



Centre for  
English Language

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# SAIBT ACADEMIC INTEGRITY PROCEDURE

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## SECTION D - PROCEDURE

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### Related Policy

Academic Integrity Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Prior to enrolment</b>	
<b>Student Administration</b>	<b>1.1</b>	Set up the requirement for the Academic Integrity Module.	
	<b>2</b>	<b>Orientation</b>	
<b>AIO</b>	<b>2.1</b>	Discuss Academic Integrity and the Academic Integrity Module.	
	<b>3</b>	<b>Student information about academic integrity and submission of assignments</b>	
<b>Lecturer</b>	<b>3.1</b>	<b>By the end of the second teaching week</b> (or equivalent) inform students of SAIBT's <b>Academic Integrity Policy</b> and associated procedure.	
	<b>4</b>	<b>Issues of academic integrity in assignments</b>	
<b>Lecturer</b>	<b>4.1</b>	Where there are issues of concern relating to academic integrity contact the Academic Integrity Officer (AIO) via <b>email</b> .	
<b>AIO</b>	<b>4.2</b>	Record the details.	
<b>AIO</b>	<b>4.3</b>	Review the issue and evidence and where required contact the lecturer for additional information or clarification.	
<b>Lecturer</b>	<b>4.4</b>	Supply additional evidence/detail as required.	
<b>AIO</b>	<b>4.5</b>	Review the additional evidence / details and advise the student / lecturer of the outcome accordingly.	
	<b>5</b>	<b>When an issue of academic integrity is found</b>	
<b>Student</b>	<b>5.1</b>	Follow the instructions in the <b>email</b> .  <b>Note:</b> If you do not follow the instructions in the <b>email</b> and do not go to see the AIO, a decision will be made without your involvement.	
<b>AIO and Student</b>	<b>5.2</b>	Review the evidence and discuss the issue.	

Responsible	Procedure Steps		W/I
AIO	5.3	Update the AI database and add a note in MAZE. If a breach is confirmed advise Program Support of the decision.	
Program Support	5.4	Send a <b>letter</b> to the student to advise them of the outcome.	
	<b>6</b>	<b>Examination breaches</b>	
AIO	6.1	Review the <b>Examination Incident Report</b> and evidence with the student.	
	6.2	If a breach is determined advise Program Support of the decision and record in the AI database.	
Program Support	6.3	Email the <b>Outcome of Examination Breach</b> letter to the student to advise them of the outcome.	
	<b>7</b>	<b>Appeals</b>	
Student	7.1	If you want to lodge an appeal refer to the <b>Student Grievances and Appeals Policy and Procedure</b> .	

## D.2 Supporting Documentation

Related material	Location
Assessment and Moderation Policy and Procedure	SAIBT Policies and Procedures webpage
Student Grievances and Appeals Policy and Procedure	SAIBT Policies and Procedures webpage

Form templates	Retention time	Location
Academic Integrity Issue email template	N/A	
Academic Integrity Penalty Guideline	N/A	
Examination Incident Report Template	N/A	
Outcome of Academic Misconduct letter templates A0-A4	N/A	
Outcome of Examination Breach letter template	N/A	

Records (including completed forms)	Retention time	Location
Academic Integrity Database	Destroy 10 years after action completed	
Examination Incident Report	Destroy 10 years after action completed (2 years if allegations proved but no action taken, 6 months if not proved)	
Outcome of Academic Misconduct letter	Destroy 10 years after action completed (2 years if allegations proved but no action taken, 6 months if not proved)	
Outcome of Examination Breach letter	Destroy 10 years after action completed (2 years if allegations proved but no action taken, 6 months if not proved)	

### D.3 Version Control

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Privilege Level</b>
v1.0	Initial version	Academic Director	9/2014	Public