

## Poor Academic Practice (PAP) – Guidance Note

The intention of this guideline is to help to manage the concerned and anxious response of some students upon being made aware that they may have breached academic integrity for low level academic integrity matters

The aim is to have helpful, focussed conversations directed at getting students to take responsibility for their academic integrity going forward. The Guide assists to position the University as less intimidating and more concerned about ethical fitness, academic integrity, academic skills, and fairness in assessments.

Academic integrity conversations will involve a discussion about outcomes, students would not necessarily have the anxiety of waiting for long periods for their cases to be finalised. They can know what has been decided as the next steps.

Suggested guideline for managing the PAP process:

1. An academic highlights a concern regarding a student's academic integrity, this is reported via the current allegation form.
2. A faculty staff member triages this allegation and draws together evidence, taking time to consider the evidence/issues that have been brought to attention (e.g. run a clearer Turnitin report, work out the academic integrity breach and decide whether this could be dealt with via an academic integrity conversation (PAP) or through the normal misconduct channels).
3. A letter is sent to the student scheduling an academic integrity conversation between the student and AIO to discuss the suspected academic integrity breach. This can be in person or via an online meeting. The student may bring a support person, subject to the requirements of clause (144) of the SMR.

The conversation should include:

- a. The reason for the academic integrity concerns.
- b. What the evidence shows, and why the University thinks that such matters are of concern. The student will have the opportunity to ask any questions about the process, or about the reasons for the concerns.
- c. Making the student aware that this conversation will be used to determine whether a matter proceeds to a formal academic misconduct.
- d. The student will receive a letter outlining the discussion and next steps if any.
- e. The student should be encouraged to discuss their integrity in a broader sense (i.e. what honesty means for them) before turning to why there may be issues in the work as received.)
- f. The goal being to have the student admit that there is an issue of concern, committing to steps to address this through nominated workshops or activities.
- g. The result of this conversation might be a series of actions (e.g. a statement that this is an issue of concern, some targeted remedial work, resubmissions or mark reductions, etc) as well as indicating that the matter would be recorded as PAP and would be used only to inform later cases if they arise (i.e. if a student was flagged again, we would use the processes set out in the Student Misconduct Rule).
- h. The details of the meeting and any outcomes will be kept confidential

PAP is not a record of a misconduct finding as there is no penalty recorded. The AIO would be authorised to direct that any recommended actions take place.

A report might look like the following, and could even be created with the student in the meeting:

Student Name and Number	Justin Brown 1122233
Subject Details	SNG324 Advanced Songwriting
Academic Integrity Officer	Mr R Sony
Area of concern/ details about the matter	There was a Turnitin report that showed aspects of this assessment appeared to have been taken from the work of a previous student (25% match) and to other sources online (33% matches).
Record of Discussion	Ethical Fitness was discussed along with proper preparation practices. The student was shown the material under discussion and was taken through the sources one by one. The student was informed that this matter could have been dealt with as student misconduct, but that an academic integrity conversation was decided upon instead. The student outlined some hardships in coming to submit this assessment. Special Considerations processes were discussed for cases in future. The student agreed that this was an issue of academic integrity and that it was a concern because it looked like plagiarism. The outcomes below were discussed and agreed upon
Outcomes	<ol style="list-style-type: none"> <li>1) This will be recorded as PAP</li> <li>2) The student will complete "From Start to Submit" parts 1 and 2 <a href="https://student.csu.edu.au/workshops-events">https://student.csu.edu.au/workshops-events</a></li> <li>3) The student has indicated that they wish to apologise to the marker for what occurred</li> </ol>
Other comments/outcomes	The student mentioned a facebook group where lots of people are sharing work. It would be worth the subject coordinator making an announcement about that group to the cohort, informing them that they shouldn't share work.

### Outcomes and Resolutions

If a student is not willing to accept an issue as a matter of academic integrity concern, if they remained unhelpful or consensus could not be reached in terms of actions, the AIO will inform them that the usual procedures under the Student Misconduct Rule will be followed.

The AIO should refer the matter to the process as prescribed in the Student Misconduct Rule.