

POLICY DOCUMENT

ACADEMIC INTEGRITY POLICY

1 Purpose and Scope

ACPE is committed to promoting and safeguarding a culture of academic integrity. This policy aims to minimise instances of academic dishonesty and other forms of academic misconduct by providing information on how to act honestly, ethically and with integrity for the duration of your studies with the College. It outlines staff and student responsibilities in maintaining academic integrity, and defines the grounds for investigating allegations of academic dishonesty (e.g. plagiarism) which are a form of academic misconduct.

This policy serves as the College's policy on any form of academic misconduct. For any other forms of misconduct, refer to the *Student Misconduct (Non-Academic) Policy*.

Scope:

- All students
- All academic staff
- All subjects and courses

2 Policy Statement

The College is committed to academic integrity, honesty and high standards of ethical behaviour. Students will be provided with appropriate training and support on enrolment to ensure academic integrity is maintained throughout their studies, and further support will be available at any time throughout their enrolment via a range of mechanisms.

Therefore, academic dishonesty in any form is unacceptable and allegations of such will be treated seriously by the College in alignment with the *Student Code of Conduct*.

Consequences that may apply to students involved in any form of academic dishonesty (including plagiarism) are set out in the *Academic Integrity Procedure*.

2.1 Creating Awareness of Academic Integrity

The College will make information available to all students and staff in relation to:

- the accepted referencing style
- what constitutes plagiarism and how to avoid it
- all policies and procedures relevant to academic integrity
- the process for submitting assessments using plagiarism detection software
- where to seek further advice or support in relation to any of the above.

2.2 What is Academic Integrity and Academic Dishonesty?

Refer to the Definitions section at the end of this policy.

2.3 College Responsibilities

For the purpose of fostering academic integrity and sustaining an ethical culture, the College will:

- a. provide students with formal opportunities to learn about academic dishonesty (including plagiarism) via mechanisms such as orientation processes, introductions to referencing and academic integrity within the College's foundation subjects, feedback on work submitted, and other relevant workshops or learning tools put in place by the College,
- b. make available on the website clearly written policies, procedures and guidelines aimed at informing students of their rights and responsibilities with regard to academic integrity, and aiming to guide them on ways to avoid academic dishonesty,
- c. ensure that staff adhere to this policy and the associated policies and procedures when taking action in relation to matters of academic dishonesty and apply policies and procedures consistently,
- d. ensure that staff are aware of and can direct students to the *Student Code of Conduct*,
- e. ensure students are provided with guidance and feedback regarding referencing when necessary as part of the assessment process,
- f. implement appropriate security practices for submission and return of assignments,
- g. take all reasonable steps to ensure that students, particularly commencing students, are aware of what constitutes academic dishonesty, the policy and procedures that apply, and the repercussions that may occur.

2.4 Student Responsibilities

In line with the values of the *Student Code of Conduct*, students are expected to:

- a. make use of the resources provided by the College to educate themselves on their rights and responsibilities to maintain academic integrity,
- b. seek assistance from appropriate sources in areas related to academic integrity where they are aware they require more knowledge or skills,
- c. become familiar with the expectations of their College regarding academic writing and conventions of referencing, and abide by the referencing guide in all assignments where referencing is required,
- d. unless collaboration/group work is specified in the assessment criteria, students will undertake and complete assessment work independently,
- e. retain a copy of all assignments submitted,
- f. avoid placing themselves in situations that could be construed as academic dishonesty in accordance with this policy.

2.5 Detection and Reporting of Academic Dishonesty – Plagiarism

The College uses plagiarism detection software (*Turnitin*[®]) as one way of identifying instances of plagiarism. It analyses the content of assessment items and generates an Originality Report that measures the originality of the material in relation to previously submitted assignments and published material, including Internet sources.

- Students and staff will have access to the *Turnitin* Originality Report for each assessment item where *Turnitin* is in use.
- Students, where the option is available, may also choose to submit a draft of their assessment via *Turnitin* as a means of checking their work for originality prior to final submission.
- In instances where *Turnitin* returns a similarity score of 20% or more, the lecturer is required to automatically investigate the *Turnitin* report and determine whether the score is reflective of plagiarism or any other academic dishonesty, and if so, to report the matter to their Head of Department which may result in an allegation of plagiarism being put forward under the *Academic Integrity Procedure*.

Staff may become aware of potential instances of plagiarism by means other than *Turnitin* including but not limited to, comparisons with other students' work, and comparisons with published or non-published work not identified by *Turnitin*.

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If a lecturer identifies potential forms of plagiarism outside of the *Turnitin* software, the same reporting lines will be followed.

Investigations of alleged plagiarism can be initiated by academic staff at any time, regardless of the *Turnitin* similarity score; it is a tool to assist staff with identifying possible cases of plagiarism but not the sole tool used nor the sole determinant of plagiarism

For complete information regarding the handling of incidences of academic misconduct, please refer to the *Academic Integrity Procedure*.

2.6 Responsibilities on Receipt of Plagiarism Allegation

On receipt of an allegation of plagiarism, it is the responsibility of the Academic Integrity Officer (AIO) to review any evidence of plagiarism including any past incidence of plagiarism or academic dishonesty that may be on the student record. This will involve discussions with relevant academic staff or, where applicable, an Academic Integrity Committee.

The AIO will then make a decision as to whether it is an instance of unintentional plagiarism or dishonest plagiarism (refer to definitions in this policy):

- Instances of unintentional plagiarism will be dealt with directly by the AIO as per the *Academic Integrity Procedure*. The AIO will record details of the incident and all communications on the student records.
- Instances of dishonest plagiarism will be referred to/handled by the Academic Integrity Officer or delegate via entry of the details of the allegation into the student record. The AIO (or delegate) may in these cases seek further advice from or refer the case up to the Academic Integrity Committee or the CEO and Dean, if they deem it necessary. The relevant supporting evidence will also be attached to the student record. It is the responsibility of the AIO or delegate to formally contact the student and make them aware of the allegation of plagiarism, and to follow the process outlined in the *Academic Integrity Procedure*.

2.7 Detection and Reporting of Academic Dishonesty - Other Forms

As with plagiarism, any other forms of academic dishonesty are treated seriously by the College. Academic dishonesty is defined in the definitions section of this policy.

If a staff member becomes aware of a potential incident of academic dishonesty, they should report the matter to their respective Subject Coordinator / Head of Department who then refers it to the AIO who has the responsibility to complete the necessary communication in the student record regarding the incident and to report the outcomes to the Head of

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Department. The AIO will then handle the matter in accordance with the *Academic Integrity Procedure* and may refer the matter to the Academic Integrity Committee or the CEO and Dean if it is deemed necessary.

2.8 Outcomes & Penalties

2.8.1 Unintentional Plagiarism

Possible outcomes determined by the decision-maker for allegations found to be Unintentional Plagiarism may include, but are not limited to the following:

- allegations made against the student are dismissed,
- a formal written warning via email or letter and recorded on student file,
- student is required to attend further academic counselling / support sessions,
- first year first offences in foundation subjects (SPB1301 & GHS1301) will receive maximum of 74% of the assigned grade on resubmission,
- resubmission of assessment for maximum of 64% of the assigned grade (first year: first offence or second or later year: first offence) or 49% of the assigned grade (first year: second offence),
- referral to the Academic Integrity Committee for all third or subsequent offences
- zero grade for task (first year: third or later offence or second or later year: second or subsequent offence), or
- a combination of the above.

2.8.2 Dishonest Plagiarism & Other Academic Dishonesty

Possible outcomes determined by the decision-maker for allegations found to be Dishonest Plagiarism or other forms of Academic Dishonesty may include, but are not limited to the following:

- any of the outcomes listed above for unintentional Plagiarism,
- exclude the student from representing the College at any College activity for a period of time (e.g. University National Championships, internships),
- withhold results,
- resubmission of assessment for maximum of 64% of the assigned grade (first year: first offence) or 49% of the assigned grade (first year: second offence or second or later year: first offence),
- zero grade for task (first year: third or subsequent offence & second or later year: second offence),
- zero grade for the subject (second or later year: third offence),

- referral to the Academic Integrity Committee for all third or subsequent offences and potential or expulsion for a period of time or permanently following a history of misconduct,
- a combination of the above.

2.9 Records of Academic Dishonesty and Plagiarism

Records of alleged plagiarism or academic dishonesty will be maintained on the student's record. The record must include any warnings, communications and the outcomes (if any) of an allegation of plagiarism or academic dishonesty including any documentary evidence.

All permanent academic staff and relevant operational staff must have access to this information when considering any subsequent allegations.

Responsibility for updating the student record rests with the AIO handling the allegation.

2.10 Confidentiality

All documentation relating to academic misconduct incidents (alleged and confirmed) considered under the policy herein is kept confidential. It can only be accessed by specified ACPE staff. It will not be recorded on any public document or on a student's academic transcript. It is only disclosed to persons who have a role in handling student incidents (alleged and confirmed) considered under the policy herein, or as otherwise required by law.

3 Definitions

- **Academic Dishonesty** means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so.
Academic dishonesty includes, but is not restricted to:
 - The act of **plagiarism** as further defined below
 - The act of collusion, which includes
 - a. assisting another student to commit plagiarism or other academic dishonesty by allowing one's work to be copied, utilised as a resource/guide or appropriated in some other form, and/or
 - b. collaborating to create alternate versions of the same assessment
 - Taking unauthorised information, materials or aids into an examination, irrespective of whether the unauthorised objects relate directly to the examination content (refer to Exam Administration Guidelines)

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- Using unauthorised information, material or aids in an examination
 - Submitting, as a new work, an assessment piece that has been previously submitted and assessed for another subject or award, or for the same subject previously failed, without appropriate acknowledgment and/or prior permission of lecturer
 - Using experimental results or data obtained or gathered by another person without appropriate acknowledgement of the other person's contribution
 - Fabricating or falsifying information, references or data
 - Failing to give accurate acknowledgement to other collaborators' contributions to an assessment piece
 - Tampering or attempting to tamper with assessment items, grades or class records
 - Falsifying or fabricating clinical, practical or laboratory reports
 - Falsifying word count through the inclusion of invisible text
 - Acquiring, attempting to acquire, possessing or distributing examination or assessment materials without the approval of the College.
- **Academic Integrity** means to act in a way that maintains integrity of all academic work and is not academically dishonest in any way.
 - **Collaboration** is the legitimate joint work by two or more students in the completion of a project, such as an assignment. In certain circumstances, lecturers may permit collaboration on all or part of an assessment piece for the purpose of facilitating peer learning and inquiry. Subjects that require group work expect legitimate collaborative learning to take place. Any specific collaborative arrangements will be specified in the assessment information available for the subject. Unless collaboration/group work is specified in the assessment criteria, students are expected to undertake and complete assessment work independently.
 - **Copyright** is 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 his or her death. Approval must be sought and granted to use copyright material in any student work.
 - **Plagiarism** is presenting another person's ideas, findings or work as one's own, either intentionally or unintentionally, and without acknowledgement of the original source. It is a subset of academic dishonesty and a form of academic misconduct.

- **Unintentional Plagiarism** means innocently or carelessly presenting another person's work as one's own without appropriate acknowledgement of the source. It may be due to failure to follow appropriate referencing practices and is often a result of a student's fear/misunderstanding of paraphrasing or ignorance of policies and procedures.
- **Dishonest Plagiarism** means knowingly presenting another person's work as one's own work without appropriate acknowledgement of the source. It 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 (this includes if the student already has an instance of unintentional plagiarism on their record). It may also include instances where a student has engaged another person to produce the work and has claimed it as their own.

Possible forms of Plagiarism include:

- **Collusion** occurs when students use other students' work without adequately crediting the authors. 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. (The person supplying the work can also be deemed to have participated in collusion/ academic dishonesty, as defined above.) Unintentional collusion can arise from study groups and from 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 Subject Coordinator for advice.
- 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.
- **Ghost writing** occurs when an assignment is purposely written by another person and represented by the student as her or his own work.
- **Incorrect referencing** occurs when material is copied 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.
- **Infringing copyright.**
- **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.

- **Self-plagiarism/Recycling** includes resubmission of material which has been previously submitted (either in another subject or the same subject) and where the assessor has not been informed that the student has previously submitted the material nor approved the resubmission.
- **Student/Learner** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

4 Related Documents

- Academic Integrity Procedure
- Student Misconduct (Non-Academic) Policy
- Grievances, Complaints and Appeals Policy and Procedure
- Student Code of Conduct
- Assessment Policy and Procedure

Legislation:

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

5 Policy Administration

Policy Name & Code:			Academic Integrity Policy (POL – 01)
Policy Owner:			Director of Student Services and Campus Wellbeing
Approval Authority:			Academic Board (ACPE)
Next Review:			September 2023
Approval Date	Effective Date	Version	Summary of changes
27 Oct 16	28 Oct 16	1	Full harmonisation – to incorporate all HE institutions. Approved by Academic Board on 27 October 2016.
26 Jun 18	27 Jun 18	2	<ul style="list-style-type: none"> • Revision includes rebranding to apply to only ACPE, from former SGA harmonised Academic Integrity - UG Policy of 2016. • Content revised to reflect current practices. • Document Owner changed from Dean and Operations Director to Student Services and

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			<p>Learning Support Manager.</p> <ul style="list-style-type: none"> • Document format changed in line with the new document template for ACPE policies, procedures and ToRs. • Original document content revised to reflect current ACPE practices. • References to other SGA colleges have been removed. • References to Director of Education have been replaced with Dean and Operations Director. • References to Executive Director replaced with Dean and Operations Director. • References to Associate Dean (Programs and Quality) have been replaced with Dean and Operations Director. • Changes made to document format include: <ul style="list-style-type: none"> - Old logo with references to Study Group removed. - Document code, version and dates moved to 'Policy Administration' section. - Paragraphs numbered. - Previous 'Further Information Section' with references to related policies moved to new 'Related Documents' section. This section includes a list of related policies, procedures, and other documents. - 'Policy Administration' table reformatted. - Numbering system updated. - Footer updated to include document title, document code, and document version only. • The Responsibilities section has been updated to include references to Academic Integrity Officer (AIO),
04 Oct 18	05 Oct 18	3	<ul style="list-style-type: none"> • Policy content revised to reflect current practices and to ensure compliance with the HES (5.2). • <i>Purpose and Scope</i> section updated for accuracy. • <i>2.10 Confidentiality</i> section added to the policy. • References to <i>negligent plagiarism</i> has been replaced with <i>unintentional plagiarism</i>.
14 Mar 19	14 Mar 19	3.1	<ul style="list-style-type: none"> • References to Dean and Operations Director replaced with CEO and Dean. • References to Student Services and Learning Support Manager replaced with Director of Student Services and Campus Wellbeing.

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