



## 1. OVERVIEW

- 1.1. UTS upholds academic integrity, decency and conviction.
- 1.2. Any dishonest act or behaviour by a student which may result in unauthorized academic advantage in an assessment is an act of academic misconduct.
- 1.3. These regulations apply to all students and former students of UTS.
- 1.4. Students should be aware as to what constitutes academic misconduct, its' regulations, guidelines and possible outcomes of academic misconduct.
- 1.5. Students must be responsible for the integrity of their own work and should ask for clarification where and when necessary.

## 2. DEFINITION OF ACADEMIC MISCONDUCT

Academic misconducts are defined as follows:-

- 2.1. Examination misconducts:-
  - 2.1.1. copying from the examination script of other candidate/s;
  - 2.1.2. obtaining or offering improper assistance from or to other candidate/s;
  - 2.1.3. possessing unauthorised document/information in hard or soft copy or any other sources of unauthorised information;
  - 2.1.4. impersonating a candidate or allowing to be impersonated by another candidate.
- 2.2. Forgery or misrepresentation - presentation of fabricated data, results, references, evidence or other materials e.g.:-
  - 2.2.1. falsely claiming to have carried out experiments, observations, interviews or other forms of research;
  - 2.2.2. falsely claiming to have obtained results or other evidence;
  - 2.2.3. in the case of professional qualifications, falsely claiming to have completed hours in practice or to have achieved required competencies;
- 2.3. Plagiarism - presenting work or idea of others as one's own without acknowledging the sources, including unauthorised use and submission of other student's work as own.
- 2.4. Collusion: cooperation in order to gain unlawful advantage e.g students collaborating on a piece of work and submitted as individual efforts.

## 3. HANDLING ACADEMIC MISCONDUCT

### 3.1. Reporting

- 3.1.1. Suspected academic misconduct will be reported to the Dean in which School the conduct was done, providing reasons and evidences.
- 3.1.2. If the suspected student is registered in a different School, the Dean of that School will also be informed on the investigation and outcome.
- 3.1.3. In examination cases, the invigilator will confiscate the examination script and replace with a fresh script to indicate the point at which the suspected misconduct was identified, and file a report to the Dean.
- 3.1.4. Student who suspects a fellow student of academic misconduct may also report, in confidence, to the Dean of which School the conduct was done.



## 3.2. School Disciplinary Committee (SDC)

### 3.2.1. Membership:

Chair:	Dean
Members:	Head of Programmes
Additional members:	Academic staff (as required by Dean)
Secretary:	School Administrator
Initiator/Investigator:	HoP for the particular programme

- 3.2.2. Members of SDC to be appointed by Dean;
- 3.2.3. The SDC meets when there are matters to be heard;
- 3.2.4. Quorum: Simple majority
- 3.2.5. Rules for voting: Decisions are valid if supported by simple majority;
- 3.2.6. Minutes to be forwarded to ADC.

## 3.3. Investigation and Hearing

- 3.3.1. The Dean will consider the evidence and may investigate to gain additional information.
- 3.3.2. The student may be called to be heard by the SDC chaired by the Dean. If the student is absent, Dean may continue with the meeting (ex-parte).
- 3.3.3. The meeting should be documented by SDC secretariat i.e. School administrator.
- 3.3.4. In the meeting the Dean should:
  - i. Outline the procedure and possible outcomes;
  - ii. Explain reasons for suspecting the student with evidences;
  - iii. Request feedbacks/explanations from the student;
  - iv. Request the student to sign a written statement which acknowledges the allegation and why it counts as academic misconduct; and provides the student's own account of events or explanation.
  - v. Dean may permit the student up to one week to furnish the written statement. If the student fails to duly submit, the Dean should proceed with his decision based solely on findings of the investigation.
- 3.3.5. The SDC also needs to ascertain whether:
  - i. the misconduct is due to lack of understanding of good academic practice/regulations or whether the student is well informed;
  - ii. the misconduct relates to or part of a taught module.

## 3.4. Decision

- 3.4.1. If the SDC is satisfied that academic misconduct has not taken place, no further action will be taken, case will not be recorded and the student will be informed of this decision.
- 3.4.2. If the SDC is satisfied that academic misconduct has occurred, the case will be referred to Academic Disciplinary Committee (ADC) for further decision/penalty.
- 3.4.3. School will forward a complete report on the findings of the investigation and SDC meeting to ADC as supporting document.
- 3.4.4. The student will be notified of the decision within two weeks of the meeting with SDC;
- 3.4.5. The assessment of that particular work should be deferred until the ADC made a decision. The results for modules unaffected by the suspected misconduct should be assessed and released to the student.



## 4. JUDGEMENT AND PENALTY

### 4.1. Academic Disciplinary Committee (ADC)

#### 4.1.1. Membership:

Chair:	Deputy Vice-Chancellor or Vice Chancellor's appointee
Members:	Five academic members of whom at least two are members of the Senate
Secretary:	Registrar
Secretariat:	Senior Executive, Academic Relations & Registry
Initiator:	Executive, Examination & Graduation

- 4.1.2. Members of ADC to be appointed by the Vice Chancellor;
- 4.1.3. No member of the ADC shall be a member of an Appeals Committee;
- 4.1.4. The ADC meets when there are matters to be heard;
- 4.1.5. Quorum: Three members;
- 4.1.6. Rules for voting: Decisions are valid if supported by three (3) members;
- 4.1.7. Minutes to be tabled to the Senate.

### 4.2. Conduct of ADC

- 4.2.1. School representative(s) MAY be required and called for the ADC meeting. If required, School will be notified of the date of the meeting accordingly.
- 4.2.2. The ADC acts with full delegated authority of the Senate. It has the authority to:
  - i. require members of the staff of the University to make written submissions, attend, give evidence and answer questions;
  - ii. apply a penalty if it is satisfied that academic misconduct has taken place.
- 4.2.3. The School and student will be notified once the ADC has made its decision.

### 4.3. Penalties Available to ADC

The ADC has the authority to apply one or more of the following punitive actions:-

- 4.3.1. If it is found that the misconduct is due to lack of understanding of good academic practice or regulations, the student will be given a written warning.
- 4.3.2. If it is found that the student is well informed of good academic practice or regulations, a penalty may be imposed.
- 4.3.3. If the misconduct relates to or part of a taught module, a penalty may be imposed.
- 4.3.4. The penalties available are:
  - i. A written warning;
  - ii. A mark of zero for the specific part/material involved;
  - iii. A mark of zero for the entire piece of coursework or assessment;
  - iv. A mark of zero for the entire module.
  - v. Award a mark of zero for all the assessments in the semester;
  - vi. Award a mark of zero for the whole year;
  - vii. Require the student to take reassessments in the following session;
  - viii. In the case of postgraduate students by research, confirm the student's probationary status and require the student to undertake another annual (confirmation) review;



- ix. Require a postgraduate student to resubmit a thesis;
  - x. Suspend or terminate the student's programme;
  - xi. Withdraw the award of a degree or other qualification from a former student;
- 4.3.5. Any of the penalties/actions may also be applied to a student found to have committed academic misconduct during a reassessment.
- 4.3.6. Students who are not satisfied with ADC's decision may appeal to the Disciplinary Appeals Committee (DAC). The request must be made to the Secretary of ADC within one week of receiving notification.

## 4.4. Disciplinary Appeals Committee (DAC)

### 4.4.1. Membership:

Chair:	Vice-Chancellor or Vice Chancellor's appointee
Members:	Five academic members of whom at least two are members of the Senate
Secretary:	Registrar
Secretariat:	Senior Executive, Academic Relations & Registry

- 4.4.2. Members of DAC to be appointed by Vice-Chancellor;
- 4.4.3. No member of the DAC shall be a member of ADC;
- 4.4.4. The DAC meets when there are matters to be heard;
- 4.4.5. Quorum: Three members;
- 4.4.6. Rules for voting: Decisions are valid if supported by three (3) members;
- 4.4.7. Minutes to be tabled to UBE and Senate.

## 4.5. Conduct of DAC

- 4.5.1. to consider requests from students for an appeal against the outcome or academic decisions by ADC;
- 4.5.2. to consider and decide whether individual appeals have established grounds for appeal;
- 4.5.3. to gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.
- 4.5.4. to hear matters referred by student charged following verdict reached by the ADC;
- 4.5.5. to summon the student charged to attend before the DAC to give evidence in relation to the charges, if fresh evidence is to be adduced and to summon the student charged to attend before it to make submissions in respect of the matter referred by the enforcement section;
- 4.5.6. to summon the enforcement section to attend before the DAC to make submissions in respect of the matter referred by the student charged.
- 4.5.7. to consider and determine, after conclusion of the hearing, whether to uphold or quash the verdict of the ADC;
- 4.5.8. to consider whether to impose the same, or substitute a lesser or greater penalty for that imposed by the ADC on the student charged if it upholds the verdict of ADC;
- 4.5.9. The outcome of the appeal hearing will be reported to the Senate at its next meeting.



### 5. DECLARATION

- 5.1. In the event there are certain matters which are not covered in these guidelines, but they are used in any process of the disciplinary management and do not affect the good name of UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.
- 5.2. These guidelines may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the disciplinary management.