner;</li><li>• Drawing or writing on materials, other than the exam papers provided, during an examination.</li></ul>
<b>Collusion &amp; Facilitation</b>	<ul style="list-style-type: none"><li>• Assisting another student, intentionally or recklessly, to commit an act of academic misconduct;</li><li>• Unauthorised collaboration with other students on assessable work;</li><li>• Uploading a copy of a subject outline or other subject or course materials to a website or server without express permission of the University;</li><li>• Removing or endeavouring to remove from the examination room any question or answer paper, other paper provided for use by the student during the course of the examination, or other material which is the property of the University, unless authorised by the examination supervisor and examiner.</li></ul>
<b>Fraud</b>	<ul style="list-style-type: none"><li>• Impersonating another student, or a student allowing another individual to impersonate him/her, for the purpose of completing an exam, assessment task or online activity.</li></ul>
<b>Misrepresentation &amp; Fabrication</b>	<ul style="list-style-type: none"><li>• Submitting a piece of work, including an assessable group work item, with the intention of deceiving the assessor regarding individual contributions to the work;</li><li>• Intentional and unauthorised falsification or invention of any information, experimental data or citation in an assessable item;</li><li>• Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students);</li><li>• Representing data or information incorrectly, improperly or falsely;</li><li>• Falsely indicating participation, or recording attendance on behalf of another student, in an activity where attendance is required for assessment purposes;</li><li>• Submitting a text/code-matching software originality report that falsely represents the originality of an assignment submitted for assessment.</li></ul>
<b>Obstruction &amp; Interference</b>	<ul style="list-style-type: none"><li>• Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.</li></ul>
<b>Plagiarism</b>	<ul style="list-style-type: none"><li>• Using another person's ideas, designs, words or any other work without appropriate acknowledgement;</li><li>• Re-using one's own work without appropriate acknowledgement.</li></ul>

Examples of Academic Misconduct referenced from the University of Wollongong Academic Integrity Policy

<https://documents.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow058648.pdf>

Appendix B – Template for Outcome Letter (First Incident)

Recipient's Name

Recipient's Organisation

Street Address 1

SUBURB STATE POSTCODE

Dear <INSERT NAME OF STUDENT>

Your assessment item <INSERT DETAILS> in the subject <INSERT SUBJECT NAME> appears to contain <INSERT 'unattributed' or 'material very similar to <INSERT SOURCE>'>. This material has been highlighted in the attached document and has been identified as an academic integrity breach. You are receiving this formal notification and a notification has been entered into the student integrity breach register.

You will be contacted by your Head of Program to discuss appropriate academic writing conventions. In order to help you better understand the requirements of academic writing, academic support will be made available to you by your Head of Program.

You have been assigned a grade of 0% for the assignment but do have the option of resubmitting. The maximum grade allowable for a resubmitted assessment task is a Pass.

You may respond to this notice in person and/or in writing. Please contact this office by phone or email as soon as possible to arrange a meeting or to notify us that you will respond in writing. Before responding, you should consult the *Student Integrity Policy*.

You have the right to appeal this decision as per Tabor's Student Grievance Policy. Appeals must be lodged **within 20 business days** of the date of this notification.

Yours sincerely

SENDER'S NAME

Sender's Title

cc: Copies to

Appendix C – Template for Student Notification Letter (Second Incident)

Recipient's Name

Recipient's Organisation

Street Address 1

SUBURB STATE POSTCODE

Dear <INSERT NAME OF STUDENT>

Your assessment item <INSERT DETAILS> in the subject <INSERT SUBJECT NAME> appears to contain <INSERT 'unattributed' or 'material very similar to <INSERT SOURCE>'>. This material has been highlighted in the attached document and has been identified as a suspected academic integrity breach. We have consulted the Student Integrity Breach (Misconduct) Register for Tabor and determined that there is a prior entry containing your name.

You are advised to consult the *Student Integrity Policy*. You are also advised to seek assistance from the Academic Support Officer or other support person before formally responding to this notice.

You may respond to this notice in person and/or in writing. We are proposing that a hearing be held on <INSERT DATE AND TIME. THIS SHOULD BE WITHIN 10 BUSINESS DAYS OF THE DATE OF NOTIFICATION> to investigate this proposed breach. The hearing will take place at <INSERT LOCATION> and you may bring a support person. The following people will be present at the hearing, or will read your written response or be present for your oral response, <INSERT NAMES OF THOSE TO BE PRESENT, INCLUDING THE ACADEMIC DIRECTOR>.

Please contact this office by phone or email as soon as possible to notify us whether you plan to respond in writing or orally, or to arrange an alternative hearing time. If you plan to respond in writing, you should submit your response at least 24 hours before the scheduled hearing.

If we do not hear from you **within 10 business days** of this notification, we will make one final reasonable attempt at contacting you by telephone, email and/or in writing, and if we have still not heard from you **5 business days** after that attempt, proceed with this suspected academic integrity breach according to the *Student Integrity Policy*.

You should be aware that you have the right to appeal any decision that is made by Tabor as per the College's Student Grievance Policy.

Yours sincerely

SENDER'S NAME

Sender's Title

cc: Copies to

#### Appendix D – Template for Outcome Letter (Second Incident)

Recipient's Name

Recipient's Organisation

Street Address 1

Street Address 2

SUBURB STATE POSTCODE

Dear <INSERT NAME OF STUDENT>

Thank you for <INSERT 'attending the hearing of DATE' and/or 'responding in writing on DATE OF LETTER' or 'telephoning on DATE'> to discuss the suspected academic integrity breach outlined in my letter of <DATE AND REFERENCE NUMBER>. This letter is to formally confirm the outcome of that <INSERT 'meeting' or 'correspondence'>. In this case, and after consulting <INSERT NAMES> and taking into account any extenuating circumstances presented by you and your representative, and applying to the evidence the principle of "the balance of probabilities", I have decided on the following actions: <INSERT DECISION>

<either> It has been determined that the suspected academic integrity breach has NOT been confirmed, and NO penalty will be applied. The record entered into the Student Integrity Breach Register will be removed.

<or> It has been determined that the suspected academic integrity breach HAS been confirmed and a previous record exists in the Student Integrity Breach Register, and the penalty imposed for this is that you will <in the case of a second incident: have a record of 'F2' entered against the assessment task, with no option of resubmitting. You should be aware that a third case of academic misconduct will result in your enrolment being suspended for a period of 12 months.> <or> <in the case of a THIRD incident: have a record of 'F2' entered against the SUBJECT, with your enrolment suspended for twelve months>. You are advised to seek assistance with the requirements for evidence-based writing from <INSERT DETAILS>. A record will also be added to the Student Integrity Breach Register.

Under Tabor's *Student Grievance Policy* you have the right to appeal this decision. You are encouraged to consult the Academic Support Officer for support. Appeals must be lodged **within 20 business days** of the date of this notification.

Yours sincerely

SENDER'S NAME

Sender's Title

cc: Copies to