

LIC Summary: Lodging a Determination of Poor Academic Practice (PAP)

One of the possible outcomes of the detection of suspected academic misconduct under ACU's [Student Academic Integrity and Misconduct Policy](#) and [Procedure](#) is a finding of Poor Academic Practice (PAP). Eligibility is restricted under criteria in the Procedure.

A finding of a PAP is recorded, and the student is counselled, and usually directed to compulsory education; but it is **not** academic misconduct. Please note that a PAP is not for actions that do not potentially involve academic misconduct. For example, poor paragraph structure or other evidence of limited academic skills would not be grounds to assign a PAP. The student should instead be directed to appropriate resources (such as the Academic Skills Unit).

Once a determination of a PAP is made, there is a **no mark penalty applied** to the submission; it is assessed against the marking rubric/guide.

LICs can make a determination of a PAP. As part of the normal PAP process, the LIC is also able to assign compulsory education; see below for details.

Process

The LIC assesses the submission and decide one of the following:

- No inappropriate/dishonest action by the student; take no further action
- It is probable that academic misconduct has occurred: refer through SAMMS for investigation by an AIO
- The student may be eligible for a PAP

For the last outcome, where a minor contravention has been detected, a student may be eligible for a PAP when:

1. 'there are no more than a total of two records relating to previous determinations of poor academic practice, or any finding of academic misconduct'; AND either:
2. 'there was no significant academic advantage for the student or any other student' e.g. insufficient referencing; sections of poor paraphrasing AND/OR
3. 'the student is enrolled in the first eight units of undergraduate or equivalent sub-bachelor study, or first four units of postgraduate study at ACU'.

See the accompanying ['Guide to determining the application of Poor Academic Practice'](#) for more details around assessing eligibility under point 2) above.

Note: a less experienced student may be eligible for a PAP, where a more experienced student who performed the same behaviour would not (point 3 above). The LIC needs to check that the student is eligible based on their enrolment history.

Once eligibility under 2) and 3) above is confirmed, the LIC lodges the case in SAMMS.

The AIT (Academic Integrity Team) will check eligibility under 1) above. If the student is not eligible for a PAP, the case will be referred to an AIO for investigation for potential academic misconduct, as per usual.

Lodging in SAMMS

[Access SAMMS](#). Enter student details as per usual. In the 'Details of Alleged Misconduct', enter:

- 'LIC assigns PAP'
- Add a brief explanation of the reason (e.g. 'inadequate referencing')
- If the student is only eligible under 3) above, add a brief explanation of the student's eligibility (e.g. '1st semester at ACU')
- Add details of any compulsory education to assign (e.g. 'education: referencing module')

Once lodged, the AIT will check eligibility based on history of misconduct (point 1) above). If the student is eligible, the AIT will issue the letter (ccing the LIC), record the finding on the central record, and assign the student to any compulsory education modules.

Compulsory education

The Procedure (46)c allows you to assign compulsory Educative Experiences with the PAP.

Any compulsory educative experience needs to be constructive and useful, but also have some form of endpoint that can be readily determined without being onerous for yourself or other staff members. They should take 30 mins to an hour, and not be too burdensome for the student.

Suggested compulsory Educative Experiences include the available online modules:

- re-do/complete the Student AIM
- dangers of sharing online
- legitimate collaboration vs collusion
- Proctorio examinations
- referencing skills
- study skills
- writing skills: paraphrasing

You can direct your student to complete one or more of these modules, by including it in the 'Details of Alleged Misconduct' field in SAMMS. The PAP outcome letter will direct your student to complete the applicable module(s).