

## Academic Integrity in Training Process

<b>Process Name</b>	Academic Integrity Process
<b>Department</b>	Education Services
<b>Approved By</b>	College Education Committee
<b>Approval Date</b>	February 2016
<b>Effective Date</b>	January 2017
<b>Review Date</b>	2020
<b>Policy Status:</b>	Version 2

### 1. Purpose and Scope of the Process

**1.1** College Members are required to adhere to the Academic Integrity in Training Process as soon as a case of suspected academic misconduct is identified.

**1.2** The RACP Academic Integrity Policy requires that all trainees (Division, Faculty and Chapter) are aware of their responsibilities in relation to academic integrity, and that all cases of alleged academic misconduct are dealt with consistently, openly, justly and fairly using an appropriate process.

### 2. Identifying a Suspected Case of Academic Misconduct

**2.1** Suspected or alleged cases of academic misconduct may be brought to the attention of the RACP through a variety of sources including Fellows, supervisors, assessors, examiners, trainee peers, College committees, College staff or members of the public.

**2.2** Regardless of how a suspected case of academic misconduct is identified the person reporting the alleged misconduct is required to provide to the College a confidential written account of the incident.

**2.3** Details of the alleged misconduct will be reported to the relevant College body or its delegate(s) which may vary depending on the nature and severity of the alleged academic misconduct.

### 3. Gathering and Considering Information Relevant to the Alleged Incident

**3.1** The College body or its delegate(s) will review the report of alleged academic misconduct.

**3.2** The trainee will be notified in writing of the allegation of academic misconduct.



**3.3** The trainee will be invited to respond in writing to the allegation and provide any relevant additional information.

**3.4** The trainee response must be received by the College within 28 days of the trainee being advised of the allegation.

**3.5** The College body or its delegate(s) will convene to review the report of alleged academic misconduct together with any additional information, the trainee's training record, the trainee's response to the allegation and any additional information provided by the trainee.

**3.6** The College body or its delegate(s) may seek additional information from the individual(s) who reported the allegation of misconduct, from the trainee, or from other relevant sources of information.

**3.7** If the alleged misconduct occurs during an examination the College may withhold the result pending the decision of the relevant College body.

**3.8** The College body or its delegate(s) will consider the information available including any aggravating and mitigating factors which have been identified including:

- The nature of the offence
- The character of the trainee
- General deterrence

#### **4. Committee Decision**

**4.1.** Following consideration of the information available, the College body or its delegate(s) will make a decision which will be communicated to the trainee as soon as possible or within four weeks of its meeting.

**4.2.** Where the College body or its delegate(s) determines that the trainee has engaged in academic misconduct this will be recorded in trainee's College training file. Depending on the nature and severity of the case the decision may be communicated to other medical registration authorities.

**4.3.** The College body or its delegate(s) may determine one or more of a range of actions and penalties appropriate for the nature and severity of the misconduct including but not limited to:

- a)** No further action or penalty
- b)** Reprimand or warning (oral or written)
- c)** Referral to the Trainees in Difficulty Support Pathway
- d)** Counselling and/or ethics training
- e)** Resubmission of the assignment
- f)** Reduction of the assessment grade
- g)** Non-certification of training period
- h)** Suspension or exclusion from training program for a certain period of time
- i)** Discontinuation from training program.

## 5. Appeals

Rights of appeal and procedures on appeal are to be found in the *College By-Law: Reconsideration, Review and Appeals Process*.

## 6. Definitions

### 6.1 College Body

As defined in the *College By Law: Governance of College Bodies*, in cases of alleged academic misconduct this would ordinarily be the relevant committee overseeing trainee progression and/or assessment.

## 7. Related Policies and Other Documents

- a) Academic Integrity in Training Policy
- b) Reconsideration, Review and Appeals Process By-Law
- c) Progression through Training Policy
- d) Trainee in Difficulty Support Policy

## 8. Acknowledgements

In addition to the numerous Fellows, trainees, and working groups who developed the draft version of this policy, the RACP would like to acknowledge and thank those who participated in the consultation process as well as members of the Development Working Group and Peer Review Working Group.

Revision History					
Version	Date	Author	Approved by	Sections Modified	Details of Amendments
1	Jan 2010	Expert Advisory Group, Assessment	College Education Committee	New Policy	N/A
2	Jan 2017	AIT Development Working Group and Peer Review Working Group	College Education Committee	All	Full revision