

Academic Integrity and Misconduct Procedures

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1. Associated Policy

This procedure is to be read in conjunction with the *Academic Integrity and Misconduct Policy*.

2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to all CIT staff and students regardless of the campus location or mode of delivery.

3. Procedures

Instances of academic misconduct, including plagiarism are treated as serious incidents of misconduct

Step	Action	Responsibility
1	<p>Student is suspected</p> <ul style="list-style-type: none"> of using generative artificial intelligence tools without the permission of the educator to generate assessment tasks cheating. <p>Allow the student to complete the assessment event.</p> <p>Retain suspect material, note times when suspicion arose and attempt to identify any person attempting the assessment event on behalf of the student.</p> <p>Discuss with the student and determine, in the first instance</p>	

Step	Action	Responsibility
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	Refer the case to the Education Design and Delivery, where it is considered the student may be excluded from a subject or program	
8	On the recommendation of the college director, consider and approve/not approve excluding the student from their subject or program	Education Design and Delivery Lead
9	Where the academic misconduct is not substantiated, confirm with the student that the matter is closed, and the student records will not have any mention of alleged academic misconduct.	Head of Department
10	Update the student file details relating to the instance of academic misconduct and advise the educator	Head of Department
11	Report instances of academic misconduct to the college director through the program review and improvement (PRI) process.	Head of Department

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4. Supporting Documents

4.1 Related Legislation/Regulation

- [Higher Education Support Act 2003](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)

4.2 Related Policy and Procedures

- [Student and Community Members Complaint Policy](#)
- [Privacy Policy](#)
- [Student Support Policy](#)
- [Student Code of Conduct](#)
- [Academic Integrity and Misconduct Policy](#)

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