

Academic Integrity VET

Procedure

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Related policies and documents:	WAI Delegation of Authority Policy and Register, Section 7 Academic Integrity Policy Reporting of Enrolments and Variation of Enrolments of International Students Procedure ASQA's Standards for Registered Training Organisations 2015, in particular Standard 1.8-2 (Authenticity)

Purpose

To acknowledge that integrity is key to all aspects of education and training and that academic honesty is the responsibility of all members of the William Angliss Institute (the Institute).

To identify behaviours and standards of conduct expected to encourage a learning environment of academic integrity.

To ensure that VET students and staff are fully informed of the procedures regarding Academic Integrity and plagiarism.

Definitions

Academic misconduct includes but is not restricted to: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks. Student Academic misconduct is prohibited and any violations by students may result in academic penalties.

Cheating: Cheating from students may take several forms including:

- i. Unauthorised communications with other students during the exam or assessment.
- ii. Copying from someone else's test or assessment, using unauthorised material such as textbook, notebook, cheat notes or any other written materials during an assessment.
- iii. Communicating material to other students in an assessment leaving answers exposed for other students to copy.
- iv. Copying another student's work and submitting it as the student's own.
- v. Hiring or asking another person to do an assessment on their behalf.

Plagiarism: Defined as presenting someone else's works which include ideas, words, images, or opinions without proper citation as if they are their own.

Plagiarism may take several forms:

- i. Direct copying of someone else's work such as "phrases, paragraphs, graphs, tables or ideas" without acknowledgment; this also includes downloading of internet materials without referencing.
- ii. Minor paraphrasing of other people's work by changing words or altering phrases or paragraphs order without acknowledgment.
- iii. Submitting work which has been developed fully or partly by other people on the student's behalf as if it were the work of the student.

Collusion: For individual work, unauthorised collaboration between a group of students in the preparation and presentation of work which is ultimately submitted by each student in an identical or similar format.

Student & Staff Responsibilities

VET teaching staff and students are responsible for ensuring they comply with this Procedure and uphold and promote high standards of academic integrity.

VET teaching staff are responsible for monitoring the academic integrity of students, and actioning complaints and/or allegations of breaches.

Students are expected to read, comprehend, respect and comply with this procedure regarding plagiarism, collusion and cheating.

VET teachers must take the time, especially at the beginning of a unit and qualification, to ensure that students understand is the meaning of plagiarism and cheating.

VET teachers should take the time to teach students how to reference correctly.

This information can be found in the Student Handbook and Student Code of Conduct.

Students should also seek assistance from teachers if they are not sure about the proper way of gathering and using data or references.

Assessors are to make sure that students understand the implications of either act and both the reputational and financial cost of undertaking in such practices.

Procedure

- The Procedure is about supporting the students to enhance their scholarly practise to meet their learning obligations.
- VET Teachers are responsible for reviewing submitted assessments to detect instances of poor academic scholarship or academic misconduct.
- The Manager Vocational Education and Training is responsible for applying corrective measures to instances of poor academic scholarship and penalties to academic misconduct.
- A student who wishes to appeal an imposed penalty can do so to the Student Progress Committee and seek the opportunity to attend a meeting and present their case.
- The student retains the right to appeal any decision by accessing the Student Academic and Non-academic Grievance Complaints Policy to appeal the outcome of academic misconduct findings.
- The VET Teacher must determine in the first instance if the alleged action is poor academic scholarship or academic misconduct.

Levels of Breaches in Academic Integrity

All breaches in Academic Integrity are considered serious at William Angliss Institute; however there are degrees or levels of severity that attract differing penalties or sanctions. Breaches in academic conduct are classified into three levels, and attract a range of penalties depending on the degree of severity and intent on the student's part.

Responsibility for each level of a breach in academic conduct is as follows:

Level 1: Teacher

Level 2: Course Coordinator/ Program Leader

Level 3: Manager Vocational Education and Training (VET)

Appeals – Director Education

Note: The examples cited below are in no way an exhaustive listing, and the penalties for infractions are guidelines and are not mandated.

Level 1:

Level 1 breach in academic conduct may constitute an unintentional contravention in academic integrity such as:

Inexperience or lack of knowledge of the principles of academic integrity, and are often characterised by the absence of dishonest intent on the part of the student committing the violation. Examples include:

- Inexperienced students colluding on an assessment task;
- Significant failure to give appropriate acknowledgement to another's work;
- Excessive similarity as determined by anti-plagiarism software;
- Submission of the same assessment task (or a significant portion) in more than one subject without the express permission of the Teacher of the latter subject.

Examples of Penalties for Level 1 Breaches:

One or more of the following-

- Warning against breaches of academic integrity.
- Instruction from Teacher on the correct procedure to avoid plagiarism.
- Resubmission of assessment task.
- Supplementary assessment task.
- Referral to Student Services for remedial support.

Notation is made of violation on the Academic Integrity Register.

Level 2:

Breaches of academic conduct at this level are considered more serious and generally imply deliberation or intent on the part of the student. Examples include:

- A student clearly observed cheating on an assessment;
- Evidence of cheating is discovered after completion of an assessment;
- Assignments are submitted that indicate evidence of cheating or plagiarism;
- Use of and/or copying from electronic accessories (translators, diaries, dictionaries, personal digital assistants [PDAs], mobile phones, smart watches, etc.) during an assessment;
- Procurement of written text or data used in an assessment task from any unauthorised source. This may be from external sources or from another student at William Angliss Institute;
- Preventing other students from obtaining access to reference materials or data to complete assessment tasks;
- Assisting another student to copy portions of an assessment task or cheat in an examination;
- Any of the breaches outlined above, as a first offence.

Examples of Penalties for Level 2 Breaches:

One or more of the following-

- A 'Not Pass' (NN) result will be recorded and re-enrolment will be required.
- Disciplinary warning or Academic Probation.
- A student found to have cheated or plagiarised during an assessment will have this fact noted on the Academic Integrity Register database as permanent record of the transgression.

Level 3:

Breaches in academic conduct at this level are considered most serious and attract maximum penalties.

Examples include:

- A second incident of cheating or plagiarism;
- Malicious misuse of Internet or computer systems;
- Repetition of breach in academic conduct after probation for similar offence;

Examples of Penalties for Level 3 Breaches:

The penalty for a breach in academic conduct at Level 3 is permanent expulsion from William Angliss Institute with a notation of disciplinary action on the student's transcript.

Disciplinary Process:

Stage 1 Enquiry into Academic Misconduct

- If a teacher detects academic misconduct, as outlined, he/ she must attempt to clarify the situation with the student involved.
- If the student admits the misconduct, the matter will be reported to the Program Leader with all relevant evidence. The Program Leader will apply a consequence according to the level of transgression (outlined above).
- If the issue is not resolved at this level it must proceed to Stage 2.

Stage 2 Enquiries into Academic Misconduct

- If a Step 1 enquiry does not successfully resolve the question of Academic Misconduct, the academic staff member will formally notify the Program Leader (in writing), of the student's name, the subject and the circumstances, including evidence of the alleged Academic Misconduct.
- The Program Leader must hold a meeting with the student to-
 - Gain further information, establish context and intent and determine whether there is sufficient evidence to sustain the cheating or plagiarism allegation.
 - Attempt resolution based on discussion with the student of relevant fact (above).
- The student may be accompanied by a support person/advocate who is not a legal practitioner.
- If the allegation cannot be resolved at this level, the Program Leader will refer the matter to the Manager VET
- The Manager VET will convene a meeting for adjudication (Stage 3).

Stage 3 Adjudication on Academic Misconduct

- The formal disciplinary process will involve the student being advised in writing, within five days, that the adjudication process has commenced and they will be required to have a meeting with the Program Leader and Manager VET. They will be provided with all written reports and allegations in advance.
- The student may be accompanied by a support person/advocate who is not a legal practitioner.
- An Academic Integrity Committee will form to consist of:
 - Manager VET (Chair)
 - Program Leader
 - Nominee from the WAI International Office
 - Academic or Non-academic nominee.
- The student will be informed by email and followed up with a written letter, within five working days of the meeting, of the committee's decision, the reason for the decision, the proposed penalty (where appropriate) and the relevant appeal mechanism.

Appeal Procedures

- Under process of natural justice, the student has the right to appeal the decision of the Academic Integrity Committee.
- An appeal must be in writing to the Director Education, stating the reasons for the appeal and be lodged within five working days of receiving the outcome of the Committee's decision.
- The Director Education will convene an Academic Appeals committee comprising:
 - CEO or nominee
 - Director Education
 - Manager VET
 - the student representative from the Education Governance Committee
- The Academic Appeals Committee, on receiving the written appeal, will give the student the opportunity to attend a meeting with the Committee and make an oral presentation in support of the written appeal. The outcome of the appeal will be conveyed to the student, by email and in writing, within five days of the date of deliberation on the appeal.
- The student may be accompanied by a support person/advocate who is not a legal practitioner.

Process Chart

