



Academic Integrity Policy and Procedure

Academic Board Approved Document

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Version Control

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Related Documents	Academic Freedom and Scholarly Activity Policy Dictionary of Terms Ethics Clearance Policy Intellectual Property Policy Records Management Policy Student Code of Conduct Student Grievance Management Policy
Related Register	Academic Misconduct Register
Related Legislation	Education Services for Overseas Students Act (ESOS Act) Higher Education Standards Framework (HES Framework) National Code of Practice for Providers of Education and Training to Overseas Students (National Code) Ombudsman Act 1973 Public Interest Disclosures Act 1994 Privacy Act 1988
Higher Education Standards Framework (Threshold Standards) 2015 (Cth)	BI.1 "Higher Education Provider" Category Standard 3.1, ss 2 Standard 3.2, ss 1, 3 Standard 4.1, ss 2 Standard 4.2, ss 2 Standard 5.2, ss 1 – 4 Standard 6.1, ss 4 Standard 6.2; ss 1 Standard 6.3; ss 3 Standard 7.2; ss 2

	Standard 7.3; ss 3
Benchmarking Institutes	Australian Institute of Higher Education King's Own Institute Macquarie University Southern Cross University University of Newcastle Western Sydney University

1. Preamble

1.1 Purpose

The purpose of this Policy is to clearly state the Churchill Institute of Higher Education's ('the Institute') Policy on academic integrity which applies to its students. This Policy document must be read in conjunction with the *Student Code of Conduct*.

1.2 Background

Academic integrity and honesty are fundamental principles of any educational institute devoted to the pursuit of excellence in teaching and learning. The Institute is committed to maintaining the highest academic standards and will:

- 1.2.1* instill in students the importance of independent thought, carrying out their own research and knowing how to acknowledge the work of others;
- 1.2.2* require and expect students to undertake their academic work honestly and to conduct themselves in a manner which is and consistent with the principles of academic integrity;
- 1.2.3* use a range of approaches to raise awareness by students about the critical importance of academic integrity and to educate students to practice academic honesty in the creation, development, and application of their work; and
- 1.2.4* act in a consistent and equitable manner to access and manage any academic misconduct by students.

1.3 Definitions

For definitions, refer to the *Dictionary of Terms*.

2. Scope

This Policy applies to all students enrolled in the Institute in relation to the creation, development, and application of all academic assessments.

3. Policy Statement

The Institute will ensure that academic integrity is managed by fair, timely and transparent procedures, based on clearly defined, consistent and equitable criteria. Failure to maintain academic integrity will be dealt with seriously and appropriate action taken.

4. Preventative Measure

The Institute adopts preventative strategies that mitigate the risk of academic misconduct which applies equally to all students and staff of the Institute. Academic Integrity is promoted at orientation and within the classroom by:

- i. Conducting 'Academic Integrity Workshops' – the Librarian and Learning Support Manager will conduct such workshops at least 6 times during each teaching term;
- ii. Role modelling academic integrity to students;
- iii. Clearly communicating assessment/examination requirements to students;
- iv. Encouraging students to make every effort to avoid academic misconduct by taking responsibility for understanding what constitutes academic misconduct and assessment/examination requirements through attendance of the workshop involved.

5. Elements of Academic Integrity

Academic misconduct/misdemeanour at the Institute is inclusive but not limited to the following, students must not intend to deceive under any assessment tasks.

5.1 Cheating in Examination

In attempting any examination, the student(s) must not:

- 5.1.1* read, copy from, or otherwise using another student's work during an exam or knowingly allow

another student to do so;

- 5.1.2 acquire, attempt, possess, or distribute examination materials or information without any pre-approval;
- 5.1.3 accept assistance from any person/source who is not an examination supervisor whilst in the examination room;
- 5.1.4 consult with another source outside the examination room during the examination process;
- 5.1.5 impersonate another source or procure impersonation in attempting the examination.

5.2 Plagiarism

Plagiarism occurs when the student(s) present their thoughts, ideas, or work of another source without proper acknowledgement of the author or the source. Students must not:

- 5.2.1 partly or significantly copy ideas, concepts, text, data, and information from another source and present it as his or her own work;
- 5.2.2 construct content which is drawn from any source without attribution of the source;
- 5.2.3 summarise another person's work without acknowledgement of the source;
- 5.2.4 submit substantially the same final version of any material as another student.

Therefore, in presenting a written assignment, the students should make it clear when a direct quotation is used, and in the case of using resources to build an argument, an acknowledgement of the resources should be made by using the appropriate method of referencing.

5.3 Collusion

In the event of assessment, in which individually assessable work is required to be submitted, the formulation of ideas must be the independent work of each student. Therefore, the student must not:

- 5.3.1 undertake unauthorised collaboration in which students work together to produce an identical assessment, either in part or in whole;
- 5.3.2 encourage or assist another person to commit collusion by allowing the person to copy their work for completing an assessment.

5.4 Recycling assignment

The Institute expects students not to submit an assessment that is an identical or a substantially similar assessment for another or previously submitted unit. The Institute understands that academic work within a discipline could be interrelated and expects students, when transcribing content for use in similar topics, to enhance and refine the content of an assignment as they progress through their degree. It is not acceptable to resubmit the exact copy of work previously submitted without enhancing or refining the concepts contained in the assignment. Submitting an exact copy of work or any portion of work previously submitted in another unit may adversely affect the student's grade and/or be considered a violation or academic misconduct of this Policy and *Student Code of Conduct*.

The following exceptions to variations on recycling are allowed:

- a. If a student wishes to repurpose work from a past unit for a current unit that student may do so only if the following criteria are satisfied:
 - i. The Unit Lecturer grants permission.
 - ii. The student emails the Unit Lecturer a copy of the originally submitted work that they wish to repurpose prior to submitting an assignment that contains the recycled material. This submission includes the start date of the unit where the material was originally used. The Unit Lecturer may then provide written approval of the resubmission.
 - iii. The reused material is properly attributed in terms of 'self-citing' in the submitted document.

- b. The student substantially enhances and refines what was submitted previously. A student may resubmit, without penalty, work from a previous unsuccessful attempt at a unit in a second or subsequent attempt at the same course if Institute credit has not previously been earned in the unit. An unsuccessful attempt is defined as failing the unit, earning a grade of F (Fail) or IN (Incomplete), failing to meet the grade necessary to satisfy a general competency, or failing to meet the grade for the unit required by the degree. However, the student must inform the current Unit Lecturer (via email) of this reuse of content prior to submission of the reused material.
- c. Students retaking a unit are not required to cite work from their previous attempt at the same unit.

5.5 *Impersonation and Contract Cheating*

The student must personally undertake all assessments required for each unit of study and must not allow or procure impersonation of themselves in relation to any assessment. For Example: Academic Fraud, where a student procures work from another source and submitting the work as student's own without reference to the author.

6. Identifying and Detecting Academic Misconduct

- 6.1 Students are expected to maintain appropriate levels of academic integrity in all assessments.
- 6.2 Detecting and identifying academic misconduct is fundamentally an allegation made by an academic/examiner whose responsibilities involve academic assessment.
- 6.3 Third party/ member of the public who suspect's a student conducting academic misconduct at the Institute.
- 6.4 The Institute uses text-based similarity detecting software such as Turnitin for all text-based written assessments. Students will be made aware of this in the unit outline and all informational materials provided to them.
- 6.5 For an assignment, which is not a text-based written assignment, the lecturer must take all reasonable steps to eliminate or minimise the possibility of breaches of academic integrity.
- 6.6 Where academic misconduct is suspected, further investigation must take place to assess the extent of the misconduct and determine the appropriate action to be taken.

7. Whistleblowers – Breach and Protection

- 7.1 When a person or a student is seeking to disclose reportable misconduct information and wishes to account themselves of protection against victimisation, the person may inform the Institute either in writing, through a web-based disclosure form, etc.
- 7.2 Disclosure may be made in confidence.
- 7.3 A confidential report of disclosures made in accordance with this Policy will be referred to the delegated officer or the Dean for assessment.
- 7.4 Person(s) who are the unit of a disclosure of reportable conduct by a whistle-blower will be informed of the allegation(s) against them and given the right to respond.
- 7.5 *Breach of Confidentiality*
 - 7.5.1 Complaints about a breach of confidentiality or victimisation about a whistleblower's disclosure, or attempted disclosure of reportable misconduct, may be lodged through the Dean or, their delegated officer;
 - 7.5.2 Complaints of breaches of confidentiality or victimisation about a whistleblower's disclosure will be investigated by the Institute as a separate matter in accordance with principles of natural justice and following any relevant policies and procedures;
 - 7.5.3 A whistle-blower, or the unit of a whistle-blower's disclosure, who considers that he or she is the unit of victimisation is entitled to seek independent legal advice.

7.6 Protection of Whistle-blowers

It is the responsibility of the Institute to:

- 7.6.1 provide general and impartial advice for any person seeking whistleblower status;
- 7.6.2 receive and keep confidential all information and reports in relation to whistleblower concerns;
- 7.6.3 assess whether the disclosure is reportable conduct information and if there is a reasonable suspicion of corruption, or misconduct or maladministration that is serious or systemic;
- 7.6.4 refer disclosures of reportable conduct information for investigation in accordance with appropriate Institute policies and procedure;
- 7.6.5 receive and keep confidential all information and reports in relation to complaints of breach of confidentiality or victimisation;
- 7.6.6 ensure the identity of the whistleblower and the identity of the person(s) to whom a whistleblower's disclosure relates are not divulged without consent, except as far as may be necessary to ensure that the matters to which the information relates are properly assessed and investigated;
- 7.6.7 decide, wherever practicable, for the whistleblower to be informed of the progress and outcome of the Institute's investigation into the matters to which their disclosure relates.

It is the responsibility of all persons connected with the Institute to:

- 7.6.8 report any workplace concerns or misconduct;
- 7.6.9 protect and maintain the confidentiality of a person they know or suspect to be a whistleblower, or the unit of a whistle-blower disclosure;
- 7.6.10 refrain from any activity that is, or could be perceived to be, victimisation of a person they know or suspect to be a whistle-blower, or the unit of a whistle-blower disclosure.

8. Level of Academic Misconduct

In promoting consistency and fairness in dealing with the severity of the misconduct, there are three levels of categories.

8.1 Minor Academic Misconduct:

- 8.1.1 Minor Academic Misconduct is perceived to be due to a student's inexperience with academic writing, and/or presenting their academic work, or a lack of referencing skills.
- 8.1.2 Minor Academic Misconduct is normally applied to students who are in their first semester at the Institute.
- 8.1.3 Where the academic misconduct is identified as Minor Academic Misconduct, the student should be informed and given a chance to correct their work and resubmit it for marking. No penalty will be applied if the resubmission can meet the academic standard.
- 8.1.4 The action applied to a Minor Academic Misconduct breach is that student should be given mandatory educational advice (in the form of a workshop or self-directed study) to improve their writing and referencing skills.

8.2 Intermediate Academic Misconduct

- 8.2.1 Intermediate Academic Misconduct is where student conduct is considered dishonest and unfair in relation to their academic work.
- 8.2.2 To be considered as an Intermediate Academic Misconduct, the student must have been previously warned of the misconduct or ignorance of academic integrity or academic conventions.
- 8.2.3 In the case where an Intermediate Academic Misconduct is identified, the case should be reported to the Academic Integrity Committee, who will determine the outcome and impose

a penalty for the offence. The actions that can be taken included a formal warning, requirement to repeat the assessment, but with reduced maximum mark, a reduced mark for the assessment or a zero mark for the assessment.

8.2.4 The Academic Integrity Committee is a sub-committee of the Teaching and Learning Committee, that is comprised of the Dean, Course Coordinator, Unit Lecturer and/or the Academic Manager.

8.3 Major Academic Misconduct

8.3.1 Major Academic Misconduct reflects multiple instances of misconduct above Level II and shows a clear intention to deceive the examiner.

8.3.2 To be considered as a Major Academic Misconduct, the overall consequence of the misconduct is to have significantly compromised the assessment process.

8.3.3 Where Major Academic Misconduct is identified and considered serious enough to warrant a penalty beyond the authority of the Academic Integrity Committee, the matter will be referred to the Teaching and Learning Committee, who will determine the outcome and impose a penalty for the offence.

Any misconduct carried out by the student will be included and recorded in the Institute's *Academic Misconduct Register*. This register will be managed and monitored by the Dean.

9. Penalties

9.1 If the Institute finds a student guilty of Minor, Intermediate or Major Academic Misconduct, the student details, and the outcome(s) of the incident will be recorded in the Academic Misconduct Register. This register will be managed and monitored by the Dean.

9.2 The consequences of academic misconduct are unit to the level of misconduct determined; student(s) can be given a warning, or many incur a penalty through a reassessment or grades could be changed. Corrective or supportive change must be implemented to all misconduct situations.

9.3 The Institute applies the following penalties of the different levels of misconduct:

	Minor Academic Misconduct	Intermediate Academic Misconduct	Major Academic Misconduct
I.	The Course Coordinator will interview student to discuss the alleged misconduct, and review the evidence provided by the lecturer or staff at the Institute. At this point students given the opportunity to explain the alleged misconduct.	Penalties imposed can include: <ul style="list-style-type: none"> a. a formal warning, or b. a requirement to repeat the assessment, but with reduced maximum mark, or c. a reduced mark for the assessment, or d. a zero (0) mark for the assessment. 	The penalties for this misconduct can be severe, and include the following: <ul style="list-style-type: none"> a. a reduced or zero mark for the assessment b. F (Fail) or IN (Incomplete) grade for the unit in which the academic misconduct occurred c. F (Fail) or IN (Incomplete) grades for one or more other units d. suspension of the rights and privileges of the student for a period e. prohibition from being admitted to or re-admitted to any course

			<ul style="list-style-type: none"> f. termination from the course g. expulsion from the Institute h. the withdrawal of credit for a completed unit and/or rescission or withholding of any award.
2.	The student is given the opportunity to correct their work. However, the resubmission will not lead to student's grade to next grade range.	<p>Students will also be required to:</p> <ul style="list-style-type: none"> a. attend counselling b. attend a short course on academic writing c. receive other form(s) of remedial advice. 	

10. Misconduct in Examinations

If a student is suspected of academic misconduct during an exam, the following will apply:

- 9.2 an exam supervisor/academic staff member may confiscate any item in the student's possession that indicates a breach of academic integrity has occurred; the student will be given a Incomplete (IN) grade and reported to the Dean for immediate action;
- 9.3 a student may be refused entry to an exam, or expelled from an exam room, if the student fails to hand over to the exam supervisor/academic staff member anything that indicates the alleged breach of academic integrity; the student will be given a Fail (F) grade and reported to Dean for immediate action;
- 9.4 the exam supervisor/academic staff member who suspects that academic misconduct by a student has occurred is permitted to initiate an investigation.

11. Appeals

- 10.2 A student may appeal against a decision made under the *Academic Integrity Policy*. The grounds for appeal are that the decision is inconsistent with this Policy.
- 10.3 Appeals must be made in writing and lodged with the Institute within ten (10) working days of the student receiving written notification of the decision.
- 10.4 The Institute will respond in writing to the appeal within ten (10) working days and will confirm or vary the decision.
- 10.5 The Appeals Committee is a sub-committee of the Teaching and Learning Committee with a minimum of two (2) members, excluding the Dean, and including one (1) CourseCoordinator.
- 10.6 The Appeals Committee will advise the Dean of the outcome of the appeal and make recommendations.
- 10.7 The final decision regarding academic integrity matters will be made by the Dean and a report provided to the Teaching and Learning Committee every semester by the Dean on all Academic Integrity matters.