

ACADEMIC INTEGRITY PROCEDURES

Approved	Academic Board
Approval Date	5/7/2021, 7/12/2020
Date for Review	2025
Responsible Officer	Academic Director
Author / Role	D Hall (Quality Officer), Coursework Committee
Related Documents (explicitly cross-referenced)	Higher Education Standards (2015), SCD Complaints and Grievances Policy
Higher Education Standards (2015)	4.2.1, 5.2 (1-4), 6.2.1(j), 6.3.2(d), 7.2.2(d), 7.3.3(b, c)
National Code (2018) (if directly relevant)	2.1.8, 10

1. General

- The SCD Academic Integrity Policy, and the Procedures set out below, establish the principles and standards which each Teaching Body of the College is expected to adhere to. Each Teaching Body does however, have the flexibility to implement the policy and procedures appropriately in the context of its own internal operations.
- Each School and Member Institution reports on each case of academic misconduct to the Academic Director each semester, using the Academic Misconduct Case Report.
- Alleged misconduct, academic or other, on the part of a faculty member or any other staff member may be addressed through the *Student Grievance Policy and Procedures* (for student allegations against staff) or the *Staff Grievance Policy and Procedures* (for staff allegations against staff).
- Reports of academic misconduct are normally made to the Academic Dean of the School or Member Institution concerned, who then initiates the appropriate procedures as decided by that institution. However, there may be cases where it is more appropriate to report directly to the Office of the Dean of the SCD (see section 2.5).

2. Complaints

- Complaints may be made against:
 - any person enrolled or previously enrolled in any SCD course, whether or not proceeding to an award
 - any person holding an award conferred by the SCD
- Complaints may be made by any person who has direct knowledge of academic misconduct.
- A complaint must:
 - identify the person against whom it is made
 - identify the nature of the misconduct
 - provide appropriate evidence of the alleged misconduct, including the names of witnesses where appropriate.

3. Appeals

3.1 Lodging an Appeal

Any decision made by an Academic Misconduct Committee may be appealed, in accordance with the SCD's *Grievances Policy*.

- Appeals may be made by the person about whom the complaint was made, or the person who made the complaint.
- Appeals must be made within 30 days of the decision being received.
- The implementation of any penalty will be stopped until the appeal is resolved.

Appeals will be directed to the Chair of the Academic Board, who will appoint an Academic Misconduct Appeals Committee of three persons to hear the appeal. The members of this Committee will be the Academic Board Chair and two other senior and experienced persons external to the SCD and its Schools and Member Institutions.

The Academic Misconduct Appeals Committee thus appointed:

- a) may establish its own procedures, including the election of a Chair;
- b) must allow the appellant to present an appeal in writing and in person;
- c) must permit the person to be accompanied to any hearing by a person acting as advocate;
- d) will consider the evidence before it carefully and fairly, and will make a decision based on the weight of evidence. Where the complaint is likely to incur serious consequences, the Committee should be more clearly convinced of the misconduct than would be required in less serious kinds of case;
- e) may affirm, vary or set aside the decision under appeal;
- f) will report its decision to:
 - the appellant;
 - the Academic Board Chair, who will report the outcome of any misconduct appeal to the Academic Board and to Council; and
 - the Dean, who will be responsible for implementing the decision of the Committee.

3.2 Independent Third Party

If a student who has been accused of academic misconduct does not accept the verdict and wants to clear his or her name, or does not accept the penalty, it effectively becomes a grievance against SCD for wrongful treatment, and falls under the *Student Grievance Policy*. This sets out detailed information addressing various circumstances. It provides for an independent third party as a last step. In this case, the Dean either arranges for the External Grievance Officer to investigate and report on the matter within four weeks (for domestic students), or refers the student to the Overseas Student Ombudsman (for overseas students).

4. Records and Communication

Information about complaints and procedures for cases of academic misconduct, will be kept confidential, and will

- be kept in a separate file for each complaint.
- be placed in the person's file, when a complaint is established
- not be included in a person's academic transcript

Where a complaint of academic misconduct is established, the Dean of the SCD

- is authorised to inform, if appropriate, another educational institution of the case
- is authorised to make any public announcement that the Dean, on the advice of Council, may consider appropriate, where an award has been annulled or revoked.

Information about cases of academic misconduct may be shared with appropriate persons within the SCD, where this serves to support the proceedings of the case. Such sharing of information will be done with due regard for the persons involved, and the need to maintain confidentiality.

5. Member Institution Reporting

Member Institutions are required to provide information about academic misconduct on a regular basis. This will be done according to the following procedure.

- The Academic Dean of the Member Institution completes a case report form for each reported incident of academic misconduct, whether minor, substantial or serious.
- The Dean submits the completed case report forms to the SCD Academic Director, by the appropriate means, as part of regular monitoring of student result procedures.

6. Investigating and Dealing with Academic Misconduct

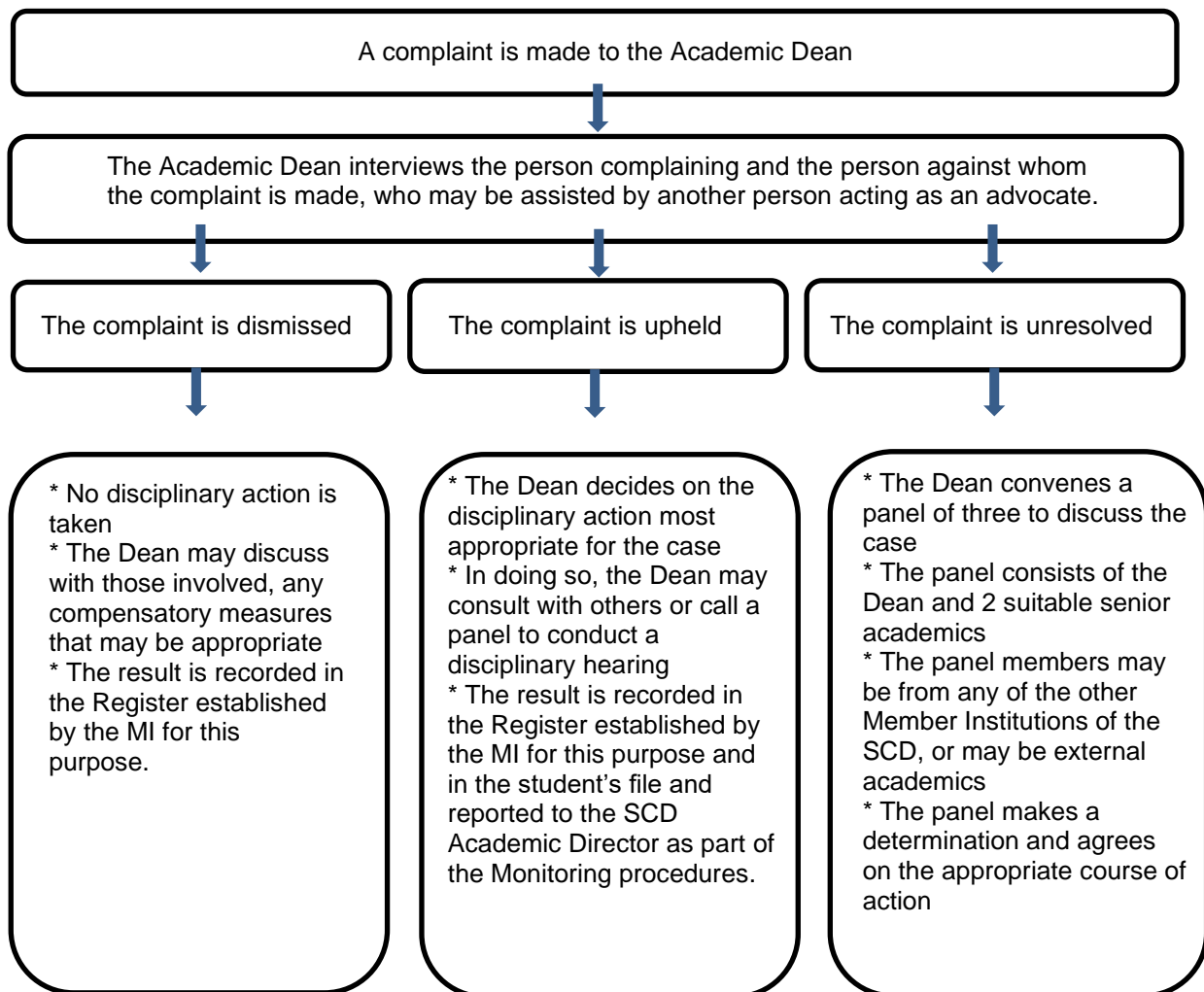
The following section details procedures for responding to instances or allegations of academic misconduct for

- 6.1 Member Institutions
- 6.2 Korean School of Theology
- 6.3 Graduate Research School
- 6.4 The Office of the Dean

6.1 Member Institutions

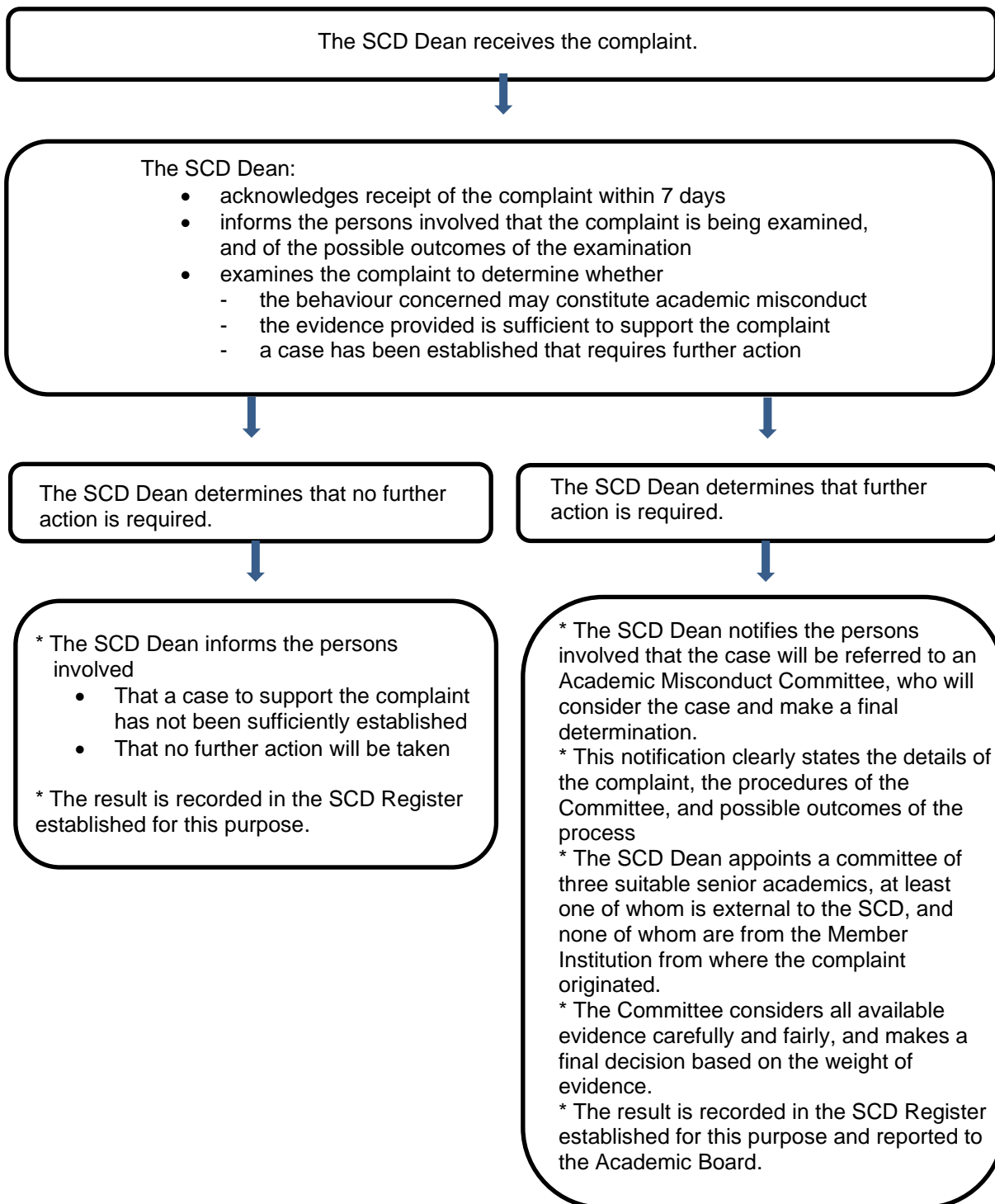
6.1.1 Incidents at Member Institutions

For incidents of academic misconduct at Member Institutions, this procedure will be followed:



6.1.2 Referral to the Office of the Dean

If a panel convened by the Academic Dean is unable to resolve a case satisfactorily, the Dean will bring the matter to the Dean of the SCD. In this case, the following procedure will apply.



6.1.3 Academic Misconduct Committee

Where the SCD Dean has appointed an Academic Misconduct Committee to make a final determination on a complaint, the Committee will proceed to:

- a) elect one of the members as its Chair
- b) use appropriate means to acquire all relevant information about the case, including receiving summary information from the SCD Dean, as well as informing itself about the alleged misconduct in any appropriate way it thinks fit;
- c) provide the person against whom the complaint is made with an opportunity to present a defence in writing and in person, having given sufficient notice of its proceedings
- d) if necessary, interview the person against whom the complaint is made, allowing the person to be accompanied by another person to act as advocate;
- e) consider all available evidence carefully and fairly, giving due regard for any relevant contextual or circumstantial factors
- f) make a determination on the weight of evidence, being convinced and in agreement that a case of misconduct has either been established or not
- g) propose an appropriate course of action in the light of the determination made

Having considered the available evidence, the Academic Misconduct Committee may:

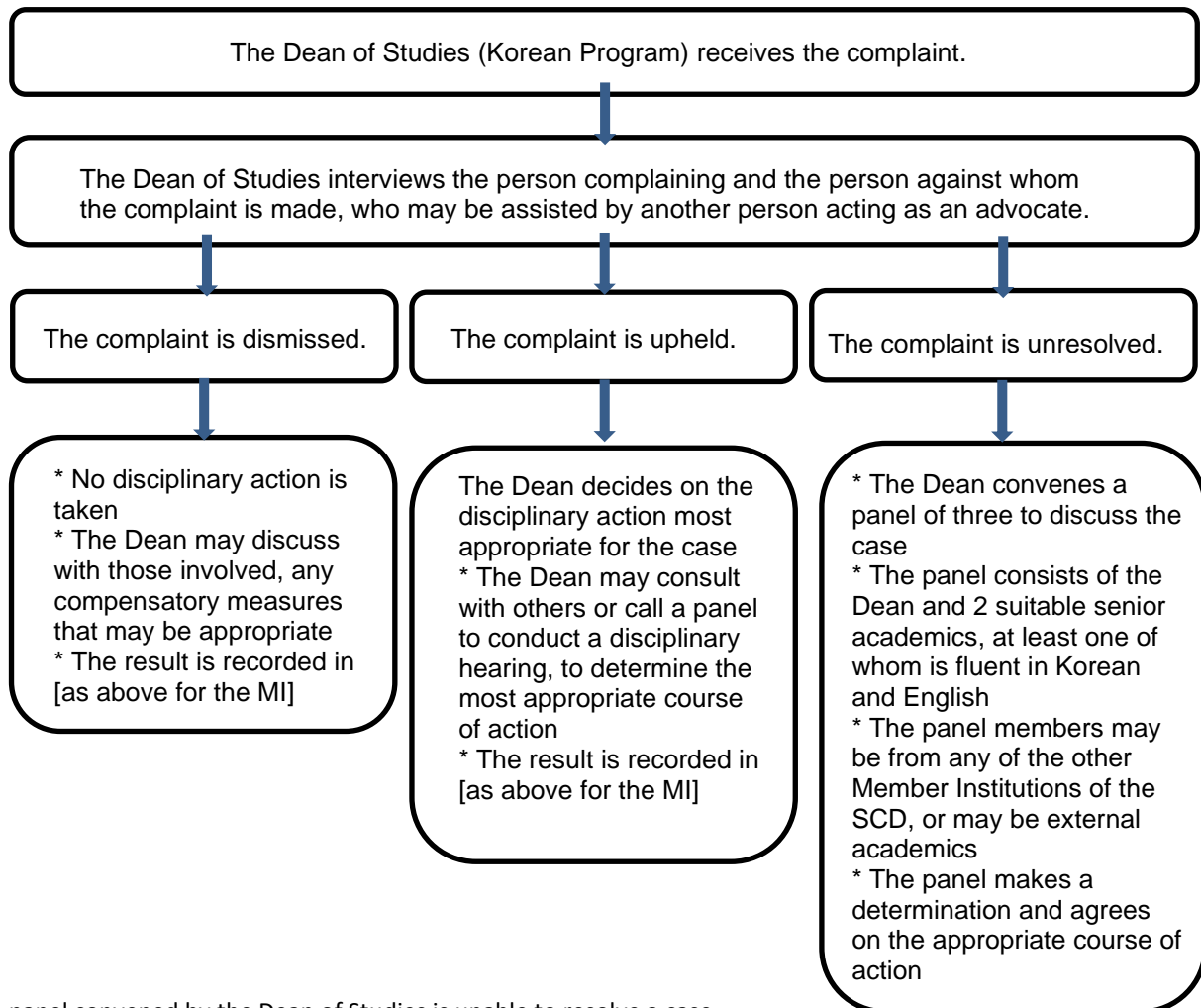
- a) dismiss a complaint;
- b) find a complaint established and impose no penalty;
- c) find a complaint established and admonish the person;
- d) find a complaint established and order that the person forfeit marks in an assignment, fail a course unit or all the units in which the person is enrolled in a semester;
- e) find the complaint established and suspend the person from enrolling in the SCD for a period not exceeding two semesters: a person who is suspended may not enrol in the SCD for anything from which the person is suspended while the suspension is in force; at the expiration of the suspension the person may re-enrol without further permission;
- f) find the complaint established and exclude the person from enrolment in the SCD for a period not less than four semesters: a person who is excluded may not enrol in the Sydney College of Divinity while the exclusion is in force; at the expiration of the period of exclusion the person may not re-enrol without the express permission of the Academic Board;
- g) find the complaint established and recommend to Council that a degree or other award conferred on the person be revoked and annulled;
- h) find the complaint established and impose a combination of the above penalties;
- i) find the complaint established and impose any other penalty it deems appropriate

Once a final determination has been made

- The chair of the Academic Misconduct Committee will inform the SCD Dean of the result
- The Dean will inform the persons involved of the outcome, and any action to be taken as a result
- The Dean will ensure that the result is recorded in the person's staff or student file, if the misconduct has been established
- The Dean will inform the Academic Board of the result, if it involves penalties such as forfeit of marks, failure in a unit or course, or exclusion or suspension from enrolment.
- The Dean will bring a recommendation to the SCD Council, if the result requires that an award be revoked and annulled.

6.2 SCD Korean School of Theology

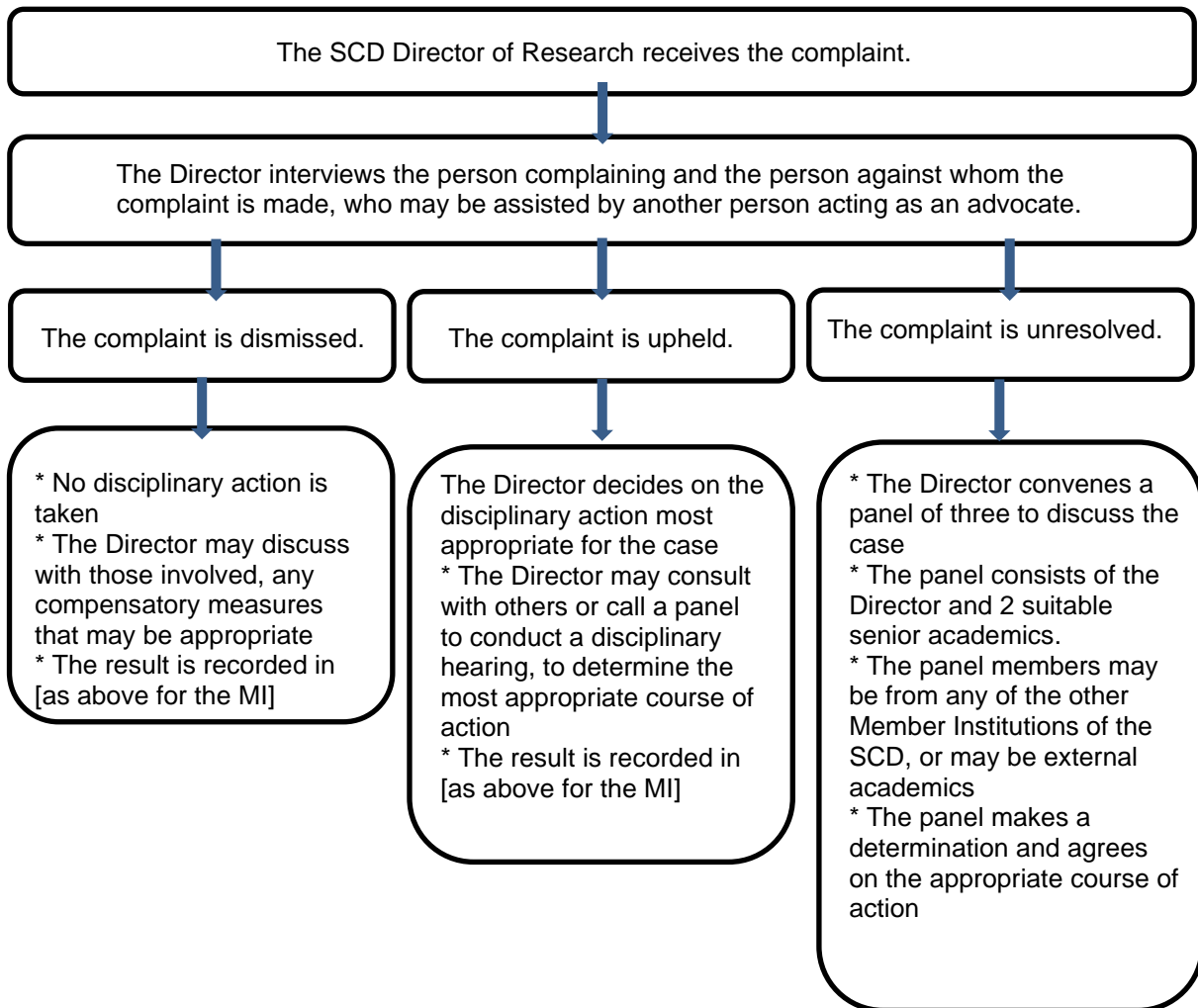
For incidents of academic misconduct at the Korean School of Theology, this procedure will be followed.



If a panel convened by the Dean of Studies is unable to resolve a case satisfactorily, the Dean will bring the matter to the Dean of the SCD. In this case, the procedure will be the same as for Member Institutions (2.2), except that the Academic Misconduct Committee should include at least one member who is fluent in Korean and English.

6.3 SCD Graduate Research School

For incidents of academic misconduct at the Graduate Research School, the procedure is as follows.



If a panel convened by the Director of Research is unable to resolve a case satisfactorily, the Director will bring the matter to the Dean of the SCD. In this case, the procedure will be the same as for Member Institutions (2.2).

6.4 Reporting to the Office of the Dean

The Office of the Dean may deal directly with cases of academic misconduct where

- The case involves a staff member of the Office of the Dean
- The case involves a Principal or senior staff member of a School or Member Institution
- There are legitimate reasons for believing that a case will not be adequately dealt with at School or Member Institution level

When a report of academic misconduct is made, the following procedure applies.

