LEVEL 1 - Minor Academic Misconduct. Instances of academic misconduct are deemed MINOR where the misconduct may be reasonably judged to result from careless practices and/or neglect of specific guidelines relating to assessment requirements by students, whose outcome compromises the purpose of an assessment to a limited extent only. Minor misconduct does not include relatively trivial breaches by an entry level student in their first 24 points of study in a course (refer section 3.1.2 of the Guidelines), which in the opinion of the relevant unit coordinator may routinely occur in the course of learning the techniques, methodologies and presentation conventions within an area or discipline.

### 1st Instance
- **First 48 points of study within a course**
  - **Usual Penalty**: No grading penalty; revision and resubmission where practicable, or required to undertake similar assessment. Academic counselling provided, and/or referral to other support services for advice about academic literacy.
  - **Responsibility for Determination and Recording**: Notice of Academic Counselling issued to student by unit coordinator; copy of notice forwarded direct to ACA.

### 2nd Instance
- **After completion of 48 points of study within a course, and postgraduate students**
  - **Usual Penalty**: Marks to be deducted consistent with extent of academic misconduct. Counselling to be provided by unit coordinator.
  - **Responsibility for Determination and Recording**: Recommendation regarding proposed deduction forwarded by unit coordinator to HoS, for confirmation or variation. Notice of Academic Misconduct Level 1 to be completed by HoS, copied by HoS to student and forwarded to ACA for recording.

### 3rd Instance
- **First 48 points of study within a course**
  - **Usual Penalty**: A mark of zero to be awarded for the item of assessment. Counselling to be provided by unit coordinator/HoS.
  - **Responsibility for Determination and Recording**: Advice and evidence relating to case provided by unit coordinator to HoS for determination. Interview offered to student. Notice of Academic Misconduct Level 1 to be completed by HoS, copied by HoS to student and forwarded to ACA for recording.
LEVEL 2. Instances of academic misconduct are deemed MODERATE where the misconduct may be reasonably judged to be a moderate breach of ethical scholarship.

**1st Instance**

First 24 points of study within a course

Usual Penalty
(Case 1) In cases where no previous record of academic counselling or misconduct has been recorded, the Head of School may determine that no grading penalty should be imposed, but that revision and resubmission of the assessment is permissible, or a similar assessment undertaken. In such instances, academic counselling will be provided, and/or referral to other support services for advice about academic literacy; OR
(Case 2) In cases where a previous record of academic counselling or misconduct has been recorded, marks will be deducted consistent with the level of the academic misconduct. Counselling to be provided by unit coordinator, and/or referral to other support services about academic literacy.

Responsibility for Determination and Recording
(Case 1) Notice of academic counselling issued to student by HoS; copy of notice forwarded direct to ACA; OR
(Case 2) Work assessed by unit coordinator and recommendation regarding proposed deduction forwarded to HoS, for confirmation or variation. Notice of Academic Misconduct Level 2 completed by HoS, copied by HoS to student and forwarded to ACA for recording.

**2nd Instance**

Second 24 points of study within a course

Usual Penalty
(Case 1) In cases where no previous record of academic counselling or misconduct has been recorded, marks will be deducted consistent with the level of the academic misconduct. Counselling to be provided by the HoS, and/or referral to other support services for advice about academic literacy; OR
(Case 2) In cases where a previous record of academic counselling or misconduct has been recorded, a mark of zero to be awarded for the item of assessment. Counselling to be provided by unit coordinator.

Responsibility for Determination and Recording
Advice and evidence relating to case provided by unit coordinator to HoS for determination. Interview offered to student. Notice of Academic Misconduct Level 2 to be completed by HoS, copied by HoS to student and forwarded to ACA for recording.

**3rd Instance**

After completion of 48 points of study within a course and postgraduate students

Usual Penalty
A mark of zero will be awarded for the item of assessment. Counselling will be provided by the HoS, and/or referral to other support services for advice about academic literacy.

Responsibility for Determination and Recording
Advice and evidence relating to case provided by unit coordinator to HoS for determination. Interview offered to student. Notice of Academic Misconduct Level 2 to be completed by HoS, copied by HoS to student and forwarded to ACA for recording.

All Students

Usual Penalty
A mark of zero will be awarded for the unit, and an official warning that subsequent misconduct may result in the award of a grade N-Fail in all units in which concurrently enrolled and possible further penalties for unsatisfactory progress (see University General Rule 2.1.30). Counselling to be provided by the HoS/Dean.

Responsibility for Determination and Recording
Advice and evidence relating to case provided by unit coordinator to HoS for determination. Interview offered to student, attended by HoS and Dean. In addition to the fail grade for the relevant unit, the Dean will consider the inclusion of concurrent failure of all units as a part of the penalty which may lead to penalties for unsatisfactory progress (see University General Rule 2.1.30). Notice of Academic Misconduct Level 2 to be completed by Dean, copied to student and forwarded to ACA for recording.
LEVEL 3: Instances of academic misconduct are deemed MAJOR where the misconduct may be reasonably judged to be a serious and substantial breach of ethical scholarship.

1st Instance

All Students

Usual Penalty
Award of a grade N-Fail for the unit. Warning given that further instances may result in the award of the grade N-Fail for all other units concurrently enrolled within the Faculty, and possible further penalties for unsatisfactory progress (see University General Rule 2.1.30). Counselling to be provided by HoS.

Responsibility for Determination and Recording
Advice and evidence relating to case provided by the unit coordinator to HoS for determination. Interview offered to student, attended by HoS and Dean. Notice of Academic Misconduct Level 3 to be completed by the HoS, copied to the student and forwarded to the ACA for recording.

2nd Instance

All Students

Usual Penalty
Award of a grade N-Fail for the unit, and the award of a grade N-Fail in all units in which concurrently enrolled within the Faculty. Further penalties may be applied by the Dean in accordance with University General Rule 2.1.30, for unsatisfactory progress. Counselling to be provided by the Dean.

Responsibility for Determination and Recording
Advice and evidence relating to case provided by the unit coordinator to HoS for determination. Interview offered to student, attended by HoS and Dean. In addition to the fail grade for the relevant unit, the Dean will typically award a fail grade in units concurrently enrolled within the Faculty, and may impose further penalties in accordance with University General Rule 2.1.30 for unsatisfactory progress. Notice of Academic Misconduct Level 3 to be forwarded to the student and to the ACA for recording.

3rd Instance

All Students

Usual Penalty
Award of a grade N-Fail for the unit, and the award of a grade N-Fail in all units in which concurrently enrolled within the Faculty. Further penalties may be applied by the Dean in accordance with University General Rule 2.1.30. In addition, the Dean may recommend to the Deputy Vice-Chancellor a further penalty of exclusion from enrolment in all courses or units offered by the University for up to one academic year, or cancellation of current enrolment in any course or unit offered by the University.

Responsibility for Determination and Recording
Advice and evidence relating to case provided by the unit coordinator to HoS for determination. Interview offered to student, attended by HoS and Dean. In addition to the fail grade for the relevant unit, the Dean will typically award a fail grade in units concurrently enrolled within the Faculty, and any further penalties for unsatisfactory progress in accordance with University General Rule 2.1.30. In addition, the Dean may recommend to the Deputy Vice-Chancellor a further penalty of exclusion from enrolment in all courses or units offered by the University for up to one academic year, or cancellation of current enrolment in any course or unit offered by the University. Notice of Academic Misconduct Level 3 to be forwarded to the student and to the ACA for recording.

Beyond 3rd Instance at Level 3
Instances beyond a third breach at Level 3 may result in referral to a Board of Discipline and consequent expulsion from the University or non-conferral of a degree, diploma or other award to which the student would otherwise have been entitled.

Academic Conduct. Guidelines for Faculties and Other Teaching and Supervision Sections at UWA: Ethical Scholarship, Academic Literacy and Academic Misconduct
26 October 2004