

## ACADEMIC INTEGRITY

### Policy

#### DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

**Academic Integrity:** To act in a way that maintains integrity of all academic work and is not academically dishonest in any way.

**Academic Misconduct:** Includes various forms of academic dishonesty such as plagiarism, cheating, contract cheating, the sale of one's academic work for use by another person, purchasing or obtaining assessment material through individuals, companies or web-based services, as well as false attributions of authorship or contributions to scholarly works or research or teaching materials, and/or falsification of research data, findings or conclusions.

**Adjudication:** The process of determining which party has right on their side in a dispute or difference of opinion (in this instance, in the case of alleged student academic misconduct), and the decision following investigation of the alleged academic misconduct.

**Cheating:** *A practice of fraud or deceit in relation to academic assessment, which violates the rules or regulations, or involves the taking of an examination or test in a dishonest way.* 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:** This occurs when students outsource their assessments to a third party, whether that is a commercial provider, current or former student, family member or acquaintance. It includes the unauthorised use of file-sharing sites, as well as organising another person to take an examination.

**Plagiarism:** *Ideas, data or work of others submitted as one's own, without appropriate referencing or acknowledgement,* including:

- the omission of quotation marks to indicate the use of another's work or acknowledgement of the source;
- the use of one or more sentences from the work of another person where a few words have been changed or 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.

**Stream:** A scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum. Subjects at the ACC comprise one or more units of study.

**Unit Coordinator:** The academic staff member who is responsible for the design and overall management of a unit of the program curriculum.

**Unit (or Unit of Study):** An element of a stream that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

## PURPOSE

The *Academic Integrity Policy* 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 principles governing academic integrity and academic misconduct at ACC.

## SCOPE

This policy applies to all ACC staff (including casual staff and contractors) and students.

## POLICY STATEMENT

The ACC holds in high regard the academic standards of integrity, honesty and ethical behaviour in all areas of academic endeavour. The College will not tolerate behaviour which would bring the College into disrepute or damage its reputation as a high quality higher education provider, committed to academic rigour and the maintenance of exemplary academic standards.

In order to ensure a thorough understanding of the meaning of Academic Integrity and Academic Misconduct, the College provides dedicated information and discussions sessions for students and staff. These are scheduled as part of orientation programs for students at the commencement of each teaching period, and are included as an integral element of induction programs and periodic performance development and review sessions for staff. Such programs and sessions are designed to engage students and staff respectively in discussion of the types of personal pressures and external influences that might encourage academic misconduct and how these might be constructively managed, rather than resorting to forms of academic misconduct.

Notwithstanding its supportive educative approach which recognises some of the difficulties and challenges faced by students and staff, the College has a robust system of investigation and application of penalties in cases of academic misconduct, to which it adheres. It investigates and deals with academic misconduct in a clear, consistent manner, and applies penalties which are fair and equitable to the level of misconduct.

In summary, in order to uphold high academic standards, the College has adopted the following principles:

- Assuring the high academic standard and integrity of ACC's awards, through excellent academic governance and management.
- Commitment to academic rigour, in all aspects of academic endeavour.
- Commitment to academic honesty and accountability
- Promotion of academic integrity through building awareness and understanding of academic integrity and ethical practice.

- Consistent and transparent processes for investigating all manner of student and staff academic misconduct.
- Applying penalties which are fair and equitable to the level of misconduct.

Academic misconduct issues, include but are not limited to:

- Plagiarism
- Cheating
- Contract Cheating
- Other breaches of Academic Integrity – which comprise any other act that can be regarded 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
  - False attributions of authorship to scholarly articles and/or false claims of the nature or measure of contribution to research and research articles or reports.

ACC understands that there is constant development of artificial intelligence platforms that provide academic assistance. ACC acknowledges that the purpose and function of each of these platforms is varied. The platforms approved for use by students are included in the Academic Integrity Procedure: Students.

Students can appeal a finding of academic misconduct against them and/or the associated penalty in accordance with the *Student Academic Appeals Policy*.

Staff can appeal a finding of academic misconduct against them and/or the associated penalty in accordance with the Grievance Management (Staff) Policy and Procedures.

## IMPLEMENTATION and MONITORING

The Academic Dean is responsible for implementing the Academic Integrity Policy and the associated Academic Integrity Procedure – Students and Academic Integrity Procedures Staff.

A report pertaining to student Academic Integrity issues within the ACC is a standing item on the agenda of each Academic Board meeting. The report is presented to the Academic Board by the Academic Dean. The Academic Board Chair will convey comments and any recommendations arising from this report to the Board of Directors as part of the Academic Board Chair’s report.

Breaches of academic integrity by students are retained in the College’s Academic Integrity Register. The details included in the Register include the name of the student involved, the details of the breach, the factors considered, the level of the seriousness of the breach determined after consideration of those factors, and the penalty applied. A deidentified copy of the Academic Integrity Register is provided to the Academic Board after the conclusion of each semester with the documents for consideration and approval of grades for the semester.

Where a breach of Academic Integrity by a student/s is deemed Moderate or Serious, the details will also be held in the student’s electronic file, referred to as the student’s permanent record. The student’s permanent record is confidential to the College and the breach is not reported on the students academic transcript.

Breaches of academic integrity by staff are retained in the staff employee file.

## REVIEW

The ACC's Academic Integrity Policy is reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

## RELATED POLICY DOCUMENTS

- Academic Integrity Procedure: Students
- Academic Integrity Procedure: Staff
- Code of Conduct
- Governance Framework
- Grievance Management (Staff) Policies and Procedures
- Student Academic Appeals Policy
- Student Academic Appeals Procedures
- Scholarship and Research Policy
- Scholarship and Research Procedure

## VERSION CONTROL

<b>Document:</b> A003 Academic Integrity Policy		
<b>Responsible Officer:</b> Academic Dean		
<b>Initially Approved by:</b> Academic Board		<b>Date:</b> 15 October 2018
<b>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 2 September 2020
<b>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 14 December 2022
<b>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 22 February 2023
<b>Version:</b> V5.0	<b>Replaces Version(s):</b> V4.0	<b>Next Review:</b> February 2026
<b>HESF</b>	5.2 Academic and Research Integrity	
<b>Nature of Change</b>	<p>August 2020:</p> <ul style="list-style-type: none"> <li>• Minor spelling, other text and formatting edits</li> <li>• Addition of definitions</li> </ul> <p>December 2022</p> <ul style="list-style-type: none"> <li>• Simplification of Policy to apply across both students and staff</li> <li>• Separation of the procedures from the policy. Separate procedures for students and staff</li> <li>• Updating terminology from subject to stream</li> <li>• Clarification of review period.</li> </ul> <p>February 2023</p> <ul style="list-style-type: none"> <li>• Include the appeals mechanisms in the Policy</li> <li>• Include reporting of the Academic Integrity Register</li> <li>• Specifically address artificial intelligence platforms and acceptable use</li> <li>• Include the HESF reference in the Version Control Table.</li> </ul>	