

# VET Academic Integrity

## Procedure

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Related policies and documents:	Delegation of Authority Policy and Register (Section 7) Academic Integrity Policy Student Code of Conduct Student Misconduct Policy and Procedure Reporting of Enrolments and Variation of Enrolments of International Students Procedure Student Complaints, Grievances and Appeals Policy Standards for Registered Training Organisations 2025

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## Purpose

To ensure that vocational education and training (VET) students and employees are fully informed of the procedures to uphold the principles of Academic Integrity at William Angliss Institute (WAI).

To acknowledge that integrity is key to all aspects of education and training and that academic honesty is the responsibility of all students and employees of WAI.

To identify behaviours and standards of conduct expected to encourage a learning environment of academic integrity in vocational education and training at WAI.

## Procedure

- VET teachers and students are responsible for ensuring they comply with this Procedure and uphold and promote high standards of academic integrity.
- VET teachers are responsible for monitoring the academic integrity of students, and actioning complaints and/or allegations of breaches.
- VET teachers are responsible for reviewing submitted assessments to detect instances of academic misconduct.
- VET teachers must determine in the first instance if an alleged action is academic misconduct.
- Program Leaders must determine if the alleged action is a breach of academic misconduct and recommend a penalty according to the identified breach. A student who wishes to appeal an imposed penalty can do so to the Academic Progress Appeals Committee and seek the opportunity to attend a meeting and present their case.
- A student retains the right to appeal any decision by accessing the Student Complaints, Grievances and Appeals Policy to appeal the outcome of academic misconduct findings.
- At the beginning of a unit and qualification, VET teachers will ensure that students understand the meaning of plagiarism and cheating.
- VET teachers will instruct students on the correct method to reference materials including the requirements to provide citations, reference lists or a bibliography. Information on correct referencing can also be found in the Student Handbook and Student Code of Conduct. Students should seek assistance from teachers if they are unsure about the correct method of gathering and using data or references.

## Academic Misconduct

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

- Cheating may take several forms, including:
  - Unauthorised communications with other students during an exam or assessment.
  - Copying from someone else's test or assessment, using unauthorised material such as a textbook, notebook, cheat notes or any other written or digital materials during an assessment.
  - Communicating material to other students in an assessment leaving answers exposed for other students to copy.
  - Copying another student's work and submitting it as the student's own.
  - Hiring or asking another person to do an assessment on their behalf.
  - The use of Generative Artificial Intelligence (GenAI) tools, such as ChatGPT, QuillBot, Grammarly in the development of an assessment response and submitting it as the student's own.
- Plagiarism may take several forms, including:
  - 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.
  - Minor paraphrasing of other people's work by changing words or altering phrases or paragraph order without acknowledgment.
  - 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.
  - The use of Generative Artificial Intelligence (GenAI) tools, such as ChatGPT, QuillBot, Grammarly in the development of an assessment response that is not appropriately acknowledged.
- Collusion for individual work includes 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.

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

## 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: Program Leader

Level 3: Manager Vocational Education and Training

Appeals: Academic Progress Appeals Committee

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 Breach**

A 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 but are not limited to:

- 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 the teacher on the correct procedure to avoid plagiarism.
- Resubmission of the assessment task.
- Supplementary assessment task.
- Referral to Learning Advisors for remedial support.

Notation is made of the violation on the Academic Integrity Register.

### **Level 2 Breach**

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 to cheat in an assessment. 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.
- A 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 a permanent record of the transgression.

### **Level 3 Breach**

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 a 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 placed 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 employee 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.
- A Student Progress Committee will form consisting 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 Student Progress Committee.

- An appeal must be in writing to the Director Education and Strategic Development, 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 and Strategic Development will convene an Academic Progress Appeals Committee comprising:
  - Chief Executive Officer (CEO) or nominee
  - Director Education and Strategic Development
  - Manager VET
  - the VET student representative from the Education Governance Committee
- The Academic Progress 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.