



## ACADEMIC INTEGRITY POLICY

<b>Approving Authority</b>	Academic Board	<b>Approval Date of Last Revision</b>	
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<b>Policy Category</b>	Academic		
<b>Governing Authority</b>	Teaching and Learning Committee (pending)		
<b>Responsible Officer</b>	Head of School		
<b>Related Documents</b>	Academic Integrity Procedure Academic Misconduct Register Student Code of Conduct Student Misconduct Procedure Student Grievances, Complaints and Appeals Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) National Code of Practice for Providers of Education and Training to Overseas Students 2018		

\* Unless otherwise indicated, this Policy will still apply beyond the review date.

### Document Control

Version #	Date	Key changes
1.0	5/12/2017	Approved by Academic Board

## **1. PURPOSE**

1.1 The Academic Integrity Policy provides information regarding academic integrity and expected conduct aimed at preventing incidences of academic misconduct, principles of academic integrity and principles that underpin the investigation of academic misconduct by Adelaide Institute of Higher Education (AIHE) coursework students.

## **2. SCOPE**

2.1 The Academic Integrity Policy applies to all students enrolled in, and all staff involved in the design, delivery and assessment of, undergraduate courses.

## **3. POLICY STATEMENT**

3.1 Academic integrity is an essential quality for higher education and is a fundamental part of learning and teaching. AIHE is committed to promoting academic integrity and ethical behaviour. The reputation of AIHE and its graduates, and the academic standing of its qualifications rests with its ability to promote academic integrity and manage academic misconduct fairly and consistently.

## **4. PRINCIPLES OF ACADEMIC INTEGRITY**

4.1 All students and staff of AIHE will conduct their activities with academic integrity.

4.2 Academic staff, in their learning and teaching roles, will be provided with adequate training and support to ensure that they themselves understand and demonstrate academic integrity.

4.3 Academic staff will educate students in all aspects of academic integrity and ensure that students understand the expectations of them.

4.4 At the commencement of a student's enrolment and on multiple occasions during the student's candidature they will be provided with instruction on the meaning of academic integrity and academic misconduct, will be given opportunities to apply their knowledge to real-life scenarios and be provided with a point of contact for queries regarding academic integrity.

4.5 AIHE will provide prospective students with information on and expectations of academic integrity before their acceptance of offer.

4.6 AIHE will develop and implement effective and equitable procedures for promoting academic integrity. The procedures for addressing academic misconduct will be applied fairly and consistently, exhibit procedural fairness and will take into account the extent and type of academic misconduct, the student's stage in the course, and any history a student has in breaching this Policy

4.7 AIHE will take preventative action to mitigate foreseeable risks to academic integrity, including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches.

4.8 Academic integrity and accountability for academic integrity will be maintained in arrangements with any other party involved in the provision of higher education, including placements and joint award of qualifications.

4.9 The occurrence and nature of academic misconduct and breaches of academic integrity will be monitored. Data on breaches of academic integrity will be used to inform improvements

to teaching and learning practice and action will be taken to address any underlying causes of misconduct that are identified. The data and current best practice will inform the regular review of this Policy and the related Procedure.

## **5. ACADEMIC MISCONDUCT**

5.1 Academic misconduct takes place when students act dishonestly in an assessment task or examination in order to gain an unfair advantage for themselves or other students. Acts of academic misconduct are considered to be misconduct as defined under the Student Code of Conduct. Examples of academic misconduct include:

- plagiarism;
- cheating in examinations and tests;
- collusion; and
- ghostwriting.

### **5.2 Plagiarism**

Plagiarism means copying or paraphrasing the words or ideas of others without acknowledging the source. This could be from the Internet or other printed or broadcast material or another student's work or part of their work. It includes published or unpublished documents, designs, sounds, images, photographs and films, data and computer code.

### **5.3 Cheating in examinations and tests**

Cheating in an examination or test occurs when a student takes action that is in breach of the Examination Procedure and includes:

- action or attempts to take action to gain an unfair or dishonest academic advantage;
- having access to unauthorised material during the examination;
- sitting an examination on behalf of another student or permitting another student to sit an examination on their behalf;
- reading, copying from or otherwise using another student's work, or knowingly allowing another student to read, copy or otherwise use their work in an examination;
- assisting any other student to complete their examination, either directly or indirectly;
- accepting assistance from any person during an examination other than authorised staff; and
- inappropriately obtaining prior knowledge of an exam's contents and/or expected answers.

### **5.4 Collusion**

Collusion occurs when there is unauthorised collaboration in the preparation and production of work for assessment which is presented as a student's own individual effort. Collusion includes:

- inappropriately assisting other students in the production of an assessment task;
- accepting inappropriate assistance in the production of an assessment task;
- submitting work which is the same, or substantially the same, as another student's piece of work for the same assessment task; and
- assisting another student to plagiarise material or cheat in an examination.

### **5.5 Ghostwriting**

Ghostwriting occurs where a person other than the student has authored, either wholly or in part, a piece of assessment and the student presents the assessment piece as if they themselves have wholly authored the assessment.

### **5.6 Other forms of academic misconduct**

There are many ways in which a student might attempt to deliberately gain an unfair advantage by dishonest means. Some examples are:

- submitting fabricated or falsified data as if they were genuine;
- inventing references, quotes or sources;
- submitting the same, or substantially the same piece of work for assessment in one or more different subjects;
- contract cheating, paying for another person to write assignments or sit exams;
- offering bribes; and
- falsely indicating attendance at an activity when attendance is an assessment requirement.

## 6. ROLES AND RESPONSIBILITIES

### 6.1 Academic Board will:

- develop strategies to promote principles and practice of academic integrity among all students;
- establish and maintain appropriate procedures to oversee and monitor School implementation of policy and procedures on academic integrity; and
- ensure that action is taken to address any underlying causes of academic misconduct.

### 6.2 The Head of School will:

- ensure that Subject Assessment Briefs include information about academic integrity advice to students regarding the style guide and referencing/citation system for different assessment tasks;
- ensure that all academic staff:
  - are aware of the need to introduce and reinforce student understanding of academic integrity and the professional and academic skills required at all course levels;
  - are aware of and advise students of sources of assistance for students seeking to develop their skills in academic writing, and particularly, preparation and presentation of assignments and other assessment tasks;
  - incorporate material into first year courses that will assist students to understand the meaning and practical application of academic integrity
- ensure that relevant School publications (printed and electronic) include statements that: make it clear that plagiarism, collusion, recycling and other forms of academic dishonesty are unacceptable; provide clear guidelines outlining what constitutes legitimate co-operation and collaboration, where it is encouraged and where it is prohibited; and provide clear guidelines on groupwork, especially concerning assessment and division of tasks among group members and monitoring of groupwork by academic staff, to ensure fair assessment;
- implement appropriate security practices for submission and return of assessment tasks;
- investigate, or delegate the investigation of, all allegations of academic misconduct; and
- maintain a register of warnings issued regarding academic misconduct and cases of breach of academic integrity.

### 6.3 Academic staff will:

- ensure that they are familiar with policies and procedures with respect to academic integrity, and apply them consistently;
- introduce and reinforce student understanding of the importance of academic integrity and how to avoid its breach, the professional and academic skills required at all course levels, and advise students of sources of assistance to develop their skills in academic

writing, and particularly, preparation and presentation of assignments and other assessment task

- use text comparison software to detect potential cases of plagiarism and to act on the results in accordance with the Academic Integrity Procedure;
- provide appropriate conditions for groupwork and make clear to students the distinction between groupwork, levels of legitimate co-operation and collaboration, and requirements for individual work; and
- provide students with early notification and fair warning if they believe any individual or group may be at risk of breaching academic integrity standards.

#### 6.4 Students are responsible for:

- upholding the high academic integrity standards that are required according to this Policy;
- familiarising themselves thoroughly with academic integrity information including policy and procedures and attending and paying attention to the academic integrity education sessions conducted by AIHE;
- following instructions for maintaining academic integrity and seeking clarification if unsure about requirements;
- submitting only work that is their own, or which properly acknowledges the thoughts, ideas, findings and/or work of others;
- seeking assistance from appropriate sources to remedy any identified deficiencies in their academic skills;
- ensuring academic integrity is maintained when sharing work with others for any reason; and
- retaining materials which would demonstrate evidence of their authorship of assessable work (e.g. record of library borrowings, addresses of internet sites accessed, notes compiled, drafts of an assessment task).

## 7. DEFINITIONS

7.1 See the AIHE Glossary of Terms for definitions.

Adelaide Institute of Higher Education acknowledges use of and reference to the Torrens University Australia Academic Integrity Policy and Procedures and Australian Catholic University Framework for Academic Integrity.