



Australian Chiropractic College

POLICY & PROCEDURE

ACADEMIC INTEGRITY

PURPOSE

The ACC holds in high regard the academic standards of integrity, honesty and ethical behaviour in all areas of academic endeavor. The College will not tolerate behavior which would bring the College into disrepute or damage its reputation of high quality, academic rigor, and its maintenance of high academic standards. The ACC investigates and deals with academic misconduct in a clear, consistent approach, and applies penalties which are fair and equitable to the level of misconduct.

The Academic Integrity procedure outlines the College's stringent approach to academic misconduct and the breach of academic integrity. It provides clear definitions of academic misconduct and outlines the expectations of students with regard to assessment submission, ensuring that all work submitted are of their own, acknowledging ideas, data and/or work of others.

SCOPE

The following procedures cover a wide range of academic misconduct issues, including but not limited to:

- **Plagiarism** – ideas, data or work of others submitted as one's own, without appropriate referencing or acknowledgement. Examples include: the omission of quotation marks to indicate the use of another's work or acknowledgement of the source (note that acknowledgement without the use of quotation marks around copied text still constitutes plagiarism); the use of one or more sentences from the work of another person where the following may have occurred:
 - a few words have been changed
 - the order of copied phrases/sentences has been changed
 - copying the work of another student (with or without their knowledge and/or agreement)
 - copying tables, graphs, images, designs, computer programs and any other data
 - omission of acknowledgement or appropriate referencing
- **Cheating** – defined as, “*a practice of fraud or deceit in relation to academic assessment, to violate the rules or regulations, or to take an examination or test in a dishonest way, as by improper access to examinations and/or answers*”. This is a broad definition in which all actions or attempted actions by a student may gain them an unfair advantage over other students. Common examples include:
 - Copying or attempted copying of assessments or examinations
 - Collusion on individual assessments
 - Obtaining unauthorised access to written notes or examination material
 - Bringing unauthorised material into examinations

- Providing falsified or forged documentation in order to obtain an unfair academic advantage
- Making false claims in relation to assessments or examinations in order to obtain an unfair academic advantage.
- **Contract Cheating** – where an enrolled or former student arranges, attempts to arrange, acquires, or allows any form of paid or unpaid academic work (e.g. assessment, exam, research) to be undertaken fully or partially by another party and the student represents or represented the work as if it were their own. Contract cheating is also a form of plagiarism. Contract cheating is commonly in the form of essays and reports, but can also include all types of assessment work, including another party impersonating a student in exams.
- **Other breaches of Academic Integrity** – Any other act which can be seen as academically dishonest. Examples include:
 - Giving or providing for sale one's own work to another person for copying for use by another person;
 - Purchasing or obtaining assessment material through individuals, companies or web-based services

POLICY STATEMENT

As stated in the Purpose, the ACC holds in high regard the academic standards of integrity, honesty and ethical behaviour in study and research.

In order to uphold these standards the College requires acceptable and appropriate behaviour and conduct in the learning environment including accuracy, honesty and accountability.

The ACC takes serious effort to educate the student and reinforce the parameters by which students will be held academically accountable. ACC will not tolerate behaviour which would bring the College into academic disrepute or damage its reputation of high quality academic rigor and maintenance of academic standard.

- 1.1. As such the ACC has committed to the use of Turnitin® as part of its efforts to identify and prevent academic misconduct.
- 1.2. ACC investigates and deals with all manner of student community academic misconduct in a clear, consistent approach, applying penalties which are fair and equitable to the level of misconduct.

PROCEDURE

Minor Incident – this is defined as the first incident of plagiarism or academic misconduct, if the following applies:

- it is the first plagiarism or academic misconduct offense
- the student is considered within the early stages of academic study (first 8 courses of undergraduate study)
- the plagiarized material comprises less than 25% of submitted work

If the above is not applicable, and for all other scopes of misconduct including cheating (in exams or coursework assessments) Stage 1 of academic adjudication and penalty apply.

Identification of Academic Misconduct

Identification of misconduct is dependent on assessment type. In the case of examination misconduct, the assessor, exam invigilator or other staff member who reasonably suspects breach of academic integrity, will liaise with the subject coordinator, in addition to supplying supporting evidence.

Determination of minor incidence of misconduct (as outlined in 3.1) will result following consultation of the student's prior records and discussion by both subject coordinator and assessor.

Involvement from higher level staff including Academic Dean or College President, maybe indicated in any complex cases, or any other form of breach of academic integrity.

Any incident of plagiarism may be treated as a minor plagiarism incident, rather than as a formal case of academic misconduct, but only if all of the following criteria apply:

- the student has no prior record of academic misconduct
- the student is in the early stages of academic study at the ACC, defined as the first semester of study at the ACC
- the extent of the plagiarism is considered to be within the acceptable margins by the subject coordinator or nominee, with the plagiarised content being minimal (within 25%) as determined on the interpretation of a plagiarism software (Turnitin)

Student Education

It is acknowledged that the first year of learning can present challenges to all new learners, as such the ACC provides structured methods to assist students during their higher education study. Steps to the successful and continual education of students on Academic Integrity include:

- Face-to-face Orientation – compulsory orientation process designed to familiarise new students with the ACC, its policies and procedures including clear information about academic misconduct.
- On-line Orientation – The online orientation ensures essential element of the higher education context, such as academic integrity is fully understood by students.
- In order to ensure all examination and assessment expectations are fully understood by students, subject coordinators will be required to provide students with a written summary of these expectations along with examples of acceptable standards via the student learning platform (e.g. Moodle)
- on-going student support will be made available to all students. This support may include (but is not limited to) assistance in appropriate referencing practices, guidance on group work or research ethics. Support will be available in person through Student Support, Librarian Services and on-line student learning platforms.

Reporting and Recording

A detailed incident report is completed and submitted by the subject coordinator providing details of an alleged case of academic misconduct.

All appropriate details and evidence are collated, including relevant assignments, examinations, Turnitin reports and other supporting evidence, and attached to the incident report.

Students maybe required to submit evidence of authentication of work in order to assist in identification and/or classification of the level of misconduct.

Ultimately, implementation of penalty is the responsibility of the subject coordinator. If outcomes of potential misconduct cases are pending at the time of grade finalization, the subject Coordinator will register a title of Grade Outstanding (GO) until the adjudication and penalising process is finalised.

Adjudicating and Penalising

The principles behind adjudicating and ultimately penalising offenders of academic misconduct are aimed at protecting and maintain academic rigor as well as encouraging an honest and ethical academic environment. In all circumstances, penalties will be arrived upon and implemented in a consistent and fair manner.

Minor Incident

An invitation to respond (within 10 working day) will be emailed to the involved student. The invitation will include the allegation of a minor incident of misconduct. The decision to, uphold the minor incident, upgrade the level of misconduct or dismiss the case will be influenced by any response provided during the invitation period.

Penalties for a finalized Minor Incident may include:

1. Reduction in mark or standardized grade dependent upon the extent of plagiarism.
2. Referral to appropriate student support for development and guidance of academic skills sets.

Implementation and monitoring of mark deduction will be determined and the responsibility of the Course Coordinator.

All details of the misconduct, including student name and details, will be recorded and maintained with the College's central records, however a minor incident will not be noted as part of the student's permanent record.

A minor Incident Letter will be signed by the Academic Dean and issued to the student providing details of the incident, penalties applied and a statement requiring the student to undergo academic support and/or training in the area of academic integrity breach. Compulsory training ensures the student understands the error made and ensures the student understands the importance of academic integrity and consequences of subsequent actions.

Academic Misconduct – all types other than Minor Incidents (Plagiarism)

An invitation to respond (within 10 working day) will be emailed to the involved student. The invitation will include the allegation of a minor incident of misconduct. The decision to, uphold the minor incident, upgrade the level of misconduct or dismiss the case will be influenced by any response provided during the invitation period.

Determination and Implementation and appropriate penalty (as listed in Schedule 1) is the responsibility of the Academic Dean.

Schedule 1 provides a list of penalties dependent upon level or severity of academic misconduct.

All details of the misconduct, including student name and details, will be recorded and maintained with the College's Academic Misconduct database.

An Academic Misconduct Letter, signed by the Academic Dean and issued to the student providing details of the following:

- details of allegations, allowing for a full understanding of the nature of allegation, including adjudicator details,
- details indicating how the misconduct was determined,
- the penalty imposed, and
- confirmation of no internal right to appeal (except where new evidence is available or due process was not followed).

Student Appeal

A student upon whom has a decision finalized or a penalty imposed under the Academic Policy and Procedures may challenge the decision or penalty. All appeals will be processed in accordance with the Student Academic Appeals Procedure. All appeals must be lodged within 15 days of notification of result.

RESPONSIBILITIES

Compliance, Monitoring and Review

- 4.1 The Academic Dean is responsible for this procedure.
- 4.2 Implementation of actions under this procedure are details within the document.

Reporting

4.3 A report pertaining to Academic Integrity issues within the ACC will be a standing item on the agenda of each Academic Board meeting. The report will be made to the Academic Board by the Academic Dean. The Academic Board Chair will convey this to the Board of Directors as part of the Academic Board Chair's report.

Records Management

4.4 All records of will be maintained in recognized College recordkeeping systems.

Related Policy Documents

Academic Integrity Policy
Governance Framework
Student Academic Appeals Procedures

REVIEW

The policy is to be reviewed by 8 November 2019.

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Approved by: Academic Board

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