



## 1. TITLE: **ACADEMIC INTEGRITY PROCEDURE**

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| 1.1 | Policy reference:     | Academic Integrity Policy (CO-A-002-02) |
| 1.2 | Category:             | Academic – Education                    |
| 1.3 | Approval date:        | July 2020                               |
| 1.4 | Approved by:          | Chief executive                         |
| 1.5 | Effective date:       | September 2020                          |
| 1.6 | Review/revision date: | July 2021                               |
| 1.7 | Unit responsible:     | Learning team                           |

## 2. Purpose

The Royal New Zealand College of General Practitioners (the College) is committed to ensuring academic integrity is an integral part of its programme delivery.

Registrars, Fellows and College staff are expected to engage in teaching, learning, research and related activities in a manner consistent with the values of academic integrity.

This procedure provides a mechanism for reporting incidents in which a registrar or a Fellow of the College is suspected of engaging in academic misconduct. It outlines the formal process required for the submission and investigation of suspected academic misconduct, including the steps, timeframes and possible outcomes.

## 3. Scope

This procedure applies to College-employed, practice-employed and self-funded registrars enrolled in the General Practice Education Programme (GPEP or the programme), all those enrolled in the College's Continuing Professional Development (CPD) programmes, Fellows, College staff members and other individuals engaged in College duties and activities.

## 4. Definitions

All definitions are available in the College's Academic Regulatory Framework for Quality Assurance (CO-A-001-00).

## 5. Procedure

### 5.1 Suspected academic misconduct will be investigated as follows:

Step	Action	Timeframes
1.	A College staff member, registrar, Fellow or other employee of the College submits in writing a report to the College which details the situation or incident of a registrar/s and/or a Fellow/s allegedly engaging in academic misconduct.	Within twenty (20) working days of the alleged incident or situation occurring.
2.	Once the report has been received, the Head of Learning (or delegate) acknowledges receipt of the report and the report is recorded in the College database.	Within two (2) working days of the report being received by the College.
3.	When an allegation is being investigated, the registrar/s or Fellow/s is informed in writing of the allegation against them.	Within five (5) working days of the report being received by the College.
4.	The head of learning (or delegate) undertakes an investigation of the alleged academic misconduct situation or incident to determine whether: <ol style="list-style-type: none"> <li>a. the matter should be dismissed because:               <ol style="list-style-type: none"> <li>i. the allegation of academic misconduct is mischievous, vexatious, frivolous or malicious</li> <li>ii. the relevant conduct is relatively trivial in nature or unlikely to lead to a finding of academic misconduct</li> <li>iii. the relevant conduct does not fall within the definition of academic misconduct, or</li> <li>iv. the circumstances are such to warrant the dismissal of the matter, or</li> </ol> </li> <li>b. the matter should be subject to a full investigation by the Academic Misconduct Committee (AMC).</li> </ol>	<p>Within ten (10) working days of receipt of the original allegation received by the College.</p> <p>The head of learning (or delegate) determination should be made within thirty (30) working days of receipt of the original allegation received by the College.</p>
5.	The decision and outcome is communicated in writing to the individual/s who reported the incident or situation and the registrar/s and/or Fellow/s accused of academic misconduct.	Within ten (10) working days of the decision and outcome of the initial investigation.
6.	The outcome decision is recorded in the College database.	Immediately following the formal notification of the outcome decision to the registrar/s and/or Fellow/s.

Step	Action	Timeframes
7.	<p>For matters referred to the AMC, the head of learning (or delegate):</p> <ul style="list-style-type: none"> <li>➤ may withhold ratification, notification and/or effectiveness of any assessment, or admission, or reporting activity, as appropriate</li> <li>➤ will arrange for an AMC committee to be convened</li> <li>➤ will ensure the written notice of outcome of the initial investigation includes: <ul style="list-style-type: none"> <li>– a copy of the relevant conduct report(s)</li> <li>– a link to this procedure</li> <li>– any other relevant materials that the head of learning (or delegate) proposes the AMC considers.</li> </ul> </li> </ul>	<p>Within thirty (30) working days of the original allegation being received by the College.</p>
8.	<p>Members of the AMC are provided with all documentation prior to the meeting date.</p>	<p>At least five (5) working days prior to the date of the meeting.</p>
9.	<p>The accused registrar/s and/or Fellow/s are given written notice of the AMC meeting they are requested to attend and details of the allegation.</p> <p>This must include:</p> <ul style="list-style-type: none"> <li>➤ date</li> <li>➤ location</li> <li>➤ details of the allegation and the people who will be present at the meeting.</li> </ul> <p>The registrar/s and/or Fellow/s may use this time to prepare a response and to arrange for one or more support people/whānau to attend the meeting.</p>	<p>At least five (5) working days prior to the date of the meeting.</p>
10.	<p>If any other relevant materials are received from the individual reporting the alleged situation or incident before the AMC convenes, the accused registrar/s and/or Fellow/s must be provided with a copy.</p>	<p>Within a further ten (10) working days of receipt of further relevant materials.</p>
11.	<p>The chair of the AMC writes to the accused registrar/s and or Fellow/s with the outcome of the full investigation advising:</p> <ul style="list-style-type: none"> <li>➤ whether or not the AMC made a determination of academic misconduct</li> <li>➤ a summary of the reasons for the determination</li> <li>➤ details of any penalty imposed</li> <li>➤ a link to the College’s Special Consideration in Assessment and Reconsideration of Examination Results Policy (if relevant) (CO-A-003-02) and Appeals Policy (CO-A-002-06).</li> </ul>	<p>As soon as possible after a determination is made.</p>

Step	Action	Timeframes
12.	The decision and outcome of the full investigation is communicated in writing to the individual/s who reported the incident or situation of academic misconduct.	As soon as possible after a determination is made.
13.	The outcome decision is recorded in the College database.	Immediately following the formal notification of the outcome decision to the registrar/s and/or Fellow/s.
14.	The relevant individual/s may appeal the decision in accordance with the Appeals Policy (CO-A-002-06).	Within ten (10) working days of receipt of outcome of the AMC investigation.

NOTE: All correspondence relating to allegations of academic misconduct including associated documentation must be saved by the College into the registrar's/Fellow's file on iMIS/Objective.

## 6. Related policies, documents and legislation

- > Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- > Academic Integrity Policy (CO-A-002-02)
- > GP Registrar Concerns and Complaints Policy (CO-A-002-05)
- > GP Registrar Concerns and Complaints Procedures (CO-A-002-05A)
- > Supporting Registrars Policy (CO-A-002-04)
- > Employee Code of Conduct
- > Special Consideration in Assessment and Reconsideration of Examination Results Policy (CO-A-003-02)
- > Special Consideration in Assessment and Reconsideration of Examination Results Procedures (CO-A-003-02A)
- > Appeals Policy (CO-A-002-06)
- > The College Rules

## 7. Administrative procedures

### 7.1 Promulgation of published procedure

This procedure will be available via the College intranet and website.