

Student Academic Misconduct Policy

Schedule of Penalties and Actions

Section 1 - Background and Purpose

1. This Schedule is associated with the Student Academic Misconduct Policy. It outlines the penalties and educative actions that authorised decision-makers may apply when a finding is reached after an investigation has been carried out under the provisions of that Policy.
2. Academic Integrity Advisers (AIAs) and the Student Academic Misconduct Committee (SAMC) may only select penalties and educative actions from this Schedule. The selection in a particular case depends on the finding that is reached and the circumstances of the case.
3. A finding of Poor Academic Practice may be made when an AIA or SAMC determines that, though the student has no case to answer in relation to an allegation of academic misconduct, there is evidence that the student has not met scholarly academic standards. A finding of Poor Academic Practice should be accompanied by a requirement for an appropriate educative action(s) unless the student is admitted as 'potentially complete'¹.
4. An educative action(s) AND a penalty should be applied to any substantiated finding of academic misconduct except in conjunction with a penalty of exclusion.
5. The Guidelines for Managing and Investigating Student Misconduct Allegations (staff only), provides more information on the application of this Schedule.

Section 2 –Educative Actions

For assessed non-award study and enabling programs, please refer to Section 4.

6. All findings of Poor Academic Practice, Minor or Serious Academic Misconduct should result in at least one educative action unless a penalty of exclusion has been applied, or the student will no longer be enrolled following the outcome.

Available Educative Actions
a) Complete and pass the Academic Integrity Module (AIM) (where not yet completed). b) Where the AIM has been completed and passed, student to complete the AIM Refresher in the LMS. c) Referral to the Library Learning Support team for assistance with information, academic and digital literacy skills development and access to study resources. The Library team will determine the most appropriate mode of support based on the details provided in the referral. d) Referral to Course Coordinator (or nominee) for discussion regarding course planning and advice.

¹Where a student is completing their last subject and will not be required to repeat that subject, there is no requirement for an educative action.

Section 3 – Penalties

For assessed non-award study and enabling programs, please refer to Section 4.

7. After a finding of Minor or Serious Academic Misconduct has been determined, a penalty should be applied in proportion to the misconduct. For findings of Poor Academic Practice, only educative actions are available (see Section 2). Any selection of a penalty should be dependent on the scale of the misconduct and weighting of the assessment task.

Outcome Decision	Available Penalties
Minor Academic Misconduct	The assessor is directed by the AIA to adopt one of the following options: a) cap the student's mark for the assessment task to a pass b) give a mark of zero for the assessment task c) for a hurdle requirement with no marks, the hurdle is marked as not met; the assessor must provide a supplementary assessment as per the Assessment Procedure – Adjustments (Including Special Consideration).² d) for a competency-based assessment that is not a hurdle but has no marks the assessment must be repeated.
Serious Academic Misconduct	The assessor is directed by the SAMC to adopt one of the following options: a) give a mark of zero for the assessment task b) give a mark of zero for the subject or subjects related to the finding c) for a hurdle requirement with no marks, the hurdle is marked as not met and no supplementary assessment can be offered d) for a competency-based assessment that is not a hurdle but has no marks the assessment is marked as a fail e) for academic misconduct in a placement subject in the placement hours component, the subject is marked as a fail (or zero) f) the student is suspended for a period (up to one year) with automatic return to the course³ g) termination of La Trobe scholarship(s) h) the student is to be excluded from the course.

² Where a finding of academic misconduct is made in relation to the placement hours completed by a student (as opposed to any written or competency-based assessment task) a supplementary assessment is not normally able to be provided. In this situation penalties may only be applied where the investigation warrants a finding of Serious Academic Misconduct.

³ Where a student has been suspended from their course as a penalty for Serious Academic Misconduct, they will not be eligible for any credit towards their original course should they undertake studies during the period of absence from their course.

Section 4 – Assessed Non-Award Study and Enabling Programs

8. The different nature of non-award and enabling programs requires a specific approach to the application of penalties for findings of academic misconduct.
9. It is recognised in particular that a more educative developmental approach is required for students in enabling programs.

Study Mode	Available Penalties
Assessed Non-Award Study	a) Student is referred for a supervised assessment with additional payment as determined by the Subject Coordinator. Where the supervised assessment is passed, the additional payment is refunded.
Enabling Programs	a) In the first instance (and any concurrent instance) of any substantiated misconduct, a finding of Poor Academic Practice is normally appropriate. b) In any second instance of non-concurrent substantiated misconduct, the AIA may direct a resubmission of the assignment. c) In the third instance of non-concurrent substantiated misconduct, penalties and educative actions should be applied as for award students as outlined in Sections 2 and 3.

Section 5 – Conferred Students

10. Allegations of academic misconduct of a conferred student are managed under the [Degrees, Diplomas and Other Awards Statute 2009](#).
11. Where a conferred student is referred for any academic misconduct, a preliminary investigation is completed and any possible penalties related to the misconduct are included for consideration. In accordance with the [Degrees, Diplomas and Other Award Statute 2009](#), Academic Board may revoke the award for any conferred student.