

ACADEMIC INTEGRITY POLICY

Section 1 - Purpose and Scope

(1) The purpose of this Policy is to outline the principles by which breaches of academic misconduct are managed and the different forms academic dishonesty may take.

Scope

(2) This Policy applies to:

- students; and
- staff, in terms of promoting appropriate standards of academic integrity, detecting and managing allegations of academic misconduct.

Section 2 - Definitions

(3) In this Policy:

Academic Board means the principal academic decision-making body for the Australian College of Physical Education (the College).

Academic dishonesty means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so. While academic dishonesty may sometimes be unintentional, it is still unacceptable in an academic environment. See also Section 4.

Academic integrity means to act in a way that involves undertaking all academic work in a responsible way to ensure that information, ideas, and performances are created and presented in an honest and ethical way. This includes that the use of other's ideas, writings and performances are acknowledged.

Academic Integrity Committee means a committee established to deal with serious allegations of academic misconduct by a student. This ad-hoc Committee will be convened by the Dean and will report to the Academic Board.

Academic Integrity Officer (AIO) means the appointed members of staff with responsibility for dealing with allegations of academic misconduct and may include a delegate.

Academic misconduct means unintentional or intentional breaches of academic integrity.

Assessment means any evaluation of a student's performance by written or oral examination, assignments, presentation, performance, thesis or practical.

Plagiarism means presenting another person's ideas, findings or work as one's own, either intentionally or unintentionally, and without acknowledgement of the original source. Plagiarism can be minor or major.

Minor Plagiarism is unintentional or innocent academic misconduct due to being uninformed or carelessly presenting another person's work as one's own without appropriate acknowledgement of the source due to failure to follow appropriate referencing practices.

Major Plagiarism is intentional academic or dishonest misconduct.

Student means a person who is formally enrolled to study at the College, or was formally enrolled at the College at the time an allegation of academic dishonesty was made.

Staff (or staff member) includes academic and non-academic staff who may be engaged on a permanent, part-time, fixed, sessional or contractual basis.

Section 3 - Policy Statement

(4) The College:

- a. aims to foster academic integrity and sustain an ethical academic culture among all staff and students;
- b. will implement a set of outcomes and penalties for breaches of academic dishonesty that is educative and based on a scaffolded approach; and
- c. expects all students and academic staff to be proactive in establishing appropriate standards of academic integrity across the College.

(5) Academic dishonesty in any form is unacceptable and the College will treat allegations of academic misconduct in line with the Academic Integrity Procedure.

Principles for managing breaches

(6) The College establishes a set of scaffolded outcomes and penalties for breaches of academic integrity that is based on the following principles:

- a. students need to have a reasonable opportunity to learn about, and develop their skills in applying, the appropriate standards of academic integrity (including expected standards of academic writing and referencing);
- b. as students progress through their studies, the penalties for misconduct escalate accordingly;
- c. prior major incidents of academic dishonesty are a factor when levying penalties for subsequent breaches of academic integrity; and

d. some matters are assessed as a major breach of academic integrity regardless of the student's stage of learning. Major breaches of academic integrity are reported formally.

(7) The College manages breaches of academic integrity:

- a. in a fair and timely manner; and
- b. in accordance with procedural fairness for the student concerned.

(8) The following matters are referred to the Academic Integrity Committee for determination:

- a. all serious breaches or multiple major breaches as determined by the Academic Integrity Officer; and
- b. all allegations of academic misconduct occurring during Examinations.

Academic Misconduct Register and Confidentiality

(9) The College maintains an Academic Misconduct Register that records findings of minor (recorded only for internal purposes) and majors plagiarism and other forms of academic dishonesty on the student's record. This record includes:

- a. any warnings given to the student;
- b. all communications with the student;
- c. relevant documentary evidence; and
- d. the outcome or penalty levied.

(10) The information on the Academic Misconduct Register, or otherwise relating to an academic misconduct matter, is confidential and access is restricted to:

- a. staff who have a responsibility for responding to allegations or concerns about a student; or
- b. if required by law.

Section 4 – Forms of academic dishonesty

(11) Academic dishonesty includes, but is not restricted to:

- a. The act of plagiarism, as further defined at clause 12.
- b. The act of collusion, which includes:
 - I. assisting another student to commit plagiarism or other academic dishonesty by knowingly allowing one's work to be copied, utilised as a resource/ guide or appropriated in some other form, and/or
 - II. colluding to create alternate versions of the same assessment. See also clause 13.
- c. Taking unauthorised information, materials or aids into an examination, irrespective of whether the unauthorised objects relate directly to the examination content.

- d. Using unauthorised information, material or aids in an examination.
- e. Recycling / Self-plagiarism - Submitting, as a new work, an assessment piece the student has previously submitted and been assessed for in another unit or award, or for the same unit previously failed, without appropriate acknowledgment and/or prior permission of lecturer.
- f. Using experimental results or data obtained or gathered by another person without appropriate acknowledgement of the other person's contribution.
- g. Fabricating or falsifying information, including student identity, references, clinical, practical, or laboratory reports or data.
- h. Failing to give accurate acknowledgement to other collaborators' contributions to an assessment piece.
- i. Tampering or attempting to tamper with assessment items, grades, or class records.
- j. Falsifying word count through the inclusion of invisible text or by including text in tables and figures that are not included in the final word count.
- k. Inappropriate publication or upload of an assessment or part of an assessment, or College teaching or course material to a website, or a filesharing or other online platform or otherwise acquiring or attempting to acquire such material without the approval of the College.
- l. Infringing copyright - Copyright means the exclusive legal right to make copies, license, and otherwise use literary, musical or artistic work whether printed, audio, video etc. Works granted such rights after 1977 are protected for the lifetime of the originator and for a period of 70 years after their death. Students must get approval to use copyright material in their work.
- m. All forms of cheating in examinations and other assessment tasks.
- n. Offering or accepting bribes (money or sexual favours); for example, for admission or for grades.
- o. Contract cheating.

(12) Plagiarism includes minor and major plagiarism. Clauses 13 to 16 set out some possible forms of plagiarism.

Minor plagiarism:

- a. means innocently or carelessly presenting another person's work as one's own without appropriate acknowledgement of the source; and
- b. may be due to failure to follow appropriate referencing practices; and
- c. may be a result of a student's fear/misunderstanding of paraphrasing or ignorance of policies and procedures.

Major plagiarism:

- a. means knowingly presenting another person's work as one's own work without appropriate acknowledgement of the source;
- b. may include instances where substantial portions of work have been copied from the work of another or from other sources including the internet and in a

manner that cannot be explained as unintentional plagiarism (such as if student already has an instance of unintentional plagiarism on their record); and

- c. may also include instances where a student has engaged another person to produce the work and has claimed it as their own.

(13) Collusion occurs when a student uses another student's work with their knowledge, without adequately crediting the author.

- a. It means submitting the work of someone else and calling it one's own, with full knowledge and consent of the other person who has supplied the work, in order to give a false representation of one's effort or performance on the assessment item.
- b. All parties involved in the work (the student submitting the work and all other consenting participants supplying the work) are considered participants in the act of collusion.
- c. Unintentional collusion may arise from study groups and group-based assessment where students are unsure about the boundary between what the lecturer considers acceptable group work and collusion. In such a case, students should consult the Unit Coordinator for advice.
- d. Collusion should be contrasted with collaboration, which is the legitimate joint work by two or more students in the completion of an assessment item. Unless collaboration/group work is specified in the assessment criteria, students are expected to undertake and complete assessment work independently.

(14) Contract cheating, whereby the student acquires or commissions a piece of work, which is not their own and representing it as if it were by:

- a. Purchasing a paper from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned;
- b. submitting a paper written by another person, whether or not that other person is a student of the College.

All work submitted for assessment must be student's own work and soliciting any person to produce an assessment whether it be paid or unpaid is considered contract cheating.

(15) Incorrect referencing occurs when material is copied (substantially) word for word and presented as paraphrased but should have been in quotation marks, or material is paraphrased but without appropriate acknowledgement of its source.

(16) Purloining occurs when material is copied from another student's assignment or work without that person's knowledge. It also refers to the use by staff of another's work without that person's permission.

Section 5 - Procedures

(17) This Policy should be read in conjunction with the Academic Integrity Procedure.

Related documents

Related documents include:

- a. Academic Integrity Procedure
- b. Student Misconduct (Non-academic) Policy
- c. Grievances, Complaints and Appeals Policy and Procedure
- d. Student Code of Conduct
- e. Assessment Policy and Procedure
- f. Staff Code of Conduct
- g. Examinations Policy and Procedure – Undergraduate and Postgraduate

Legislation:

- a. Higher Education Standards Framework 2021
- b. Tertiary Education Quality and Standards Agency Act 2011
- c. National Code of Practice for Providers of Education and Training to Overseas Students 2018

Document Administration

Policy Name	Academic Integrity Policy
Policy Owner	Director of Student Services and Campus Wellbeing
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Amendment history	
Version 1:	Original Policy document revised for new template. Changes to penalties: identification of breaches that occur in the first semester of degree; and breaches that occur in second semesters. Approved on: 26 June 2021.
Version 2:	Changes to terminology: changes from <i>unintentional</i> and <i>intentional/dishonest</i> to <i>minor</i> and <i>major plagiarism</i> . Changes to penalty structure, as a result of the changes in terminologies.

Unless otherwise indicated, this Policy will apply beyond the Review date