

ACADEMIC INTEGRITY POLICY

Section 1 - Purpose and Scope

(1) The purpose of this Policy is to outline the principles by which academic misconduct is managed.

Scope

(2) This Policy applies to:

- students (on campus and online); 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 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 full acknowledgment of other's ideas, writings and performances.

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

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

Academic misconduct means conduct that breaches any forms of academic integrity.

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

Major Breach means an intentional or deliberate breach of Academic Integrity.

Minor Breach means an unintentional breach of academic integrity which is deemed as acceptable as part of the normal learning process of academic practices.

Moderate Breach means a negligent breach of Academic Integrity despite sufficient opportunity to develop understanding of appropriate academic practices.

Student means a person who is formally enrolled to study at the College-at the time an allegation of academic misconduct 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 misconduct 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 misconduct in any form is unacceptable and the College will treat allegations of academic misconduct in line with the Academic Integrity Procedure.

(6) **Student Misconduct (Research)**: for matters related to research misconduct, refer to the Student Misconduct Policy and Student Misconduct Procedure.

Principles for managing breaches

(7) 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 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.

(8) 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.

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

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

Academic Misconduct Register and Confidentiality

- (10) The College maintains an Academic Misconduct Register that records finding of minor, moderate and major breaches of academic integrity on the student's record. This record includes:
- any warnings given to the student;
 - all communications with the student;
 - relevant documentary evidence; and
 - the outcome or penalty levied.
- (11) The information on the Academic Misconduct Register, or otherwise relating to an academic misconduct matter, is confidential and access is restricted to:
- staff who have a responsibility for responding to allegations or concerns about a student; or
 - if required by law.

Section 4 – Categories of Academic Misconduct

The college identifies three categories of Academic Misconduct:

Category 1 – Minor Breach:

- (12) Breaches in this category refer to a student who is in their first year of study or is a first breach in subsequent years:
- unintentionally or carelessly presents another person's work due to inadequate or incorrect paraphrasing and/or referencing practices
 - a misunderstanding or unfamiliarity of policies and procedures and
 - the unattributed content is not substantial in the context of the task
- (13) Minor breaches may include, but not limited to:
- unsatisfactory referencing
 - unsatisfactory paraphrasing
 - incorrect direct quotations
 - minor exam breach

Category 2 – Moderate Breach:

- (14) Moderate breaches are cases of inappropriate academic practice where the breach involves:
- a subsequent Academic Integrity breach
 - involves a substantial volume of unattributed content in a submitted task
 - making a limited or no attempt to appropriately attribute content to the source material
 - significant paraphrasing issues

- e. fabricating citations
- f. falsification of data
- g. citing references that have not been directly read or acknowledging the secondary resource
- h. use of white text
- i. collusion

Category 3: Major Breach

- (15) Major breaches are cases where the breach is determined to be intentional or deliberately negligent including but not limited to:
- a. a previous moderate breach
 - b. contract cheating including the use of unsanctioned artificial intelligence
 - c. recycling
 - d. exam cheating
 - e. breaches deemed by the Academic Integrity Officer to warrant a penalty exceeding those specified in the moderate breaches.

Section 5 – Penalties for Academic Misconduct

Penalties for Academic Misconduct

- (15) For minor and moderate breaches the following penalties or combination of penalties may be imposed:
- a. a formal warning is recorded on the Academic Integrity Register and on the Student Paradigm Notes
 - b. further Academic Integrity education modules and interventions to be undertaken
 - c. a resubmission of the task without penalty
 - d. a reduction in marks for any part or parts of an assessment; or
 - e. a requirement that the student amend and re-submit the same assessment task, with a possible reduction in marks of up to 36% of the maximum possible mark
 - f. a requirement that the student undertake another alternative assessment task, with a possible reduction in marks of up to 36% of the maximum possible mark
 - g. a zero mark for any part or parts of an assessment; or a zero mark for the assessment task.
- (16) For major breaches the following may apply:
- a. a zero mark for the task
 - b. a zero mark and 'Fail' result for the unit,
 - c. suspension from the College for up to 12 months or
 - d. exclusion from the College
- (17) In imposing penalties, the following factors will be considered:
- a. the nature and seriousness of the breach;

- b. a student's previous record of breaches;
- c. the fact that a student has admitted to an alleged breach
- d. extenuating circumstances supported by relevant evidence

Refer to the Academic Integrity Procedure document for the penalties associated with each category.

Section 6 – Definition of Academic Misconduct

(18) Academic misconduct includes, but is not restricted to:

- a. The act of plagiarism, as further defined in Clause 3.
- 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, materials, 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, falsifying, or misattributing 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, including the use of Artificial Intelligence software.
- (19) Collusion occurs when a student uses another student's work with their knowledge, without adequately crediting the author.
- a. It means submitting the work, or parts of 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. 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.
- (20) 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 or Artificial Intelligence software, whether or not that other person is a student of the College.
- All work submitted for assessment must be the student's own work and soliciting any person or Artificial Intelligence software to produce an assessment whether it be paid or unpaid is considered contract cheating.
- (21) 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.
- (22) 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.

(23) For Academic Integrity breaches in group assessments, each member of the group will be held responsible for the breach and will be awarded the same Academic Integrity penalty, as outlined in ACPE's Academic Integrity Procedure, regardless of whether the Group Agreement Form was signed and/or whether the student contributed, indirectly or directly, to the section(s) of the assessment that contain the breach.

Section 7 - Procedures

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

(25) Students may appeal against an academic decision made under this policy following the Grievances, Complaints and Appeals Policy and Procedure.

(26) An Academic Integrity Report is presented to the Academic Board on an annual basis.

Related documents

Related documents include:

- a. Academic Integrity Procedure
- b. Student Misconduct Policy (non-academic and research matters)
- c. Student Misconduct Procedure (non-academic and research matters)
- d. Grievances, Complaints and Appeals Policy and Procedure
- e. Student Code of Conduct
- f. Assessment Policy and Procedure
- g. Staff Code of Conduct
- h. 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	Dean
Approval Authority	Academic Board
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Next Review #	Three years from the Approval Date

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. Statement around student misconduct (research) added to refer students and staff to the Student Misconduct Policy and Procedure documents, in relation to any case of research misconduct matter.
Version 3	Amendment of clause 14 a. Changed from "a third academic integrity breach" to "a subsequent Academic Integrity breach." Approved on 20 May 2024.

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