

Student Academic Misconduct Policy

Schedule of Penalties and Actions

Section 1 - Background and purpose

- 1) This Schedule forms part of the Student Academic Misconduct Policy. It outlines the penalties and educational 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 educational 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 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 academic standards made known to the student. Normally, such a finding should be accompanied by educational actions that are appropriate in the circumstances.
- 4) Educational action(s) should also be applied (together with a penalty) whenever there is a finding of academic misconduct (apart from the most serious cases where a penalty of exclusion has been determined).
- 5) The separate document, *Guidelines for Managing and Investigating Student Misconduct Allegations*, includes a section on the application of this Schedule to hypothetical scenarios. These scenarios are for general guidance and are not to replace a consideration of the circumstances of a particular case.

Section 2 – Possible penalties and actions

ONE OR MORE PENALTIES OR ACTIONS MAY BE APPLIED FROM RELEVANT CATEGORIES BY THE AIA OR SAMC		
Educative Actions <i>(for Poor Academic Practice [PAP] or in addition to a penalty for academic misconduct)</i>	Minor Misconduct Penalties <i>(selection dependent on scale of the misconduct, and weighting of the assessment task)</i>	Serious Misconduct Penalties
<ol style="list-style-type: none"> a) Enrolment in Academic Integrity Training b) Enrolment in refresher modules where Academic Integrity Training has already been undertaken c) Academic counselling by an appropriate staff member associated with the subject/course d) Referral to academic support services e) Written or verbal warning by AIA f) Resubmission of the relevant task without any increase in the original mark given <i>(this option is only available for a finding of PAP)</i> 	<ol style="list-style-type: none"> a) The assessor is directed by the AIA to reduce the mark by an appropriate percentage b) A mark of zero is given for the assessment task 	<ol style="list-style-type: none"> a) A mark of zero is given for the assessment task b) A grade of zero is given for the subject or subjects related to the finding c) A grade of zero is given for the subject or subjects related to the finding and one or more of the following penalties is applied: <ol style="list-style-type: none"> i. the student is suspended for a period (up to one year) with automatic return to the course ¹ ii. termination of La Trobe scholarship(s) iii. student is permanently excluded from the course iv. revocation of the award (temporary or permanent) in the case of graduated students as determined by the Academic Board.

¹ 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.