

Academic Integrity Policy

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Policy owner :	Director Education
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Related policies and documents:	Delegation of Authority Policy and Register, Section 7.25 Academic Integrity (Higher Education) Procedure Academic Integrity (VET) Procedure Student Progress Policy Higher Education Assessment Policy TEQSA's Higher Education Standards Framework 2021, in particular Section 5.2 Part A ASQA's Standards for Registered Training Organisations 2015, in particular Standard 1.8-2 (Authenticity)

Purpose

To ensure that a clear standard is articulated regarding the submission of work for assessment and reinforcement of the principles of Student Academic Integrity.

To ensure students and staff are fully informed of this policy regarding what constitutes academic integrity, cheating and plagiarism.

To ensure high standards of academic scholarship are reinforced where students present ideas and information in assessments that are independent, well researched and their own.

Coverage

This policy applies to all students applying for or undertaking courses of study at William Angliss Institute leading to an accredited educational qualification, regardless of the location of the campus, students' place of residence or the mode in which they are enrolled.

This document is published on the MyWAI Web site.

Policy

It is integral to an academic environment that the principles of Academic Integrity are upheld and promoted by faculty and undertaken by students in both the Higher Education (HE) and Vocational Education and Training (VET) sectors at William Angliss Institute.

Definitions

- **Academic Integrity** - Academic integrity is fundamental to the ongoing work of any academic community and is the foundation of scholarship at William Angliss Institute. It encompasses the basic values of honesty, trust, fairness, respect and responsibility in all academic activities.
- **Academic misconduct** - Academic misconduct is characterised by an intention to engage in dishonest, unfair, fraudulent or unethical practices, including but not limited to seeking to gain an unfair advantage, cheating, collusion or plagiarism. This includes, but is not limited to; tests, examinations, or other supervised assessment activity; the preparation or presentation of any assessed item of work; the conduct of research or any other similar academic activity. It includes collusion, plagiarism, deception, cheating and Contract Cheating, and assisting or enabling another student to perform these activities. Academic misconduct also extends to a student preventing another student from accessing material required for study or assessment purposes. It is a breach of the principles of Academic Integrity.
- **Academic scholarship** - is genuinely independent research on the work of others, that is appropriately cited and referenced, coupled with a student's own argument, opinion and conclusions supported by appropriate fact and reasoning.
- **Approved alternative form of identification** - identification that may be used in examination in lieu of a William Angliss Institute Student ID card. This identification must be issued by a public body, in English, with a formal identifier such as a membership, listing or licence number and the issuing body's name and contact details. It must clearly state the name of the student; display a clearly visible, recognisable photograph of the student and the student's address.
- **Assessment** - a process of evaluating a student's academic progress through an examination, test, assignment, essay or other means, for the purpose of determining the student's academic standard in a subject and the allocation of appropriate corresponding marks to contribute to the final subject grade awarded.
- **Census Date** - the date of final administrative changes to an enrolment by a student. As such, enrolments are formalised as of this date. It is usually four weeks after the commencement of the course.
- **Cheating** - the dishonest use of information or misleading or deceptive submission of work and in any academic context, thus breaching the principles of Academic Integrity. It may take the form of but is not limited to:
 - o Use of and/or copying from electronic accessories (translators, diaries, dictionaries, personal digital assistants [PDAs], programmable calculators, mobile phones, mp3 players, smart watches etc.) as observed during an assessment. (This does not apply where formal arrangements have been made in advance to cater for special needs.)
 - o Use of another person (or organisation) to prepare or produce research, content or any other material used for academic assessment purposes.
 - o Submission of identical content (or a significant portion of) used by the student in another subject or course.
- **Contract Cheating** - contract cheating occurs when students employ or use a third party to undertake their assessed work for them (<https://www.teqsa.gov.au/contract-cheating>)
- **Collusion** - means an agreement between a student and another person(s) to deceptively present academic work outside stipulated requirements such as when two people work together on an assignment/assessment which is designed to be done individually. It is acceptable to get help from or provide help to others. It is also acceptable to discuss ideas, strategies and approaches to a particular piece of academic work. However, it is not acceptable to submit work not undertaken independently.

Group work must be undertaken according to instructions given in the same manner as described above.

- **Deception** - deliberately choosing to fabricate data or findings from research, pass off other work as their own, mislead, delude or collude in representing and/ or submitting academic work that is not the student's own including physical artifacts such as edibles. This equates to cheating and is, therefore, considered academic misconduct.
- **Disciplinary warning** - a formal warning for Academic Misconduct and is recorded on the Academic Integrity Register. It functions as an indicator that a further transgression will result in severe penalty.
- **Examination** - the formal testing of students as a means of assessment, during a period as published on the relevant academic calendar.
- **International Student** - a student, as defined below, who is enrolled in a course registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) under the Institute's CRICOS Provider Code.
- **Plagiarism** – Plagiarism occurs when someone submits work that was written by someone else as their own. It is considered to be plagiarism if a student uses material found in a text or online without proper citation and referencing, or uses the work of another student or friend. Plagiarism is a breach of academic integrity. Plagiarism is cheating and is a form of academic misconduct.
- **Self-Plagiarism** - Self-Plagiarism occurs when a student submits content for assessment (or a significant portion of) their own work that has been previously submitted for assessment in any subject, without the express permission of the Subject Coordinator of the latter subject;
- **Student** - a person who is enrolled in a course offered by William Angliss Institute. The term 'student' can also refer to a potential student or graduand.

Accountability

Students

Accountable for:

- Maintaining Academic Integrity and respecting and complying with the conventions of academic scholarship (e.g. examination regulations, referencing, plagiarism).
- Being aware that all forms of academic dishonesty or academic misconduct are unacceptable and that the Institute may take measures to test student compliance and apply consequences for those found to be in breach.
- Taking responsibility for their learning and accepting responsibility for intellectual independence.
- Abiding by all academic regulations and requirements of the Institute and responding to all reasonable directions from staff.
- Using all equipment and resources appropriately, legitimately, fairly and safely and generally in accordance with the values of Academic Integrity (as described above).

Academic staff

Accountable for:

- Maintaining course and subject content that is up-to-date and informed by current scholarship.
- A teaching and learning environment and assessment tasks that meet quality standards for Higher Education and VET courses, its teaching and academic infrastructure including advice pertaining to student advice on assessment tasks, referencing, examination conditions, provision for timely feedback and reinforcement of information about Academic Integrity and plagiarism.
- Reasonable accessibility for student consultation, support and guidance.
- Providing students with information about anti-plagiarism software (including its use and application in marking rubrics).
- Timely reporting of instances of breaches of the Academic Integrity Policy to Manager Higher Education (HE programs) and to Program Leaders (VET programs), Manager VET when applicable, and collection of relevant evidence.

Manager Higher Education (HE programs) and Program Leaders (VET programs), Manager VET when applicable

Accountable for:

- Providing instruction to Staff in relation to the Academic Integrity Policy and Procedures.
- Assuring that breaches of Academic Integrity are dealt with completely and efficiently through the application of this policy and the execution of the accompanying procedure.
- Investigating charges of Academic misconduct and the application of consequences, according to findings.
- Ensuring that students are treated fairly and equitably throughout the process and given opportunity to contest charges.
- Receiving and managing any reported apparent breaches of examination rules and facilitating their investigation.
- Notifying all relevant parties of the result of investigations of lodged breaches.
- Authorising all amended results as required.
- Submitting a Result Amendment Form to the Manager Student Administration.
- Maintaining records of established breaches of Academic Integrity in the Academic Integrity Register.
- Managing all informal student appeals (unless directly involved).
- Receiving and managing all formal student appeals (unless directly involved).
- Liaising with the International Office with issues relating to International students.

Manager Student Administration

Accountable for:

- Maintaining the confidentiality and privacy of grievance files in accordance with policy.

Director Education

Accountable for:

- Appointing an alternative person or body to investigate Academic Misconduct allegations according to this policy and its accompanying procedure when the Manager Higher Education, Program Leader, or Manager VET has been already involved in the investigation of Academic Misconduct.
- Receiving and facilitating formal student appeals that request the formation of an Academic Appeals Board.

- Sending communication outlining the decision to the student by e-mail, to the preferred e-mail address as entered to the Student Management System by the student within five (5) working days of a decision being made.
- Initiating external review following a formal resolution process, where it is required.
- Ensuring that this policy is communicated to all academic staff through the Institute's Induction process and is readily available to all academic staff and accessible to higher education students.
- Ensuring that all academic staff are trained in the application of this policy and accompanying procedure.

Process Involved

The process is detailed in the Academic Integrity Procedure and will take the following format-

- Stage 1 Enquiry into Academic Misconduct
- Stage 2 Enquiry into Academic Misconduct
- Stage 3 Enquiry into Academic Misconduct

There is the likelihood of an outcome at each stage and the following stage is only undertaken if the prior stage has not concluded in a resolution.

Legislative and/or Institute Management Context

This policy enables WAI to comply with regulatory and management instruments including but not limited to:

- Education Services for Overseas Students Act 2000 (Clth).
- Higher Education Provider Guidelines
- Higher Education Standards Framework (Threshold Standards)
- VET Quality Framework
- Academic and Non-Academic Grievance Complaints Policy and Procedure.
- Institute Privacy Policy.
- International Students: Compliance with Visa Requirements Policy and Procedures.
- International Students: Welfare and Support Policy and Procedures.
- National Code for Registration Authorities and Providers of Education and Training to Overseas Students (National Code).

Non-compliance with Policy

Established breaches of the Institute's Academic Integrity Policy and any associated procedures will be met with disciplinary action and may result in cancellation of enrolment at William Angliss Institute. Proven non-adherence may also result in the initiation of legal investigations where breaking the law prescribes legal action.

Charges alleging breaches of the Institute's Academic Integrity Policy and any associated procedures will mean that students are ineligible for graduation until the matter is resolved.