



Sancta Maria College – Academic Misconduct Procedures

Procedures: Student Academic Misconduct Procedures

Category: Curriculum

Type: Procedure

Commencement Date: 1st June 2016

Sancta Maria College is an integrated co-educational Catholic College and its practices, beliefs and values are Catholic and guide the work of the college.

Rationale

Sancta Maria College is committed to delivering robust assessment practices to ensure the integrity of the New Zealand National Qualifications Authority is upheld.

Purpose

The purpose of these procedures is to:

- Set out a clear and consistent process for investigating suspected academic misconduct by students
- Clarify the authority to deal with cases of alleged academic misconduct by students
- Codify possible penalties which can be imposed following confirmed academic misconduct by students
- Ensure that reporting, recording, confidentiality and appeals in the case of confirmed academic misconduct by students are handled effectively and consistently.



Organisational Scope

These procedures apply to all staff and students of Sancta Maria College. Note that academic misconduct in these procedures refers to breaches of academic integrity by students.

Commencement

This policy validates the Student Academic Misconduct Procedures that have been in place since Sancta Maria College was formed. Therefore, this policy covers any and all student academic misconduct since the formation of Sancta Maria College. This policy comes into effect one day after being approved and signed by the board of trustees.

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Definitions

Academic Integrity

The basis for ethical decision-making and behavior in an academic context. This is reflected in norms of acceptable academic practice and is informed by the values of honesty, trust, responsibility, fairness, respect and courage.

Academic Misconduct

Actions which intentionally or unintentionally are contrary to the values and practices associated with academic integrity.

Cheating, academic dishonesty and dishonest academic conduct

Acts of dishonesty intended to gain an advantage for oneself or others in academic work. Such dishonesty is the intention to deceive. Examples of actions that are likely to be regarded as cheating can be found in section 2.

Academic Misconduct Register

A confidential register of proven cases of academic misconduct at Sancta Maria College, used solely for investigating and reporting on academic misconduct.

Head of Department

For the purposes of these procedures, the Head of Department or the Teacher in charge for the assessment in which academic misconduct is alleged to have occurred.

Principal's Nominee

Person within the school that has been directly appointed by the Principal of Sancta Maria College to uphold the practices stated by the New Zealand Qualifications Authority.



1. Guidelines

- (a) Sancta Maria College shall investigate alleged instances of academic misconduct in a manner which is fair, consistent and transparent.
- (b) Sancta Maria College defines three levels of academic misconduct:
- **Level One:** A first instance of academic misconduct where a student's actions may be regarded as unintentional or naïve and contributed to by a lack of understanding of acceptable academic practice.
 - **Level Two:** Academic misconduct where a student's actions are perceived to be intentional and where the student could reasonably be expected to understand academic practice, or any repeat instance of academic misconduct.
 - **Level Three:** Academic misconduct in which actions are perceived as being intentional and of an extremely serious nature including instances of falsification or fabrication of data, impersonation and/or purchasing of assessment.
- (c) Notwithstanding the definitions provided in clause 1(b), any academic misconduct which occurs in a final examination/assessment and from which a student gains a demonstrable academic advantage, shall normally be considered Level Two or Level Three misconduct.
- (d) Consistent with the University's Academic Integrity Policy, Level One misconduct will be treated in an educative manner. Level Two and Three misconduct will result in disciplinary sanctions.



2. Types of Academic Misconduct (CHEATING)

(1) Plagiarism:

- i. Copying or cutting and pasting text from others by appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. Without using quotation marks or block quotes to identify that text, nor clearly indicating the source (this includes paper and electronic sources)
- ii. Copying visual materials, images and/or physical objects lifting of entire paragraphs, chapters, etc. from another's work without clearly indicating the source
- iii. Using poor paraphrasing of sentences or whole passages without referencing the original work
- iv. Using another person's ideas, work or research data without acknowledgment
- v. Copying computer files or computer code without clearly indicating their origin
- vi. Submitting another student's work in whole or in part, where this is not specifically permitted in the course outline
- vii. Submitting work that has been written by someone else and/or by paraphrasing another's ideas or conclusions without acknowledgement.
- viii. Resubmitting portions of previously submitted work without indicating the source.
- ix. Submission of work that relies too greatly on model answers or sample solutions provided in the course materials.

(2) Unauthorised collaboration

Presenting group work in any form of assessment where individual answers are required. This does not include assessment tasks where students are expressly required or permitted to present the results of collaborative work. Unless it is explicitly stated otherwise, each student's answers should be in their own words. Examples of unauthorised collaboration

- a. Splitting the work of one assignment among several students and all submitting the combined work as their own
- b. Cooperating on writing computer programs, set assessment tasks which were meant to be individual effort
- c. Receiving professional assistance not from Sancta Maria College; example students who have left Sancta Maria College.
- d. Swapping assignments



(3) **Multiple submissions of single assessment:** submitting substantially the same work for multiple assessments; presenting work submitted previously at Sancta Maria College or another educational institution.

(4) **Impersonation:** getting someone else to participate in any assessment on one's behalf, including getting someone else to sit a test or examination on one's behalf. Impersonating someone else in an examination or other assessment activity.

(5) **Use of unauthorised materials:** using notes, aids, books or other material in the completion of an assessment unless expressly permitted to do so; taking calculators, computers or any other electronic devices (e.g. cell phones or tablets, watches) into a test or examination unless expressly permitted to do so.

(6) **Assisting others in academic misconduct:**

- i. Impersonating another student in a test or examination
- ii. Writing an assignment for another student
- iii. Giving answers to another student in a test, examination or any other assessment before or during (whether in a current or previously offered paper) by any direct or indirect means.
- iv. Allowing another student to copy answers in a test, examination or any other assessment.
- vi. Encouraging Academic Dishonesty. Intentionally or unintentionally helping or attempting to persuade and/or influence another to violate the Sancta Maria College school rules, policies, or regulations governing academic integrity.
- vii. Taking photos and/or written notes and sharing this with others. This includes photos and written notes of tests, exams, and student assessment work.
- viii. Assistance given by current or past student to another student to be dishonest or fraudulent with academic assessment.

(7) **Misrepresentation:** feigning disability, temporary illness or injury or exceptional circumstances beyond one's control, and then claiming special conditions and/or special consideration.

(8) **Purchasing assessment:** submitting for assessment material obtained from commercial essays, assignment services, other students or any other source. Using material obtained from commercial essay or assignment services.



(9) **Falsification/Fabrication:** falsifying or fabricating the results of one's research or laboratory assignments; presenting as true or accurate material that one knows to be false or inaccurate. For example, in laboratory reports or publications, or in quotations by interview subjects, or EOTC trips. Presenting data obtained improperly (e.g. data collected without permission and or prior approval of the relevant ethics committee). Fabrication. Deliberate falsification or design of any material or excerpt in an academic assignment or exercise.

(10) **Breach of ethics:** a breach of a duty of confidentiality, privacy or the terms of any ethical approvals.

(11) **Breach of Exam / Test Regulations**

This type of cheating is typified by the student obtaining work from another source.

- i. Using cheat sheet, lecture notes, and/or textbooks on a closed book exam
- ii. Talking in a foreign language during an exam
- iii. Using a computer for a programming problem on an exam when the problem was intended to be a paper exercise
- iv. Looking at a peer's assessment
- v. Printing or e-mailing online test questions when not permitted
- vi. Stealing, Copying, Taking photos, Deliberate sighting of an exam paper from a teacher's desk or other learning area

(12) **Copying:** Copying from another person in an examination or other assessment activity.

This type of cheating is typified by the student obtaining work from another source.

- i. Copying from the web
- ii. Sharing ones work with another student
- iii. Taking work left on the computer or network or photocopier
- iv. Copying from a textbook, CD rom, USB, articles and website,
- v. Stealing someone else's work
- vi. Obtaining program code fragments from several sources and putting them together as one program

(13) **Ghost Writing:** Submitting an individual assignment written entirely or in part by another person (e.g. ghost writing and collusion – agreement between students to deceive).

(14) **Other Academic Misconduct or forms of Academic dishonesty:** actions that are deemed to contravene the values and accepted practices associated with academic integrity.



3. NZQA – BREACHES OF THE RULES (Academic Misconduct)

NZQA Guidelines– Breaches of the rules – INTERNAL ASSESSMENT

NZQA Link:

<http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules-2015/6/6/>

6.6 Breaches of the Rules - Internal Assessment

1. Each School must have a written procedure for dealing with reported breaches of its rules relating to internal assessment.
2. Schools must have procedures to investigate any conduct by Candidates in internal assessment similar to those outlined in the [Breaches of the Rules - External Assessment](#).
3. The Principal's Nominee must investigate any report of a possible breach of the rules by a Candidate in an internal assessment in accordance with the School's written procedure.
4. The Principal's Nominee must allow the Candidate an opportunity to provide an explanation and will decide on any disciplinary action to be taken in accordance with the School's written procedures, if the explanation does not satisfy the Principal's Nominee that a breach did not occur.
5. Where a Candidate has been found to have breached the rules whether *knowingly, fraudulently or unwittingly*, and the breach undermines the credibility of the assessment, the School must report a “Not Achieved” for the assessment standard.
6. Candidates have the right to an appeal to a designated person in a School, of any decision made relating to any possible breach of the rules under the School's documented appeal process.



3. NZQA – BREACHES OF THE RULES (Academic Misconduct)

NZQA GUIDELINES – BREACHES OF THE RULES – EXTERNAL ASSESSMENT

NZQA Link:

<http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/assessment-including-examination-rules-2015/7/1/3/>

7.1.3 Breaches of the Rules - External Assessment

- a. These breaches of the rules for external assessment apply to all externally assessed assessment standards, but excluding Visual Arts Level 1 or 2, verified languages and assessment by a common assessment task where the School's [Breaches of the Rules – Internal Assessment](#) procedures must be used.
- b. In relation to external assessment NZQA may undertake an investigation into any report of the following kinds of conduct (called a "breach of the rules of external assessment")
 - i. **failure to follow instructions** – a Candidate or another person is reported to have failed to follow the instructions of NZQA (such as those of an examination supervisor) whether knowingly or unwittingly, or to have failed to follow any requirements of the Instructions to Candidates 2015, the supervisor’s instructions or instructions on the Candidate’s admission slip:
 - ii. **influencing/assisting/hindering Candidates or disrupting the external assessment** - a Candidate or person is reported to have influenced, assisted or hindered one or more Candidates, or otherwise disrupted an external assessment whether knowingly or unwittingly:
 - iii. **dishonest practice by a Candidate** - a Candidate or another person is reported to have knowingly or unwittingly:
 1. In an external assessment attempted to access information or materials or help from another person;
 2. altered returned external assessment materials prior to seeking a review or reconsideration;
 3. Used any document or certificate produced by NZQA in a way that provides them with an advantage (monetary or otherwise); or
 4. Engaged in any other practice that might result in an advantage to the Candidate or other Candidates:
 - a. **Inauthentic material** - a Candidate is reported to have submitted material for assessment that is not their own, whether knowingly or unwittingly:
 - b. **Impersonation** - a person is reported to have impersonated or dishonestly claimed to be a Candidate entered for an externally assessed standard, in which case these Rules may apply to the alleged impersonator, to the



3. NZQA – BREACHES OF THE RULES (Academic Misconduct)

NZQA GUIDELINES – BREACHES OF THE RULES – EXTERNAL ASSESSMENT

Candidate who has allegedly been impersonated, and to any other person who may have assisted or concealed the impersonation.

5. Before deciding whether or not to undertake an investigation, NZQA may seek to clarify the reported conduct.
6. Where NZQA has initiated an investigation, a Candidate or other person whose reported conduct may have possibly breached these Rules will be sent a letter with copies of any relevant information or reports, indicating the
 - a. conduct that may have been in breach of the rules;
 - b. rule/s that the conduct may have breached;
 - c. process that will be followed; and
 - d. entries and any results that may be withheld until the investigation is completed and a decision is reached -
 and will be invited to make written comment to NZQA about their conduct within 15 business days of the date of the letter.
7. Investigation into a possible breach of the rules of external assessment by a Candidate or other person may involve consultation with the Principal's Nominee from the Candidate's school or Candidate's school(s) or any other person able to provide relevant information.
8. While NZQA is investigating a possible breach of the rules of external assessment it may suspend the release of all or part of the results of any Candidate who is believed to be involved, until a decision is made as to whether or not a breach has occurred.
9. If, at any stage of the investigation, NZQA receives written comment from the Candidate or any other person which explains their conduct and satisfies NZQA that a breach by the Candidate or other person has not occurred or is not proven, any entries and results which may have been withheld will be released and **no further action** will be taken.

Decision making process

10. After any written comment is received from the Candidate or other person within the 15 business days, or on or after the expiry of the 15 business days if no written communication is received, a decision will be made by the relevant staff member of NZQA (with delegated authority from the Chief Executive) on the reported breach of the rules of external assessment, taking into consideration all the information received, when the staff member of NZQA reasonably believes there is sufficient information upon which to make an informed decision.
11. The Candidate or other person will be informed in writing of the decision by NZQA, and, if a breach is found, the penalties (if any) to be imposed.



3. NZQA – BREACHES OF THE RULES (Academic Misconduct)

NZQA GUIDELINES – BREACHES OF THE RULES – EXTERNAL ASSESSMENT

12. Where NZQA considers a formal **face-to-face meeting** would assist in eliciting information upon which an informed decision can be made, the Candidate or other person will be invited to the meeting and may bring a support person with them. The meeting will be chaired by an independent appointee of the Chief Executive (for example, a former school principal), and the following procedure will apply:
 - a. the Candidate or other person will be given reasonable notice of the date of any face-to-face meeting, will be given copies of any relevant new reports or information held by NZQA, and may provide written submissions prior to the meeting;
 - b. the Candidate or other person may choose to provide written submissions and not attend the face-to-face meeting;
 - c. the Candidate or other person may choose to neither provide written submissions nor attend a face-to-face meeting.
13. Where the Candidate or other person chooses not to –
 - a. provide written submissions; or
 - b. accept the offer of a face-to-face meeting, or
 - c. reply to the offer of a face-to-face meeting, or
 - d. attend the face-to-face meeting after accepting the offer of a meeting – the decision making process will be as provided for in n (i) and n (ii) of this Rule 7.1.3.
14. Where the Candidate provides written submission but does not attend the face-to-face meeting, the decision making process will be as provided for in n (i) and n (ii) of this Rule 7.1.3.
15. Where the Candidate or other person attends the face-to-face meeting, the independent appointee chairing the meeting will:
 - a. outline to the Candidate or other person the reported conduct that may be in breach of the rules and the possible penalties; and
 - b. listen to, discuss and clarify:
 - i. any issues in relevant submissions and views of NZQA, and of the Candidate or of the other person in relation to the reported conduct;
 - ii. any issues in respect of breaches of the rules of external assessment, and
 - iii. any issues in respect of penalties.
16. Following the meeting with the Candidate or other person,
 - a. the independent appointee will make one or more recommendations on whether the reported conduct was a breach of the rules of external assessment, and if a breach is found, on relevant penalties; and



3. NZQA – BREACHES OF THE RULES (Academic Misconduct)

NZQA GUIDELINES – BREACHES OF THE RULES – EXTERNAL ASSESSMENT

- b. the recommendation will be given to the NZQA staff member with the delegated authority who will proceed to make a decision and will document the decision with reasons.

17. NZQA will, within 15 business days of the decision being made (unless there is good reason not to) notify the Candidate or other person of that decision.

Penalties that may be imposed

18. Where the decision is that the Candidate or other person has breached the rules of external assessment, the Candidate or other person will be given a formal warning and any one or more of the following actions may be taken:

- a. permanent withholding of the entries and results of the Candidate or other person in relation to the externally assessed assessment standard/s where breaches were established (note that this will not include results in other externally assessed assessment standards from the current or previous years unless justified by the investigation outcome)
- b. conditions placed on the Candidate or other person when entering further external assessments including, but not limited to, an agreed code of conduct:
- c. disqualification of the Candidate or other person from entering further external assessment for national or New Zealand qualifications in specified assessments or for a specified period of time.

19. NZQA may refer any breach of the rules to relevant authorities (including the Police where criminal behaviour is believed to have occurred) for consideration by those authorities (for example in the case of impersonation).



4. Authority for Dealing with Academic Misconduct

- (a) In the first instance:
 - i. All suspected instances of academic misconduct in examinations must be referred to the Principal's Nominee who will liaise with relevant Curriculum Leader/Head of Department.
- (b) Alleged instances of Level One academic misconduct which proceed to a full investigation shall normally be dealt with by the relevant Head of Department and the Principals nominee.
- (c) Alleged instances of Level Two and Level Three academic misconduct, which proceed to a full investigation shall be dealt with by the Principals Nominee and the Deputy Principal (Curriculum).
- (d) Alleged instances of Level Three academic misconduct and extremely serious academic misconduct shall be referred to and dealt with by the Principal and Deputy Principal (Curriculum), if the investigation completed by the Principal's Nominee has determined misconduct occurred recommends that the student concerned be formally disciplined.



5. Procedural Fairness

- (a) A student shall be presumed innocent unless and until guilt is freely admitted or is determined beyond reasonable doubt.
- (b) Sancta Maria College will ensure that:
 - i. The student will have access to information about the allegation of misconduct
 - ii. The student will be given adequate notice of the process and timelines for dealing with the alleged misconduct
 - iii. The student will be offered the opportunity to be heard before a determination is made in relation to the alleged misconduct
 - iv. The process of inquiry and determination will be conducted without bias
 - v. A determination will be made only on the basis of facts and documentation relevant to the alleged misconduct (this will include the referencing of the Academic Misconduct Register to ascertain whether the student has been involved in previous cases of academic misconduct)
 - vi. The student will be notified in writing of the outcome including reasons to explain the outcome
 - vii. The student will be notified of their right of appeal in accordance with clause 10 of the Academic Integrity Procedures.



6. Academic Misconduct Sancta Maria College Teacher Procedures

This is the process that is followed when the authenticity of student work is alleged to be compromised:

NZQA Staff Handbook - Academic Misconduct Form..... pg83

Step by Step Procedure if Academic Misconduct is suspected

1. If there is a question about authenticity, then the class teacher shows the suspect work to the Curriculum Leader (Head of Department).
2. The Curriculum Leader (Head of Department) will collect all supporting data and collate and outline areas of discrepancy and gather all possible evidence
3. Curriculum Leader (Head of Department) will complete academic misconduct form and meet with the Principal's Nominee.
4. The Principal's Nominee will interview the student and make a decision about whether Academic misconduct has taken place and if so the level/severity of Academic Misconduct.
5. The student, Curriculum leader (Head of Department) and parents will be informed of the decision.
6. Students may use the appeals process if they want to query the decision of the Principal's Nominee.

The penalties for academic misconduct are scaled on three levels of academic misconduct. Please refer to Academic Misconduct Matrix for full description.

Further penalties may be imposed by the Senior Leadership. The seriousness of the penalty will be dependent on the seriousness of the incident. The appeals process may be used to appeal a decision.



7. Academic Misconduct Sancta Maria College Considerations during an Investigation

(a) An investigation shall be carried out where possible academic misconduct is identified by the Curriculum Leader (Head of Department) and/or Principals Nominee. This should usually occur within seven days or at a time that is reasonable of detection of the alleged offence and should determine either that:

- i. There is sufficient evidence that the matter should proceed to a full investigation; or
- ii. There is insufficient evidence to proceed; or
- iii. There is no case and the matter should proceed no further.

(b) As regards to an investigation: - Academic Misconduct Register

- i. If the student has a previous offending recorded on the Academic Misconduct Register and/or there is significant reason to believe the alleged misconduct is deliberate, the Principal's Nominee shall refer the matter to the Deputy Principal (Curriculum), providing a completed *Academic Misconduct Report Form*; or
- ii. If there is reason to believe the alleged misconduct is unintentional or naïve, and the student has no previous record of offending on the Academic Misconduct Register, the Principal's Nominee and Head of Department shall conduct a full investigation as per clause 6 below.

c) The full investigation shall consider any material from the preliminary investigation (previous history of academic misconduct), any further evidence collected, and shall take account of the following factors:

- i. The extent of the misconduct
- ii. The student's intention
- iii. Contextual factors including but not limited to:
 - Academic level of the programme
 - Number and severity of previous offenses
 - Other information relevant to the case
- iv. The extent to which the misconduct, if undetected, would have resulted in an unfair advantage for the student or any other student.
- vi. The extent to which the misconduct, if undetected, would have had potential to compromise the integrity of Sancta Maria College's assessment processes
- vii. The impact of particular outcomes on a student's progression or achievement of NZQA qualifications Level 1,2,3 or Sancta Maria College achievement
- viii. Information and support provided to the student about academic integrity as part of their course
- ix. Information about the student held in the Academic Misconduct Register.



7. Academic Misconduct Sancta Maria College Considerations during an Investigation

- (d) The student must be given the opportunity to be heard, or in writing, before a final decision is made.
- (e) Following their investigation, the investigating party may:
- i. Find that no academic misconduct has occurred
 - ii. Determine an outcome commensurate with their powers and the level of offending as per Clause 7 of these procedures
 - iii. For allegations which have been investigated by the Head of Department and Principals Nominee for which there is evidence of offending above Level One, refer the matter to the appropriate Deputy Principal (Curriculum) for further consideration
 - iv. For allegations which have been investigated by the Principal's Nominee and Deputy Principal (Curriculum) for which there is evidence of offending at Level Three, refer the matter to the Principal if a Level 3 punishment is recommended for the student from Sancta Maria College. The principal may (but is not obligated) to consult with members of the board of trustees or seek legal advice or advice from other consultants
In all instances, the final outcome or referral should be reported to the Principals nominee and Deputy Principal (Curriculum) and Head of Department.
- (f) The investigating party must keep a detailed record of their investigation.
- (g) Where possible, investigations should be completed within a three-week timeframe or a timeframe that allows a thorough investigation to take place



8. Schedule of Outcomes where Academic Misconduct is proven

Level One Academic Misconduct.

The Principals Nominee in consultation with the Head of Department, or the Departments nominees, shall take one or more of the following actions:

- i. A Not Achieved mark for the assessment affected by the academic misconduct
- ii. Issue the student with a warning that includes information about the Sancta Maria College's Academic Integrity Policy and resources available to support the policy
- iii. Require the student to undertake a supplementary, formative reflective assessment on academic integrity
- iv. Repeat assessment with reduced maximum grade
- v. Require the student to complete forms of detentions
- vi. Require the student to complete some form of community work/service that encompasses Sancta Maria College's Catholic Values
- vii. Award a mark based on the portion unaffected by the academic misconduct with zero/Not Achieved marks awarded for affected portions.

(b) In response to

Level Two Academic Misconduct.

The Principal's Nominee and/or Deputy Principal shall include at least one educational response from 7(a) shall take one or more of the following actions:

- i. Submission of a new or revised version of the assessment with a maximum of a "pass" for the assessment
- ii. A Not Achieved mark for the assessment affected by the academic misconduct
- iii. A reduction in the overall mark for the paper
- iv. A fail grade (Not Achieved) for the assessment in which the academic misconduct occurred.
- v. The cancellation of any pass or passes for any other part of the student's course undertaken in the same teaching period as the paper in which academic misconduct occurred, provided that any pass shall only be cancelled with the agreement of the Deputy Principal (curriculum) and Head of Department in which the paper is taught.

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(c) In response to

Level Three Academic Misconduct

Including extremely serious misconduct in an assessment, any appropriate penalties or responses listed under clauses 7(a), 7(b) and 7(c) may be imposed by the Principal, Deputy Principal, and Principal's Nominee. In addition, Principal may direct that the student be stood down, suspended or excluded from Sancta Maria College permanently or for such period as the Principal may determine.

(d) The Head of the relevant Department shall be responsible for ensuring that any educational requirements as detailed under 7(a) are completed. Failure to complete such requirements shall be reported to the Principal's Nominee. This may entail 'Result deferred being reported for the relevant paper on the student's academic record and the paper being deemed incomplete until requirements have been met.



Appendix A – Academic Misconduct Outcome Matrix

Level 3 Breach	Level 2 Breach	Level 1 Breach
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Recommended exclusion from Sancta Maria College			
Recommended suspension or stand-down from Sancta Maria College			
The cancellation of any pass or passes for any other part of the student’s course undertaken in the same teaching period as the paper in which academic misconduct occurred			
A reduction in the overall mark for the paper			
A zero mark for the assessment affected by the academic misconduct			
Submission of a new or revised version of the assessment with a maximum of a “pass” for the assessment			
Award a mark based on the portion unaffected by the academic misconduct with zero marks awarded for affected portions.			
A fail grade (Not Achieved) for the assessment in which the academic misconduct occurred			
Issue the student with a warning that includes information about the Sancta Maria College’s Academic Integrity Policy and resources that are available to support the policy			
Require the student to complete some form of community work/service that encompasses Sancta Maria College’s Catholic Values			
Repeat the assessment with a reduced maximum grade			
Require the student to complete forms of detentions			
Require the student to undertake a supplementary, formative reflective assessment on academic integrity			



9. Notification of the Result

- (a) Upon conclusion of the investigation, the investigating party shall advise the Head of Department and any other parties directly involved in the outcome.
- (b) In cases of alleged misconduct the Principal's Nominee will inform the accused student/ parents in writing of the outcome. The Head of Department, Principal's Nominee, Deputy Principal (Curriculum) will receive a copy of this letter.
- (c) In all other cases, the Principal will inform the student in writing of the outcome. The Head of Department, Principal's Nominee, Deputy Principal (Curriculum) will receive a copy of this letter. This communication will normally be sent within seven working days of receiving notification of an outcome.
- (d) Where an educational task or penalty is imposed, notification of the student's right to request a review or appeal the decision, and the mechanism for a review or an appeal, shall be included in the letter to the student reporting the outcome of the investigation.



10. Student Right of Appeal of Academic Misconduct

(a) A student may appeal an academic misconduct decision made by:

- i. Principal's Nominee whose decision on the matter shall be final
- ii. Deputy Principal (Curriculum)
- iii. Principal

(b) Appeals Board

- 1.1. Each appeal brought under this Statute shall be heard and determined by an Appeals Board appointed by the Principal on a case-by-case basis.
- 1.2. Each Appeals Board shall comprise of three members including the Principal, one member of the senior leadership team and the Head of the Board of Trustees.
- 1.3. Each member of an Appeals Board shall have one vote.

(c) Right of Appeal

2.1. A student may appeal under this Statute against:

- (a) Decisions in respect of which a right of appeal to the Appeals Board is provided under the Academic Misconduct Procedures Policy.
- (b) Any other decision of Sancta Maria College affecting the student against which the Appeals Board grants leave to appeal under the provisions of this policy.

(d) Powers of Board

3.1. The Board shall have the power to hear and determine:

- (a) Appeals to which clauses 2.1(a) and (b) apply; and
- (b) Applications for leave to appeal;

(e) The Appeal Board

4.1. The appeal board may:

- (a) Exercise its powers without confirmation by the Principal's Nominee and Deputy Principal (Curriculum);
- (b) In its absolute discretion, consult with the Principal's Nominee and Deputy Principal (Curriculum) in regards to the academic misconduct investigation
- (c) Dismiss any appeal after considering the written grounds of appeal and any written submissions without hearing the parties if in its opinion the appeal is frivolous or discloses no sustainable grounds of appeal or for any other reason ought not to be proceeded with.



5. Notice of Appeal

5.1. Appeals may be commenced, and applications for leave to appeal made, within 5 working days of the communication to the student of the decision appealed against, or sought to be appealed against, as the case may be, provided that the Appeals Board may, if it thinks fit, agree to extend the relevant time period.

5.2. Appeals are commenced by completing the appeal academic misconduct form and given to the Principal's Personal Assistant with reasonable particularity:

- (a) The decision or decisions appealed against; and
- (b) The grounds of the appeal including, where appropriate, any factual or procedural errors which the student considers to have occurred.
- (c) Any submissions the intending appellant wishes to make in support of the application for leave to appeal.

5.3. Every Notice of Appeal and every application for leave to appeal shall provide communication with the student's parents or caregivers in relation to the matter.

5.4. On receiving a Notice of Appeal or an application for leave to appeal, the Principal and Board of Appeal shall first ensure that the decision being, or being sought to be, appealed against has, or has had, an opportunity of reviewing its decision.

5.5. In the case of appeals or applications for leave to appeal which relate to academic matters, the Principal shall arrange for one or more members of the Appeals Board to consider the circumstances and to report on the matter making any such recommendations to the whole Appeals Board as may be appropriate.

5.6. Prior to the hearing of an appeal, the Board may make directions in relation to the conduct of the appeal, including directions in relation to the advance circulation of evidence and submissions by any party and in relation to any other matters that may promote the fair and expeditious resolution of the appeal.

6. Consideration of Applications for Leave to Appeal

6.1. An applicant for leave to appeal shall have no right to be heard in person by the Appeals Board, which shall consider applications for leave to appeal on the assessment in question of academic misconduct.

6.2. If the Appeals Board intends to take into account any material in addition to that provided by the applicant for leave, such material shall be provided to the applicant who shall then have five working days within which to respond to that material.



8. Procedure for Appeals

7.1. Subject to the provisions of this policy, the Appeals Board shall regulate its own procedure and appeals may be conducted without procedural formality where this is consistent with fairness and efficiency. The Appeals Board may receive, or call for, from any party any material which it considers relevant to the fair determination of the appeal.

7.2. Hearings before the Board shall be conducted in private. The Appeal Board shall provide full copies of its written decisions to the Principal's Nominee, Deputy Principal (curriculum) and the relevant Head of Department on a confidential basis but any other reports of the proceedings of the Appeals Board shall be such as to prevent disclosure.

7.3. The respondent in an appeal shall be the Principal

7.4. The appellant, the respondent (Principal) and any other member of Sancta Maria College who, in the opinion of the Board, has a special interest in the proceedings shall be entitled:

(a) To be represented by counsel

or some other appropriate person;

(b) To be supported during the hearing by any appropriate person or persons;

(c) To be present throughout the hearing, except when members of the Board may wish to confer in private.

7.5. The Principal shall within a reasonable time beforehand inform the appellant of the time and place fixed for the appeal hearing and of any directions the Appeals Board may have made as to the conduct of the appeal.

7.6. If the appellant or respondent fails to attend the hearing the Board may proceed and determine the appeal.

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7.7. Following the conclusion of an appeal hearing the Appeals Board may:

- (a) Dismiss the appeal; or
- (b) Allow the appeal by:
 - (i) referring the matter back to the decision-maker for reconsideration, with or without recommendations; or
 - (ii) substituting its own determination on any matter arising in the appeal, including any findings and the imposition of any penalty or outcome.

7.8 The decision made by the appeal board will be final and no further right of appeal will be allowed.

7.9 The student accused of academic misconduct will be notified in writing of the appeal board's decision.



11. Reporting

(a) The Principal's Nominee will provide oversight in relation to the completion of education requirements as outlined under clauses 7(a) and 7(e).

(b) The Principal's Nominee shall ensure an accurate and up-to-date Academic Misconduct Register is maintained and that this information is kept confidential and accessed solely for investigating academic misconduct and providing reports on academic misconduct only by the Principal's Nominee, Deputy Principal (Curriculum), Principal and any other person deemed by the above persons to have importance in the overall decision outcome for this student.

(c) The Principal's Nominee shall:

- i. Ensure that all cases for the previous year are reviewed in January to check for trends, developments and repeat cases
- ii. Provide a six-monthly update on academic misconduct to the Deputy Principal - Curriculum
- iii. Provide an annual report on academic misconduct to the Deputy Principal - Curriculum.

(d) The Deputy Principal shall make reports/suggestions to the Principal and Board or Trustees following the end of each academic year, containing a summary of all academic misconduct and Level Two and Three misconduct dealt with by them during that year. Such reports shall not include the names of individuals and shall as far as possible avoid reference to circumstances which might render any individual identifiable.

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