

Procedure	<p>1. General</p> <p>1.1 The purpose of this procedure is to provide the BPP Institute framework of protocols aligned with the Student Academic Integrity and Misconduct Policy. This procedure establishes the processes related to identifying, reporting, and implementing actions in response to a report of academic misconduct.</p> <p>1.2 This procedure applies to all students and covers only academic misconduct. Non-academic misconduct is addressed in the Student Code of Conduct Policy and Student Code of Conduct Procedure.</p> <p>1.3 It is expected that staff and students make every effort possible to reduce the opportunities for academic misconduct to take place.</p> <p>1.4 Acts of academic misconduct are recorded on the Academic Misconduct Register.</p> <p>2. Procedural Principles</p> <p>2.1. BPP Institute takes into account that the Institute serves an international student cohort, who may not have been previously exposed to the concepts of plagiarism, collusion, unapproved use of AI, contract cheating, fabrication, academic integrity, and the conventions of academic writing.</p> <p>2.2. BPP Institute understands that academic misconduct involving first year students may often occur due to the student's inexperience and lack of knowledge in relation to academic requirements.</p> <p>2.3. Having taken these factors into account, the first two times a lecturer identifies a student has plagiarised or used AI without permission, they will regard these as educational opportunities to reinforce the requirements of academic integrity. This is defined below as a Level N/A offence. The first time students are found to have colluded will also be treated as an educational opportunity. Should the students repeat the offence they shall move to Level 1 on the Academic Integrity and Misconduct Procedure Table in Appendix A.</p> <p>2.4. In cases of recurring academic misconduct where a student has twice previously been counselled, or in cases of serious academic misconduct (such as misconduct in an exam, or contract cheating), the penalty imposed will be more severe. These scenarios are defined as Level 1-3 in Appendix A, with the penalties increasing in severity based on the number of</p>
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previous offences and may include exclusion from the Institute in certain situations.

2.5. Misconduct in an invigilated exam is defined as a breach or contravention of the exam rules. Contract cheating occurs when students employ or use a third party to undertake their assessed work for them. Impersonation is when someone other than the enrolled student attempts to sit an exam. Plagiarism is when a student has copied someone else's words or ideas and has not acknowledge the original source. The unapproved use of AI refers the way AI tools have been used, either when they have been restricted by the lecturer, or its use (where AI use has been allowed by lecturer) has not been appropriately referenced. Fabrication involves making up information. This can include falsifying figures, results in research-based assessment tasks, making up the source of data, citing publications that don't exist or are incorrect, and submitting fabricated documents. Collusion involves engaging in dishonest cooperation with another student or students to complete an assessment task

2.6. Students will be reported for alleged academic misconduct when there is sufficient evidence that they have committed the offence. The lecturer will record the allegation in the register and notify the student. An investigation process will follow, and the student will have an opportunity to discuss the allegation with the Lecturer in charge or relevant staff member (The relevant staff member is indicated in Appendix A). The student is entitled to have a support person present at the discussion if they require. Following the investigation:

- a. If the offence is upheld, a penalty will be imposed, recorded in the register, and the student will be informed by the lecturer in charge or relevant staff member via email.
- b. If it is determined that the alleged offence is unwarranted, the case will be dismissed, and the student will be informed by the lecturer in charge or relevant staff member via email, and the assessment work related to the alleged offence will be marked in accordance with merit and no penalty will be imposed.

3. Penalties and Process

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- 3.1. The Academic Integrity and Misconduct Procedure Table in Appendix A lists the penalties to be applied and the process to be followed for each category of academic misconduct and at each instance of occurrence.
- 3.2. In cases where the misconduct cannot be substantiated, the lecturer can dismiss the allegation but give a verbal warning to the student, this will not be recorded.
- 3.3. For select cases of academic misconduct that do not fall into the categories provided in the table, or for any other unique situations that lay outside the framework of the table, the Dean in consultation with the Academic Misconduct Panel will determine the appropriate penalty and process that will apply.
- 3.4. In the instances where a student is offered a chance to resubmit, but still submits work which is plagiarised, AI generated, contains fabricated information or collusion, the student will fail the assessment, but the offence will not be counted as a second offence.
- 3.6. A previous academic offence recorded in the academic misconduct register will advance the student to the next level of academic misconduct. However, a student can only escalate one level per study period. This ensures time for sufficient remedial action. Remedial action includes an opportunity for the student to understand why the decision was made and the consequences of the decision. It allows the lecturer to counsel the student and encourage them to seek support moving forward, rather than repeating behaviors that bring about undesired consequences. After remedial action has been taken, any subsequent misconduct in the same study period will result in a zero mark being given for the assessment.
- 3.7 If a student has been subject to a disciplinary action resulting in an 'upheld' status due to contract cheating, and is currently sitting at Level 1, they shall maintain their Level 1 status for any subsequent allegations of plagiarism, collusion or unapproved use of AI occurring during the current teaching period.



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	<p>3.8 In the instances of academic misconduct where the penalty is exclusion from the Institute, the student will be required to provide an explanation, with evidence if required, as to why their enrolment should not be terminated. If the student is unable to satisfactorily explain or justify the offence, the student will be subject to cancellation of enrolment in accordance with the Deferring, Suspending or Cancelling International Student's Enrolment Policy and Procedure.</p>
Related Documents	<p>Deferring, Suspending or Cancelling International Student's Enrolment Policy Deferring, Suspending or Cancelling International Student's Enrolment Procedure Student Academic Integrity and Misconduct Policy Student Code of Conduct Policy Student Code of Conduct Procedure Student Complaints and Appeals Policy Student Complaints and Appeals Procedure</p>
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Heads of School Student Success Advisors Unit Coordinators Lecturers
Approved by	Dean
Definitions	See BPP Institute's Glossary of Terms and Acronyms

<i>Version History</i>		
Version No.	Approval Date	Amendment/s
1.	August 2025	First iteration <ul style="list-style-type: none"> • For BPP Institute

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Appendix A: Student Academic Integrity and Misconduct Procedure Table

PLAGIARISM/COLLUSION/UNAPPROVED USE OF AI/FABRICATION		
Level	Penalty/Action	Procedure
Level N/A	<ul style="list-style-type: none"> Poor Academic practice, appropriate remedial action taken Re-submission for a maximum of 75% of the mark Student to re-complete the AIM and send certificate of completion to the lecturer. If the AIM is not completed BPP Institute may withhold results until evidence is forwarded. 	<ol style="list-style-type: none"> Lecturer records allegation in register. Lecturer invites student to discuss allegation and offers appropriate remedial action. Lecturer informs student of the outcome via email. Lecturer records offence, meeting details and outcome in register. If the student is not satisfied with the lecturer's outcome they may, as the next step, request a meeting with a Student Success Advisors consisting of two lecturers who are not connected to the student, who will uphold or dismiss the allegation, offer remedial support, and create a learning plan to assist the student to move forward.
Level 1	<ul style="list-style-type: none"> Fail assessment (0 mark) 	<ol style="list-style-type: none"> Lecturer records allegation in register. Lecturer invites student to discuss allegation. Lecturer informs student of outcome via email. Lecturer records offence, meeting details and outcome in register. If student is not satisfied with the lecturer's outcome they may, as the next step, request a meeting with the Academic Misconduct Panel, consisting of three independent staff members, who will review the case. Academic Misconduct Panel records meeting details and outcome in register and notifies the student via email.
Level 2	<ul style="list-style-type: none"> Fail unit (0 mark) 	<ol style="list-style-type: none"> Lecturer records allegation in register, and notifies the Head of School. Head of School invites student to discuss allegation. Head of School records offence, meeting details and outcome in register. Head of School informs student and lecturer of the outcome via email. If student is not satisfied with the outcome, the Head of School may suggest the case is further reviewed by the Academic Misconduct Panel who may withhold or dismiss the case depending on evidence.

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		1.6 Academic Misconduct Panel informs student and lecturer of the outcome via email.
Level 3	<ul style="list-style-type: none"> Exclusion Fail unit (0 mark) 	1.1 Lecturer records allegation in register. 1.2 Lecturer notifies Dean of allegation. 1.3 Dean invites student to discuss allegation. 1.4 Dean informs student and lecturer of outcome via email. 1.5 Dean records offence and meeting details in register. 1.6 If student is not satisfied with the outcome, they may submit an application to the Appeals Panel for review.
CONTRACT CHEATING/EXAM MISCONDUCT/IMPERSONATION		
Level	Penalty/Action	Procedure
Level N/A Exclude Impersonation	Exam Cheating <ul style="list-style-type: none"> Warning issued and offence recorded Contract cheating <ul style="list-style-type: none"> Re-submission for a maximum of 50% of the mark Student to re-complete AIM and send certificate of completion to the lecturer. If the AIM is not completed BPP Institute may withhold results until evidence is forwarded. 	1. Exam Cheating Minor Offences If a student does not follow exam instructions (for example, talking with another student or sharing material etc) a warning is to be issued. 2. First offence contract cheating <ol style="list-style-type: none"> Lecturer records allegation in register. Lecturer invites student to discuss allegation. Lecturer informs student of the outcome via email. Lecturer records offence, meeting details and outcome in register. If the student is not satisfied with the lecturer's outcome they may, as the next step, request a meeting with the Student Success Advisors. Should the case be up held the Student Success Advisors will offer remedial action and create a learning plan for the student to move forward.
Level 1	<ul style="list-style-type: none"> Fail assessment (0 mark). No avenue available for supplementary or second chance attempts. 	1. Exam Cheating and Impersonation <ol style="list-style-type: none"> Chief Invigilator or lecturer completes report, records the offence and notifies the Academic Misconduct Panel. Chief Invigilator or lecturer provides evidence of misconduct to the Academic Misconduct Panel. Academic Misconduct Panel invites student to discuss allegation. Academic Misconduct Panel informs student and lecturer of outcome via email.

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		<p>1.5 Academic Misconduct Panel records offence, meeting details and outcome in register.</p> <p>1.6 If student is not satisfied with the outcome, they may submit an application to the Appeals Panel.</p> <p>2. Contract Cheating</p> <p>2.1 Lecturer compiles evidence if available, records the offence and notifies the Academic Misconduct Panel.</p> <p>2.2 Lecturer provides evidence of misconduct to the Academic Misconduct Panel.</p> <p>2.3 Academic Misconduct Panel invites student to discuss allegation.</p> <p>2.4 Academic Misconduct Panel informs student and lecturer of outcome via email.</p> <p>2.5 Academic Misconduct Panel records offence, meeting details and outcome in register.</p> <p>2.6 If student is not satisfied with the outcome, they may submit an application to the Appeals Panel.</p>
Level 2	<ul style="list-style-type: none"> Fail unit (0 mark) 	<p>1.Exam Cheating</p> <p>1.1 Chief Invigilator completes report, records the offence and notifies the Head of School.</p> <p>1.2 Head of School invites student to discuss allegation.</p> <p>1.3 Head of School informs the student and lecturer of the outcome via email.</p> <p>1.4 Head of School records offence, meeting details and outcome in register.</p> <p>1.5 If student is not satisfied with the outcome, they may submit an application to the Complaints and Appeals Panel.</p> <p>2.Contract Cheating</p> <p>2.1 Lecturer compiles evidence records the offence and notifies the Head of School.</p> <p>2.2 Head of School invites student to discuss allegation.</p> <p>2.3 Head of School informs student and lecturer of the outcome via email.</p> <p>2.4 Head of School records offence, meeting details and outcome in register.</p> <p>2.5 If student is not satisfied with the outcome, they may submit an application to the Appeals Panel.</p>
Level 3	<ul style="list-style-type: none"> Exclusion 	<p>1.Exam Cheating</p>

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	<ul style="list-style-type: none">• Fail unit (0 mark)	<ol style="list-style-type: none">1.1 Chief Invigilator completes report, records the offence and sends to the Dean.1.2 The Dean invites student to discuss allegation.1.3 The Dean records offence, meeting details and outcome in register and informs student and lecturer of the outcome via email.1.4 If student is not satisfied with the outcome, they may submit an application to the Appeals Panel. <p>2. Contract Cheating</p> <ol style="list-style-type: none">2.1 Lecturer compiles evidence records the offence and notifies the Dean.2.2 The Dean invites student to discuss allegation.2.3 The Dean records offence, meeting details and outcome in register and informs student and lecturer of the outcome to the via email.2.4 If the student is not satisfied with the outcome, they may submit an application to the Appeals Panel.
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