



## Student Academic Integrity Policy

Purpose	Sets out the Institute's approach to academic integrity.
Location	The policy is maintained on owncloud (original: Pydio)
Responsible executive	Deputy Vice Chancellor (Teaching & Learning)
Responsible office	Academic Office
Contact officer	TBA
Effective date	30 November 2016
Review date	16 October 2019, 30 November 2021, 30 November 2025
Modification history	Jun 2013 (V1), Nov 2016 (V2), Nov 2019 (V3), Apr 2020 (V4), 06 Oct 2020 (V5)
Related documents	Student Code of Conduct, Institutional Academic Integrity Framework, Student Grievance Mediation Policy
Authority	Approved by Council

### 1. Purpose

Academic integrity, honesty, and a respect for knowledge, truth and ethical practices are fundamental to the business of the Institute. These principles are at the core of all academic endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise and devalue the quality of learning. This policy is intended to reinforce the importance of integrity in an academic environment.

### 2. Scope

This policy applies to all staff and students of the Institute.

### 3. Definitions

3.1. **Academic Integrity** is the moral code of academia and means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. In simple terms Academic Integrity means that you will earn your degree with honest effort, and that your degree will be a true accomplishment reflecting years of your own hard work and genuine learning. The Institute identifies key responsibilities of students to uphold academic integrity as follows:

- Honesty - Be truthful, encourage honesty and maintain transparency.
- Responsibility - Take ownership and hold yourself and others accountable.
- Trust & Support - Seek clarification to ensure that you clearly understand expectations or requirements and trust that you are treated fairly.
- Respect - Listen to understand and follow the Institute's Rules and Requirements at all times.



- 3.2. **Academic misconduct** is a conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course or unit of study and includes, cheating, collusion and plagiarism. It may be intentional or reckless (see Item 4.1 for further information).
- 3.3. **Cheat/Cheating/Contract Cheating** occurs when a student obtains an unfair advantage in an examination or written, oral or practical work, required to be submitted or completed for assessment in a course or unit of study. This includes but is not limited to the resubmission of work that has already been assessed in another unit or the purchasing of essays, assignments or similar from a third party.
- 3.4. **Collusion occurs** when students collaborate on assessable written, oral or practical work with another person or persons without authorization by the examiner.
- 3.5. **Plagiarism** happens when a student uses another person's ideas and or manner of expressing them and passes them off as one's own ideas (and or manner of expressing them) and fails to give appropriate acknowledgement. This includes the use of material from any source, staff, students or the Internet, published and unpublished works.
- 3.6. **Proofreading** is the process of having someone proofread your work for the purpose of identifying errors and suggesting corrections to a text. A proofreader is not permitted to rewriting passages of text in order to clarify meaning; amend the words used by the author (except to identify the correct spelling of the word used); rearrange passages of text or code, or reformat other material; contributing additional material to the original; and checking calculations or formulae. Proofreading is acceptable when conducted in accordance with the above definition.

#### 4. Breaches of Academic Integrity

- 4.1. Academic misconduct includes but is not limited to conduct that involves plagiarism and any other dishonest conduct by a student to gain academic or general advantage; or conduct that otherwise contravenes the provisions of the Institute's academic rules, policies, procedures and/or guidelines. Dishonesty in the preparation or presentation of any assessable work is regarded as student academic misconduct. Academic misconduct includes, but is not limited to:
  - (a) Cheating: behaving deceitfully or dishonestly in examinations, in the preparation of assessable items and during in-class tests;
  - (b) Fabrication: intentional and unauthorised falsification or invention of any information or citation in an academic exercise;
  - (c) Intentionally or recklessly facilitating academic dishonesty by other students;
  - (d) Providing an assessment item, or providing access to an assessment item to others, either directly or indirectly, in circumstances where it is reasonably foreseeable that it will be used dishonestly.
  - (e) Deceitful behaviour by which it is sought to gain some unfair or dishonest advantage either for yourself or for another person;
  - (f) Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students);
  - (g) Misrepresentation: misrepresenting data or information incorrectly, improperly or falsely;
  - (h) Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources;
  - (i) Re-using one's own work without appropriate acknowledgement;



- (j) Using unauthorised equipment or material in an assessment item; and
- (k) Using another person to undertake an examination or assessment item in your name.

## 4.2. Levels of Violations

Determining a level of seriousness for a breach of academic integrity and determining appropriate penalties: The Institute refers all breaches of academic integrity according to a five-level classification framework according to the nature of the infraction. For each level of violation, a corresponding set of penalties is recommended. A table showing examples at each level is contained at **Appendix 1**.

### 4.2.1. Level Zero Violations

Level Zero Violations are dealt with by the Academic Integrity Officer (AIO). A level zero allegation is either dismissed and/or unfounded or results in a verbal / informal warning and/or resubmission following investigation.

### 4.2.2. Level One Violations

- (a) Level One Violations are dealt with by the AIO.
- (b) These violations usually occur because of inexperience or lack of student knowledge of the principles and requirements of academic integrity. Examples include:
  - (i) inadequate referencing;
  - (ii) poor paraphrasing;
  - (iii) repeated Level 0 violations.
- (c) Level One Violations should be treated formally to ensure that the student understands the seriousness of the issue in an academic environment.
- (d) Penalties may include one or more of:
  - (i) Informal or formal warning;
  - (ii) Resubmission;
  - (iii) Reduced grade if a repeated offence.

### 4.2.3. Level Two Violations

- (a) Level Two Violations are dealt with by the AIO.
- (b) Level Two Violations are characterised by dishonesty including false statements made by the student during any investigation.

The following are examples:

  - (iv) quoting directly or paraphrasing, to a moderate extent, without acknowledging the source;
  - (v) submitting the same work or major portions thereof to satisfy the requirements of more than one unit without permission from the lecturer;
  - (vi) using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators;

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- (vii) receiving assistance from others without acknowledging such assistance;
  - (viii) repeated Level One Violations, especially where these occur after explanation and counselling.
- (e) Penalties may include:
- (i) Formal warning; and/or
  - (ii) Reduced (or 0/fail) grade if repeated offence; and/or
  - (iii) Entry of student's name into the Institute's Misconduct Register and recorded on the student's file; and/or
  - (iv) Referral to an Institute Counsellor.
- (f) Records of students who commit Level Two Violations must be maintained by the Registrar of the Institute until the student's graduation.

### 4.2.4. Level Three Violations

- (a) Level Three Violations are dealt with by the AIO.
- (b) Level Three Violations include dishonesty that affects a major or essential portion of assessable requirements including false statements made by the student during any investigation. Examples include:
- (i) cheating in examinations;
  - (ii) acting to facilitate copying during an examination;
  - (iii) using impermissible materials during an examination;
  - (iv) collaborating before an examination to develop methods of exchanging information and implementation thereof;
  - (v) using a purchased essay;
  - (vi) using unethical or improper means of acquiring data;
  - (vii) repeated Level Two Violations.
- (c) Penalties may include one or more of:
- (i) Formal warning if requires; and/or
  - (ii) Reduce (or 0 / fail) grade; and/or
  - (iii) Suspension from the Institute for a period not exceeding 10 working days; and/or
  - (iv) Student to sign a Learning Contract; and/or
  - (v) Entry of student's name into the Institute's Misconduct Register and recorded on the student's file; and/or
  - (vi) Referral to a counsellor.
- (e) The Registrar must keep a record of all findings of violations of Academic Integrity matters and all penalties imposed in respect of such findings.

### 4.2.5. Level Four Violations

- (a) Level Four Violations represent the most serious breaches of academic integrity and all cases must be investigated by the AIO. Level violations are very serious breaches carried out with the full knowledge of the offence, including false statements made by the student during any investigation.
- (b) Examples of Level Four Violations include:
- (i) any academic integrity violations committed after return from suspension for



- a previous violation of academic integrity;
  - (ii) any involvement in criminal activity
  - (iii) repeat Level Three Violations;
  - (iv) violation of Academic Integrity involving or resembling criminal activity (such as forging a grade form, stealing an examination from a lecturer or from an Institute office; purchasing an examination, essay or other piece or work; falsifying a transcript; acquiring or distributing an examination from unauthorised sources prior to the examination;
  - (v) having a substitute take an examination or taking an examination for someone else;
  - (vi) sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment;
  - (vii) at the Institute's complete discretion, any instance of violation of academic integrity in graduate and postgraduate work which includes but is not limited to coursework assessment, theses, dissertations, scholarly articles submitted to refereed journals.
- (c) Penalties may include one or more of:
- (i) Formal warning if required; and/or
  - (ii) Fail grade; and/or
  - (iii) Suspension of up to 20 working days; and/or
  - (iv) Possible exclusion for the Trimester in certain circumstances; and/or
  - (v) Change of academic status (e.g. to Conditional); and/or
  - (vi) Student consultation file note on student record; and/or
  - (vii) Referral to a Counsellor; and/or
  - (viii) Expulsion in extreme cases (e.g. where criminal conduct involved); and/or
  - (ix) Other penalty as deemed fit by the AIO.
- (d) On completion of the investigation, the AIO will advise, in writing to the following individuals, of its decision and any penalties imposed:
- (i) The student and party making the allegation;
  - (ii) The CEO;
  - (iii) The Registrar;
  - (iv) The Course Coordinator of the course in which the student is enrolled;
  - (v) The DVC (Teaching & Learning)
  - (vi) The Chair of Council
  - (vii) The DVC (Quality and Compliance)
- (e) The Registrar must keep a record of all findings of violations of Academic Integrity matters dealt with by the AIO, and all penalties imposed in respect of such findings; this information is recorded on the student's file and forms part of the student's disciplinary record.

## 5. Principles

### 5.1. Roles & Responsibilities

- 5.1.1. All staff and students must ensure that they understand and comply with legal restrictions and obligations (e.g. copyright) relating to Academic Integrity.



- 5.1.2. In accordance with the Institute's Staff Academic Integrity Policy, the Institute has a responsibility to:
- Promote the values of Academic Integrity;
  - Ensure that staff are sufficiently equipped to support students in acquiring and demonstrating the values of academic integrity; and
  - Provide students and staff with resources to ensure that students are supported to develop the skills required to uphold the values of Academic Integrity in all academic endeavours.

- 5.1.3. Students have a responsibility to:
- Submit only work which properly acknowledges the ideas, designs, words or works of others in what is otherwise their own original work;
  - Avoid lending or otherwise providing original work to others for any reason other than where work is provided to another student in the course of collaboration in connection with group work assessment, and subject to any requirements imposed on students in connection with such collaboration;
  - Have a clear understanding of the conditions of assessment, including assessment task requirements, appropriate source acknowledgement practices, and marking criteria;
  - Provide, when requested (and where the item of work has been prepared using electronic means), an electronic copy of any work to academic staff involved in marking the work;
  - Be clear about the acknowledgement practices that are appropriate for their field of study;
  - Be aware of the collective responsibility of proper source acknowledgement within group assignments, and be able to support their claims of authorship in a group assignment; and
  - Encourage other students to uphold the values of academic integrity and discourage other students from plagiarising or carrying out other forms of academic misconduct.

- 5.1.4. The responsibility to carry out investigations of student academic misconduct in accordance with the Policy is provided in Section 3.4 of this policy and summarised in **Appendix 1: Academic Integrity Levels of Violations.**

## 5.2. Prevention and Detection of Plagiarism and Other Forms of Academic Misconduct

The Institute will take steps to detect plagiarism and other forms of academic misconduct. These may include manual searches of resources, as well as the use of electronic text matching software (e.g. Turnitin) to compare work submitted for assessment against electronic text on the publicly accessible internet, in published works, on commercial databases, and in student previously submitted assignments and CCTV monitoring of examinations as well as strict invigilation processes.

## 5.3. Actions and Penalties

- 5.3.1. Actions are outlined in section 4.2 and summarised in **Appendix 1: Academic Integrity Levels of Violations.**

- 5.3.2. If any form of student misconduct is found to have occurred, a range of actions may be taken or penalties imposed, such as:
- Remedial action such as counselling or training on proper academic conventions and techniques and/or allowing the student to re-attempt the assessment item without loss of marks;
  - Allowing the student to re-attempt the assessment item with a capped mark;

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- c) Allowing the student to complete a new piece of work with a capped mark;
- d) Excluding any parts resulting from dishonest practices and referring the assessment item for remarking appropriate to the work completed;
- e) Awarding no marks for the assessment item;
- f) Awarding a fail grade in a course or courses;
- g) Imposing a suspension, with or without conditions, for a specified period of time;
- h) Imposing an exclusion, with or without conditions, for a specified period of time, after which the student will be required to apply for re-admission to the Institute; and/or
- i) Expelling the student from the Institute.

**Appendix 1** to this policy provides a table to assist fair and consistent application of penalties across levels of seriousness of breach of academic integrity.

5.3.3. Students under investigation for student academic misconduct will not be eligible to graduate until the matter is resolved.

## 5.4. Recording Outcomes

5.4.1. Once a determination has been made on a misconduct matter, the Registrar will document the decision and relevant conditions of an imposed penalty.

5.4.2. The student will be informed in writing of the decision.

5.4.3. The student administration and enrolment staff will be informed of this for the purposes of appropriately recording the misconduct on the student's academic record and/or amending the student's enrolment.

## 5.5. Appeal Process

5.5.1. An appeal against a determination in a student misconduct matter can be lodged by the student if there is:

- a) Evidence of a breach of this policy or general principles of procedural fairness; and/or
- b) The suggestion that the decision was affected by a conflict of interest or personal bias; and/or
- c) New information that could not reasonably have been provided prior to the hearing and it is probable that this information would have affected the decision.

5.5.2. An appeal on the grounds of penalty alone will not be considered.

5.5.3. An appeal against a penalty may be made in writing to the DVC (T&L) within 20 days of Notice of the If the appeal is against a decision made by the DVC (T&L) him- or herself, the appeal will be submitted to the CEO for review. A decision and the grounds for appeal must be clearly set out.

5.5.4. Upon receipt of the Appeal, the DVC (T&L) shall undertake a preliminary review to determine the validity of the appeal. Once determined, and within 10 days of receiving the Appeal, the DVC (T&L) may:

- a) Dismiss the Appeal if not valid;
- b) Make a decision in relation to the Appeal; or

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### c) Refer the Appeal to the Academic Board for determination

5.5.5. The Appeal Decision (made by the DVC (T&L) or relevant authority) is final and there is no further avenue of appeal within the Institute. However, the student has the right to further appeal outside the Institute to the NSW Ombudsman.

5.5.6. In making a decision in relation to the Appeal, the original decision may be confirmed, varied or set aside.

5.5.7. The student will be informed in writing of the Appeal's Decision outlining reasons for the decision.

5.5.8. Relevant staff within the Institute will be informed of the Appeal's Decision and appropriate records will be made.

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## Appendix 1 – Levels of Violations

Levels	Responsible Officer	Typical Offences	Conclusion	Possible Penalties and possible actions to be taken (if substantiated)	Notification/Record
0	Academic Integrity Officer (AIO)	<ul style="list-style-type: none"> <li>Careless referencing</li> </ul>	Allegation investigated: Dismissed &/or unfounded, or made out Due to in-experience/lack of knowledge	<ul style="list-style-type: none"> <li>Informal Warning (verbal reprimand); and or</li> <li>Resubmission.</li> </ul>	<ul style="list-style-type: none"> <li>Misconduct Register</li> </ul>
1	AIO	<ul style="list-style-type: none"> <li>Inadequate referencing</li> <li>Poor paraphrasing</li> <li>Repeated Level 0 violation</li> </ul>	Allegation investigated: dismissed &/or unfounded, or made out Due to in-experience/lack of knowledge	<ul style="list-style-type: none"> <li>Informal warning, or a formal warning if repeated offence; and or</li> <li>Resubmission; or</li> <li>Reduced grade if a repeated offence.</li> </ul>	<ul style="list-style-type: none"> <li>Misconduct Register</li> <li>Student File (if Formal Warning)</li> </ul>
2	AIO	<ul style="list-style-type: none"> <li>Not acknowledging source(s)</li> <li>Same work submitted for more than one assignment</li> <li>Misuse of data</li> <li>Repeated Level 1 violations</li> </ul>	Characterised by dishonesty, including false statements made by student, during any investigation.	<ul style="list-style-type: none"> <li>Formal warning; and or</li> <li>Additional paper; and or</li> <li>Reduced (or 0/fail) grade if repeated offence; and or</li> <li>Referral to a counsellor.</li> </ul>	<ul style="list-style-type: none"> <li>Misconduct Register</li> <li>Student File</li> </ul>
3	AIO	<ul style="list-style-type: none"> <li>Contract &amp; other cheating</li> <li>Banned materials in examination</li> <li>Collaborating in, and facilitating cheating</li> <li>Dishonest use of materials or data</li> <li>Repeated Level 2 violations</li> </ul>	Dishonesty that affects a major portion of assessable requirements, including false statements made by student, during any investigation.	<ul style="list-style-type: none"> <li>Formal warning; and or</li> <li>Reduced or 0 (fail) grade; and or</li> <li>Suspension of up to 10 working days; and or</li> <li>Student to sign a Learning Contract; and or</li> <li>Referral to a counsellor.</li> </ul>	<ul style="list-style-type: none"> <li>Misconduct Register</li> <li>Student File</li> </ul>
4	AIO	<ul style="list-style-type: none"> <li>Any violation after suspension</li> <li>Involves criminal activity</li> <li>Using a substitute for examination</li> <li>Sabotage of work of another student</li> <li>Violation of AI in postgraduate work</li> <li>Repeated Level 3 violation</li> </ul>	Very serious breaches carried out with full knowledge of the offence, including false statements made by student, during any investigation.	<ul style="list-style-type: none"> <li>Formal warning; and or</li> <li>Fail grade; and or</li> <li>Suspension of up to 20 working days; and or</li> <li>Possible exclusion for the trimester in certain cases; and or</li> <li>Change of academic status; and or</li> <li>Student consultation file note; and or</li> <li>Referral to a counsellor; and or</li> <li>Expulsion in certain extreme cases e.g. where criminal conduct involved (and student to apply for reinstatement in all other cases); and or</li> <li>Any other penalty as deemed fit by the AIO</li> </ul>	<ul style="list-style-type: none"> <li>Misconduct Register</li> <li>Student File</li> </ul>