

Student Academic Integrity Policy

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1. PURPOSE

The Institute is committed to the highest level of academic integrity in its units and courses and to proactively educate and support its students in their academic pursuits. THE INSTITUTE strives to produce graduates with strong ethical foundations who will act with integrity in their academic, professional and personal dealings.

This policy:

- Provides guidance to help students engage in appropriate behaviour in the undertaking of all academic work including assessment tasks and examinations.
- Provides a fair and transparent process for investigating and dealing with alleged breaches of academic integrity;
- Clarifies the penalties that may be imposed for breaches of academic integrity; and
- Discourages behaviour that is inappropriate and contrary to the principles of academic integrity.

2. SCOPE

This policy applies to all students and all academic staff including full-time, part-time, and sessional staff. THE INSTITUTE expects its:

- Students to conduct themselves in a manner which is consistent with honesty, integrity, and proper ethical behaviour when undertaking any academic activities including assessment tasks;
- Staff to accept responsibility to create and foster an environment where honesty and academic integrity are understood and valued in all academic pursuits.

3. DEFINITIONS

Academic integrity is the moral code of academia. It requires a commitment to honesty, trust, fairness, respect and responsibility in all aspects of academic work.

Academic Integrity Panel is a panel tasked with investigating and acting upon alleged breaches of academic misconduct. It is comprised of at least three people, including an academic appointed by the Dean, the Senior Academic Manager (or nominee) and the English Language and Academic Skills Coordinator.

Academic misconduct means conduct by which a student seeks to gain an unfair or unjustified academic advantage in a unit or course. It may be intentional or unintentional. It includes, but is not limited to the following:

- Plagiarism or assisting someone else to commit plagiarism;
- Purchasing an assignment and submitting it as though it is the student's own work;
- Cheating, acting dishonestly or otherwise attempting to gain an unfair advantage in an examination or any other assessment task;
- Colluding with or assisting someone else to cheat, plagiarise or engage in other types of academic misconduct;
- Submitting, as a new work an assessment task previously produced and assessed for another unit or for a previous semester;
- Misrepresenting, fabricating, or falsifying information or data;
- Using information in breach of a duty of confidentiality;
- Omitting reference to the relevant published work of others for the purpose of claiming personal discovery of new information;
- Claiming joint authorship with other authors without their permission;
- Attributing work to others who have not contributed to the research;
- Failing to acknowledge work primarily produced by a collaborator;
- Making improper use of copyright material.

Cheating means to seek to obtain an unfair academic advantage or assist another student to obtain an unfair academic advantage. It includes, but is not limited to the following:

- Submitting falsified, copied or improperly obtained data relating to academic work;
- Submitting an assessment task written for the student by another person or which the student has copied from another person;
- Claiming falsely that a student was present at an activity where attendance is required;
- Completing an assessment task outside the conditions specified for that assessment task.

Contract cheating is acquiring or commissioning work from a commercial service, including internet sites, whether pre-written or specially prepared.

Cheating in examinations means seeking to obtain an unfair academic advantage while undertaking an examination. It includes, but is not limited to the following:

- Communicating, or attempting to communicate, in any way, during an examination with any person who is not an examination supervisor;
- Accepting from, or providing assistance to, any person who is not an examination supervisor during the examination;
- Reading, copying or attempting to copy from another student's work in an examination;
- Transmitting information, questions or answers to another person;
- Using or possessing of any unauthorised material, i.e. material that is not specifically nominated by the Unit Lecturer and not listed on the examination paper cover page;
- Using or possessing unauthorised electronic devices, including mobile phones; or
- Permitting another person to attend an examination on a student's behalf or attending an examination on behalf of another student.

Collusion occurs when two or more students act together to cheat, plagiarise or engage in other types of academic misconduct.

Extreme academic misconduct is academic misconduct of a very serious and deliberate nature and includes, but is not limited to:

- Repeated acts of deliberate academic misconduct across multiple assessment tasks;

- Submitting a whole piece of work which is “ghost written”, stolen from another student, copied from a book, journal or internet site;
- Contract cheating, i.e. submitting a piece of work that has been purchased from another person or commercial service;
- Falsifying data that is used in a major assessment task;
- Permitting another person to attend an examination on a student’s behalf or attending an examination on behalf of another student.

Plagiarism is intentionally or unintentionally using the work of other persons, copying (in whole or in part) the work or data of other persons, or presenting substantial extracts from written, printed, electronic or other media in a student’s written work without due acknowledgement. Plagiarism involves giving the impression that a student has thought, written or produced something that has, in fact, been taken from another. Plagiarism has also taken place when direct use of others’ words is not indicated, for example by inverted commas or indentation, in addition to appropriate citation of the source.

a) Intentional plagiarism occurs if a student plagiarises with the deliberate intention of representing the work of others as their own.

b) Unintentional plagiarism occurs if a student inadvertently plagiarises due to a lack of knowledge or understanding of the concept of plagiarism, or lack of preparation, skill or care.

Plagiarism/ Academic Misconduct Register means a central database, maintained by the Administration office, where the records of investigations of allegations of plagiarism and other misconduct are stored. Access to this register is restricted to the Academic Management Team, the Chair of Student Grievance Committee and the Chair of Academic Board.

Plagiarism Declaration Form is a form to be included by the student as part of every task submitted for assessment. It requires the student to affirm that:

- The student has read and understood the Student Academic Integrity Policy and any guidelines provided in the Unit Outline or Study Guide;
- The student has completed the online Academic Integrity Module; and
- The work being submitted is the student’s own work, that all sources have been acknowledged in the work, that the information contains no plagiarism, and that the information provided is not knowingly inaccurate.

4. PROCEDURES

4.1 Identifying instances of academic misconduct

- a) All assessment tasks and assignments will be subject to testing using plagiarism detection software (e.g. Turnitin) unless the Dean of School responsible for the Unit grants exemption.
- b) Text-matching software may be used in coursework award units in two ways:
 - i. text-matching software is used as the only method for assignment submission. Students submit to a text-matching assignment link and do not submit the assignment anywhere else; or
 - ii. students submit their assignment through an approved assignment submission system, with text-matching software available as an optional extra function. Students and staff can use the text-matching software to check student work, but assignment submission and return does not depend on the text-matching software.
- c) Students will be permitted to use Turnitin to check assignments during preparation and prior to final submission.
- d) Unit Coordinator/Lecturers/Tutors may request that students provide early drafts of a submitted assessment item. If students cannot provide drafts then suspicion may be raised about the authenticity of the work.
- e) Unit Coordinator/Lecturers/Tutors may request that students provide a verbal defence of their written assessment task as evidence of the students' understanding of the task.

If the students cannot provide drafts or a verbal defence of their work then suspicion may be raised about the authenticity of the work.

4.2 Reporting instances of academic misconduct

- a) Any person may report an allegation of academic misconduct in writing to the relevant Unit Coordinator or Academic Administration.
- b) Where academic misconduct is suspected the Unit Lecturer will summarise the key issues and evidence in writing.
- c) If cheating during an examination is found, the examination supervisor will complete an "Examination Incident Report" and submit this report to the Academic Administration.

4.3 Preliminary Review of alleged academic misconduct

- a) All relevant forms and reports regarding academic misconduct will be submitted to the Senior Academic Manager, who will convene the Academic Integrity Panel.

- b) The Academic Integrity Panel will determine whether there is sufficient evidence to support the allegation of academic misconduct.
- c) The Academic Integrity Panel will determine whether the student has previously breached this policy by checking the student's record in the Central Plagiarism / Academic Misconduct Register. If it is noted that the student has previously breached this policy, a statement will be added to the case, affecting any proposed penalty.
- d) The Academic Integrity Panel will notify the student in writing through their THE INSTITUTE email account within 5 working days that an allegation of academic misconduct has been made against them. Details and evidence of the alleged academic breach will also be included in the email.
- e) The student will be requested to attend an interview to discuss the allegation with the Academic Integrity Panel.

4.4 Formal Inquiry of academic misconduct

- a) The student will be invited to respond to the allegations in writing prior to the interview. The student may however choose to respond to the allegations only in person.
- b) If a student wishes to respond to the allegations in person, he or she is entitled to be accompanied by a support person.
- c) If a student does not respond to the allegations in writing or in person, the formal inquiry will proceed in their absence.
- d) The formal inquiry will be conducted by the Academic Integrity Panel who will apply a "balance of probabilities" test in determining whether academic misconduct has taken place, and will:
 - i. apply an open, impartial and unprejudiced mind;
 - ii. base its findings and recommendations solely on the evidence presented;
 - iii. maintain complete confidentiality about the matter;
 - iv. exclude evidence from anyone who has a personal relationship with the student or has direct or indirect financial or personal interest with the student or otherwise has a conflict of interest.
- e) If the Academic Integrity Panel determines that unintentional academic misconduct has occurred, the Panel will determine the penalty to be applied. The

Dean will be provided with a report from the Academic Integrity Panel.

- f) If the Academic Integrity Panel determines that intentional academic misconduct has occurred, the Panel will report to the Dean, submitting all evidence and a report of the Panel's formal inquiry. The Dean will determine the penalty to be applied after a review of the evidence and the report from the Academic Integrity Panel.
- g) The student will be notified of the outcome in writing through their INSTITUTE email account within 5 working days of the formal inquiry.
- h) The Academic Integrity Panel will keep a record of its enquiries into allegations of academic misconduct and the penalties applied in each case. Records kept by the Panel will be used to update the central Plagiarism / Academic Misconduct Register.

5. PENALTIES FOR ENGAGING IN ACADEMIC MISCONDUCT

5.1 Unintentional Academic Misconduct (including plagiarism)

If it is determined by the Academic Integrity Panel that unintentional academic misconduct has occurred, one or more of the following actions may be approved by the Panel:

- The student is appropriately counselled, issued with a warning, and no marks deducted;
- The mark for the assessment task may be reduced by a maximum of 20%;
- The student may be required to rewrite and resubmit the assessment task, for a maximum possible mark of 50%;

5.2 Intentional Academic Misconduct (including plagiarism)

If it is determined that intentional academic misconduct has occurred, one or more of the following penalties may be applied by the Dean:

- Reduce the mark for the assessment task by at least 60%;
- Require the student to rewrite and resubmit the assessment task, for a maximum possible mark of 40%;
- Reduce the grade for the unit to the next lower grade; or
- Award the grade of Fail for the unit.

A record stating that the student has been counselled including a description of the Policy breach, countersigned by the appropriate Unit Coordinator, will be placed in the

student's file within the School.

A record stating that the student has committed a breach of the Student Academic Integrity Policy will be placed on the Central Plagiarism / Academic Misconduct Register.

5.3 Extreme cases of academic misconduct

If it is determined that a student has engaged in repeated cases of intentional academic misconduct, or one case of extreme academic misconduct, then more serious penalties may be imposed. The Dean may recommend to the Academic Board:

- An exclusion from enrolment in a particular unit or course for a period up to two semesters;
- An expulsion from THE INSTITUTE. This means that the student's enrolment is terminated and the student will not be permitted to re-enroll any time in the future at THE INSTITUTE.

The Dean would make his/her recommendation after the 5-day student appeal period to the Academic Board for exclusion from enrolment in a unit, or termination of candidature at THE INSTITUTE. Exclusion from enrolment in a unit, or termination of candidature at THE INSTITUTE, requires approval of the Academic Board.

5.4 Recording Academic Misconduct

Records in hard copy are placed on the Central Plagiarism / Academic Misconduct Register and will be destroyed 3 years after a student has graduated or 5 years after the student was last enrolled at THE INSTITUTE, whichever is the latter.

- Students may have access to their records placed on the register.

6. CONFIDENTIALITY

All investigations of academic misconduct will remain confidential and all information provided in relation to the allegation will remain confidential and only be used for the purpose for which it was provided unless:

- i. the student gives their express consent for the allegation and the information relating to the allegation to not be treated as confidential;
- ii. the information gives THE INSTITUTE reasonable grounds for concern about the security of people or property;
- iii. procedural fairness requires the information to be shared;
- iv. access to the information is required by law.

7. APPEALS

- a) Students have a right to appeal against a finding of academic misconduct, or a penalty imposed, within 5 business days of being notified of the outcome of the formal inquiry. The appeal must be in writing and state the grounds upon which the appeal is based.
- b) Appeals against a penalty imposed by the Academic Integrity Panel for unintentional academic misconduct will be considered by the Dean.

Appeals against a decision of the Dean will be considered by the Student Grievance Committee.

8. RELATED DOCUMENTS

- i) Code of Conduct for Students
- ii) Examination Policy and Procedure
- iii) Assessment Policy and Procedure (Coursework)
- iv) Student Complaints and Appeals Policy and Procedure

9. CHANGE AND VERSION CONTROL

Historical Version	Approved by	Approval Date
2015.10	Academic Board	1 October 2015
2017.06	AK, JP	1 June 2017
2018.06	Academic Board	18 June 2018