

<b>Procedure</b>	<b>Academic Integrity Procedure</b>
<b>Procedure Number</b>	A003
<b>Responsible/Approving Officer</b>	Director of Studies
<b>Operational Responsibility</b>	Heads of Faculty
<b>Purpose</b>	This procedure outlines the processes LCI Melbourne uses to uphold academic integrity, in alignment with the Academic Integrity Policy and relevant regulatory frameworks including the Higher Education Standards Framework (2021) and TEQSA's Academic and Research Integrity Guidance Note (2024).
<b>Scope</b>	This procedure applies to all students, academic staff, and third-party providers involved in academic and research activity at LCI Melbourne.
<b>Procedures</b>	<p><b>1. Academic Integrity Education and Support</b></p> <ul style="list-style-type: none"> <li>▪ <b>Students</b> receive training on academic integrity in their first trimester, including referencing, use of generative AI, and expectations around plagiarism and collusion.</li> <li>▪ <b>Staff</b> are inducted into academic integrity processes upon appointment, including training on ethical assessment design and reporting procedures.</li> <li>▪ Resources and guidelines are accessible via the LMS and reinforced through academic skills workshops.</li> </ul> <p><b>2. Preventing Academic Misconduct</b></p> <ul style="list-style-type: none"> <li>▪ All assessment design must embed preventative strategies that promote authentic and ethical learning.</li> <li>▪ Heads of Faculty monitor assessment integrity within their programs.</li> <li>▪ Use of AI must follow the Acceptable Use of Artificial Intelligence Policy. Breaches may constitute misconduct.</li> </ul> <p><b>3. Suspected Student Misconduct</b></p> <ul style="list-style-type: none"> <li>▪ <b>Step 1 – Initial Discussion:</b> If misconduct is suspected, the Academic Mentor discusses concerns with the student and documents outcomes.</li> <li>▪ <b>Step 2 – Escalation to Head of Faculty:</b> If concerns persist, the Academic Mentor submits evidence to the Head of Faculty for review and determination.</li> <li>▪ <b>Step 3 – Determining Outcomes:</b> <ol style="list-style-type: none"> <li>1. <b>First Offence:</b> May result in a zero for the task and a formal warning.</li> <li>2. <b>Second Offence:</b> May result in a zero for the unit.</li> <li>3. <b>Third Offence:</b> May result in suspension or exclusion, determined by the Director of Studies in consultation with the Academic Integrity Panel.</li> </ol> </li> </ul> <p>All outcomes are documented in the student file and reported to the</p>

	<p>Academic Operations Manager.</p> <p><b>4. Suspected Staff Misconduct</b></p> <ul style="list-style-type: none"> <li>▪ Concerns are referred to the Director of Studies and investigated by an Academic Integrity Panel.</li> <li>▪ Outcomes may include a formal warning, removal from teaching duties, or termination, in line with the Educational Services Award and Fair Work Australia provisions.</li> </ul> <p><b>5. Confidentiality and Record Keeping</b></p> <ul style="list-style-type: none"> <li>▪ All academic integrity matters are treated confidentially.</li> <li>▪ Records are maintained securely and retained in accordance with LCIM's Records Management Policy.</li> </ul> <p><b>6. Appeals</b></p> <ul style="list-style-type: none"> <li>▪ Students or staff may appeal decisions using the Academic Grievance and Appeals Procedure within 10 working days of receiving the outcome.</li> <li>▪ Appeals are reviewed by an independent panel appointed by the Director of Studies.</li> <li>▪ Appeal decisions are final and communicated in writing.</li> </ul>
<b>Relevant Legislation and Guidelines</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>▪ <a href="#">2021 Higher Education Support Act (2003)</a></li> <li>▪ <a href="#">Australian Qualifications Framework (AQF)</a></li> <li>▪ <a href="#">TEQSA academic integrity guidelines</a></li> <li>▪ <a href="#">TEQSA Artificial Intelligence</a></li> <li>▪ <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>▪ <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> <li>▪ <a href="#">Copyright Amendment (Digital Agenda) Act 2000</a></li> <li>▪ <a href="#">Copyright Act 1968 (amended Sept 2021)</a></li> <li>▪ <a href="#">Telecommunications Act 1997 (amended 2021)</a></li> <li>▪ <a href="#">Crimes Act 1914 (amended Jan 2022)</a></li> <li>▪ <a href="#">Broadcasting Services Act 1992 (amended Feb 2022)</a></li> <li>▪ <a href="#">Privacy Act 1988</a></li> <li>▪ <a href="#">Privacy and Data Protection Act 2014 (Victoria)</a></li> <li>▪ <a href="#">Fair dealing Guidelines – Australian Copyright Council</a></li> </ul>
<b>Key Related Documents</b>	A003 Academic Integrity Policy G018 Access and Equity Policy G018 Access and Equity Procedure A001 Academic Grievances, Complaints and Appeals Policy A001 Academic Grievances, Complaints Procedure G014 Privacy and Intellectual Property Policy G014 Privacy and Intellectual Property Procedure A019 Acceptable Usage of Artificial Intelligence
Date Approved	6 May 2024
Date of Commencement	6 May 2024
Date for Review	M2 2025

Documents superseded by this Procedure	Academic Honesty and Integrity Policy 2019
Amendment History	Updates to Procedure
Noted By: Academic Board Board of Directors	6 May 2024 28 May 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy/Procedure Category	Academic			
Responsible/Approving Officer	Director of Studies			
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students			
Review Date	M2 2025			
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean and Principal	New Policy and Procedure	Q4 2019	30 <sup>th</sup> October 2019
2.0	Executive Manager	Updates to Policy and Procedure in line with HESF updates 2021	13 <sup>th</sup> April 2022	13 <sup>th</sup> April 2022
3.0	Dean	Updates to Procedure	6 May 2024	6 May 2024
4.0	Campus Director	Updated	27 August 2025	27 August 2025