



University of
South Australia

Centre for
English Language

ACADEMIC INTEGRITY PROCEDURE

SECTION D - PROCEDURE

Related Policy

Academic Integrity Policy

D.1 Procedure

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

Responsible	Procedure Steps		W/I
AIO	5.3	Update the AI record and add a note in Navigate	
AIO	5.4	If a breach is confirmed send a letter to the student to advise them of the outcome and additional requirements.	
AI Support	5.5	Meet with student if required to assist them in reviewing referencing paraphrasing issue and prepare for resubmission if appropriate.	
AIO	5.6	Notify Lecturer of outcome.	
	6	Examination breaches	
AIO	6.1	Review the Examination Incident Report provided by the invigilator or the report provided by the teacher and evidence with the student.	
AIO	6.2	If a breach is determined add to the AI record.	
AIO	6.3	Email the letter to the student to advise them of the outcome.	
	7	Appeals	
Student	7.1	If you want to lodge an appeal refer to the Student Grievances and Appeals Policy and Procedure.	

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 Record	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

Current Version Number	2.0
Date of Effect	03/2022
Privilege Level	Public