

Academic Integrity Committee

27th May 2020

3:00 pm

Microsoft Team online meeting

MINUTES

1. Welcome and Apologies

Attendees:

Assoc. Prof Wayne Smithson (WS) *Chair*

Assoc. Prof Felix Stravens (FS)

Assoc. Prof Duncan Honore-Morris (DHM)

Usman Sindhu (US)

Assistant Professor Jotsana Roopram (JR)

Assistant Professor Natasha Jacques (NJ) *Secretary*

Apologies: None

WS opened the meeting and welcomed all to the meeting – 03:00 pm.

2. Declaration of conflict of interest – **None**

3. The minutes of the previous meeting that were circulated by email and were accepted and confirmed.

4. Matters arising from the previous meeting- **Closed**

5. Analyse the issues arising technical/potential copying during the T1 2020 Supplementary Exam

Issue

Plagiarism/copying or late submissions were identified during the T1 2020 Supplementary exam.

Resolution

All plagiarism/copying incidents were awarded a zero for the exam and late submission more than 5 minutes were penalised.

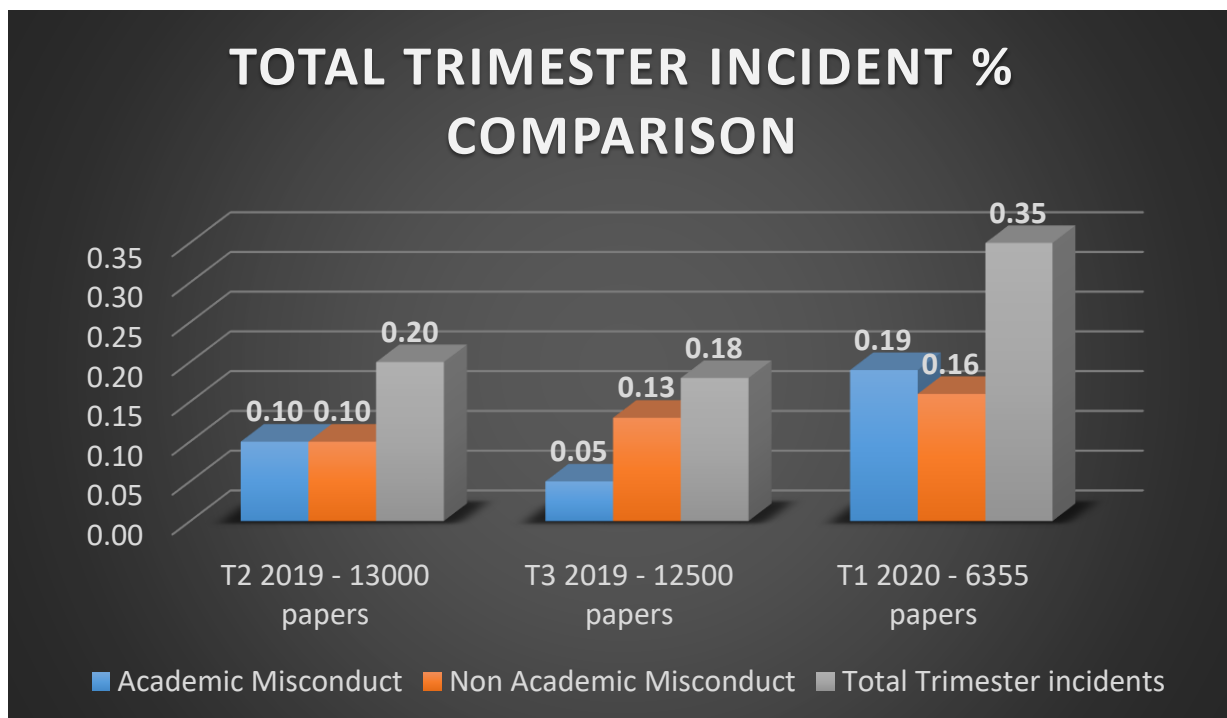
Consideration

1. DHM recommended to include warning instances to the AIC exam issue log.
2. JR recommended review of exam policy as it is a part of TEQSA requirements.

Action

1. WS along with DHM to word appropriate warning letters
2. WS to send out warning letters to all impacted students
3. WS to shared guidance notes through circular with the AIC team for recommendations and suggestion
4. NJ to incorporate warning instance to AIC exam issue log
5. JR to send policy as a shared documents for the AIC to review and include comments/recommendation.
6. All – Comments to be circulated and shared with WS for inclusion in the Academic Senate meeting on 18 June 2020.

5.1 Review of Incident progression graph – **Recommendations included**



6. Other Business - **None**

Date of next meeting – 23 June 2020.

Meeting closed at 03:25 pm.

*This meeting is held against the attached provisions of its (Constitution/terms of reference). Details of current members and their terms are attached for members' information.