

## ACADEMIC INTEGRITY POLICY



Current version in effect from: 1 Jan 2020  
Approved by Council: 4 Dec 2019  
Revised by Council: None

### Related documents

TEQSA Guidance Note on Academic Integrity (2019)

*Academic Staff Policy*

*Assessment Policy*

*Appeals Policy*

*Privacy Policy*

Regulation 82: Code of Conduct

### 1. Rationale and Objectives

1.1 Academic integrity is 'the moral code of academic life and endeavour. It involves using, generating and communicating information in an ethical, honest and responsible manner' (adapted from Monash University, 2013, quoted in TEQSA Guidance Note on Academic Integrity, 2019). Academic integrity is fundamental to the success and credibility of higher education both for individuals and institutions.

1.2 This Policy aims to ensure that:

- a) staff and students have a robust understanding of academic integrity and its fundamental value for learning, teaching and research
- b) staff and students act with academic integrity in all academic activities including learning, teaching and research
- c) processes for dealing with actual or potential breaches of academic integrity are robust, consistent and fair
- d) academic integrity is monitored across the University in a consistent manner and data gained is used to improve the integrity of academic activities.

### 2. Scope

2.1 This Policy applies to all members of the University as defined in Regulation 82.

### 3. Principles

3.1 Academic integrity is fundamental to the University's mission of excellence in learning, teaching, and research, whereby students and staff develop knowledge, understanding and skills while demonstrating due regard for the work of others.

3.2 Members of the University take responsibility for the integrity of their own work and treat the work of others with fairness and respect.

- 3.3 Staff involved in learning, teaching and research are expected to provide leadership in academic integrity and educate students to exercise integrity in their academic work.
- 3.4 The University responds to breaches of academic integrity in a timely, fair, transparent and consistent manner, ensuring procedural fairness.
- 3.5 The University is committed to quality improvement and monitors breaches of academic integrity and seeks to address underlying causes.
- 3.6 The University ensures that outcomes and records of investigations of academic misconduct are kept secure and confidential.

#### **4. Academic Integrity**

- 4.1 The University supports its members in promoting academic integrity by:
  - a) educating students on academic integrity during orientation, academic skills activities, and in classes, especially in first year units
  - b) ensuring staff induction and professional development activities and materials include a focus on academic integrity
  - c) designing assessments that foster academic integrity and minimise the potential for student academic misconduct
  - d) discussing academic integrity annually at the Academic Board and at College Academic Committees and reviewing the implementation of this Policy.
- 4.2 All work by members of the University, whether for assessment, publication or use as a teaching or learning resource, must acknowledge the rightful owners of any material utilised. The University seeks to ensure this by requiring:
  - a) students submitting work for assessment to verify that the work is their own, has not been submitted otherwise for credit, and makes due acknowledgment of the work of others, by completion of the declaration at Schedule A
  - b) Higher Degree by Research and Minor Thesis students submitting a thesis for examination to verify that the work is their own, has not been submitted otherwise for credit, and makes due acknowledgment of the work of others, by completion of the declaration at Schedule B
  - c) all members of the University publishing academic work or using the work of others in teaching or learning resources, to make due acknowledgment of the work of others and to observe copyright restrictions.

#### **5. Academic Misconduct**

- 5.1 Academic misconduct is a breach of academic integrity. It is academic misconduct if a member of the University:
  - a) cheats, including contract cheating – see 5.2
  - b) engages in plagiarism – see 5.3
  - c) improperly colludes with another person

- d) recycles work to gain unfair advantage – see 5.4
- e) fabricates, falsifies or misrepresents information, knowledge or authorship
- f) fails to comply with examination or assessment rules or directions
- g) fails to comply with the *National Statement on Ethical Conduct in Human Research*
- h) contravenes the *Australian Code for the Responsible Conduct of Research*
- i) engages in other conduct with a view to gaining unfair or unjustified advantage.

5.2 Cheating is the submission of academic work produced in whole or in part by someone other than the person who is being assessed. This includes contract cheating, when a student engages or seeks to engage another party, either paid or unpaid, to produce work on behalf of the student to gain an assessment advantage.

5.3 Plagiarism is the use by one person of another person's work as though it is the first person's own work without appropriate attribution. This includes (but is not limited to) the following circumstances:

- a) submits work for assessment written wholly or in part by another person whether for payment or not
- b) uses or paraphrases work from any source other than the person's own work, including a book, journal, newspaper article, set of lecture notes, current or past student's work or any other person's work
- c) when writing a computer program and presenting it as his or her own, incorporates the coding of a computer program written by another person
- d) uses a musical composition or audio, visual, graphic or photographic work created by another person
- e) uses realia created by another person, including an object, artefact, costume or model.

5.4 Recycling is the submission of academic work which has previously been presented for assessment (in whole or in substantial part) by the person being assessed in the same or another unit of study in order to gain unfair advantage. An unfair advantage does not exist when, for example, an assessment task requires the revision, re-drafting or development of work previously submitted for assessment.

## **6. Reporting and Investigating Academic Misconduct**

6.1 A member of the University who considers that another member of the University may have breached academic integrity as described in this Policy is required to report the issue immediately.

6.2 A person who is external to the University who considers that a member of the University may have breached academic integrity as described in this Policy may report the issue.

6.3 A potential breach of academic integrity is reported confidentially to an Authorised Officer appointed by the Vice-Chancellor in accordance with Regulation 82.3.3 and as

set out in the table below. Where the Authorised Officer has a conflict of interest which cannot be resolved, the Authorised Officer must request the Vice-Chancellor to appoint another Authorised Officer.

<i>Domain</i>	<i>Authorised Officer for reporting purposes</i>
Unit of study or assessment task	Academic Dean of the College hosting the unit
Higher degree by research	Dean of the School of Graduate Research
Research involving human subjects	Chair of the Human Research Ethics Committee
Peer-reviewed publication	Chair of the Academic Board
Any other matter	University Secretary, for referral to an Authorised Officer appointed by the Vice-Chancellor for the matter at hand

- 6.4 Throughout the reporting, investigation and determination process, the care and wellbeing of the person who is alleged to have breached academic integrity is vital. The Authorised Officer should consult with a appropriate colleague to ensure the welfare of that person is supported, while maintaining confidentiality.
- 6.5 The Authorised Officer must investigate the potential breach and determine whether there is evidence that a breach of academic integrity has occurred.
- 6.6 If the Authorised Officer finds that there is no evidence of a breach of academic integrity has occurred, the Authorised Officer must report this finding to the person who reported the potential breach and forward a report to the University Secretary.
- 6.7 If the Authorised Officer finds that a breach of academic integrity has or may have occurred, the Authorised Officer assesses the level of the breach of academic integrity by evaluating each of the following aspects on a scale of 1 (least serious) to 3 (most serious), where item f) may be valued as 0 (no mitigating circumstances) or in negative values from -1 to -3 (minor to significant mitigating circumstances, thus reducing the total assessment score):
- a) Intention (e.g. was the breach intentionally done, with awareness that it was a breach)
  - b) First, repeat or serial offence by the person
  - c) Academic level of alleged offender (e.g. first year undergraduate, postgraduate student, experienced scholar)
  - d) Quantity of total work affected by the breach of academic integrity
  - e) Potential for the breach of academic integrity to significantly change the assessment of the work
  - f) Mitigating circumstances
- 6.8 The Authorised Officer uses the assessment score to determine the gravity of the breach of academic integrity using the following table.

<i>Score</i>	<i>Gravity</i>
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1-5	Minor
6-10	Moderate
11-15	Major

6.9 The Authorised Officer may then

- a) apply a course of action, or
- b) apply a penalty, or
- c) request another Authorised Officer to apply a penalty

as described in section 7 of this Policy and in accordance with the gravity of the breach of academic integrity.

6.10 The Vice-Chancellor may approve Schedules to this Policy to establish detailed procedures for common cases of potential breaches of academic integrity of Minor or Moderate gravity provided that such procedures conform with this Policy.

## 7. Minor and Moderate Breaches

### 7.1 Coursework students

Imposition of an appropriate penalty by an Authorised Officer as outlined in these procedures and within the scope of penalties defined in Regulation 82.4. Where the Authorised Officer listed in this table is different from the Authorised Officer who investigated and determined the breach of academic integrity, the latter must refer the matter to the former for imposition of the penalty.

<i>Type</i>	<i>Actions and Penalties</i>	<i>Authorised Officer</i>
<b>Minor</b>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Issue and record a written warning regarding the consequences of breaching University policy</li> <li>• Counsel the student and refer the student to services such as study skills support or to the library for assistance</li> <li>• If appropriate, adjust the student’s mark in the relevant assessment task to take account only of work which is in line with principles of academic integrity</li> <li>• Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	Academic Dean of a College
<b>Moderate</b>	Any of the above and/or one or more of the following:	Academic Dean of a College

	<ul style="list-style-type: none"> <li>require the student to undertake additional and/or remedial work for the assessment and impose a maximum grade of Pass for the unit</li> <li>require the student to undertake another form of assessment in lieu of the assessment work in question and potentially impose a maximum grade of Pass for the unit</li> <li>downgrade the final grade overall in the unit</li> <li>apply a Fail grade to the work, or part thereof, submitted for assessment</li> <li>apply a Fail grade overall in the unit</li> <li>refer the matter to the relevant Principal if one or more of the above penalties is insufficient to deal with the matter</li> <li>undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	
<b>Major</b>	<ul style="list-style-type: none"> <li>Initiate an Investigation and Determination process (see Section 8 of this Policy)</li> <li>Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	Chair of Academic Board

## 7.2 Higher Degree by Research students (including Minor Thesis)

Imposition of an appropriate penalty by an Authorised Officer as outlined in these procedures and within the scope of penalties defined in Regulation 82.4. Where the Authorised Officer listed in this table is different from the Authorised Officer who investigated and determined the breach of academic integrity, the latter must refer the matter to the former for imposition of the penalty.

<i>Type</i>	<i>Actions and Penalties</i>	<i>Authorised Officer</i>
<b>Minor</b>	One or more of the following: <ul style="list-style-type: none"> <li>Issue and record a written warning regarding the consequences of breaching University policy</li> <li>Counsel the student and refer the student to services such as those of the School of Graduate Research or to the library for assistance</li> </ul>	Dean of the School of Graduate Research

	<ul style="list-style-type: none"> <li>Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	
<b>Moderate</b>	<p>Any of the above and/or one or more of the following:</p> <ul style="list-style-type: none"> <li>require the student to rewrite and resubmit the thesis for examination</li> <li>require the student to participate in an Oral Defence Panel</li> <li>fail the student for the degree (or in the case of the Minor Thesis, the unit) for which the thesis under examination was submitted</li> <li>undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	Chair of Examiners
<b>Major</b>	<ul style="list-style-type: none"> <li>Initiate an Investigation and Determination process (see Section 8 of this Policy)</li> <li>Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	Chair of Academic Board

### 7.3 Academic Staff

Table 7.3 Breach of Academic Integrity – Academic Staff		
<i>Type</i>	<i>Actions and Penalties</i>	<i>Authorised Officer</i>
<b>Minor</b>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>Issue and record a written warning regarding the consequences of breaching University policy</li> <li>Counsel the staff member and refer the person to appropriate professional development</li> <li>Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	College Principal
<b>Moderate</b>	<p>Any of the above and/or one or more of the following:</p> <ul style="list-style-type: none"> <li>undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	College Principal
<b>Major</b>	<ul style="list-style-type: none"> <li>Initiate an Investigation and Determination process (see Section 8 of this Policy)</li> <li>Undertake an alternative action appropriate to the circumstances, consistent with penalties permitted under <i>Regulation 82</i>.</li> </ul>	Chair of Academic Board

## **8. Major Breaches – Investigation and Determination Procedures**

- 8.1 Where a breach of academic integrity is assessed as Major, the matter must be reported immediately to the University Secretary and the Vice-Chancellor. Where a breach of academic integrity involves the Vice-Chancellor, the matter is referred to the Chancellor for action, modifying these procedures as appropriate.
- 8.2 The Vice-Chancellor must appoint an Investigation Panel, ensuring that no member of the Panel has an association with the person alleged to have breached this Policy or an association with any College involved in the matter. The members of the Investigation Panel are:
- a) Two members of the Council, usually including the Chair of the Academic Board
  - b) Two other persons with relevant expertise, either internal or external to the University.
- 8.3 The Vice-Chancellor must appoint one of the members as the Chair of the Investigation Panel.
- 8.4 Four members of the Investigation Panel constitute a quorum. All decisions of the Investigation Panel are made by majority vote of the members; the Chair has the casting vote in the event of a tied vote.
- 8.5 Minutes must be taken of all Investigation Panel meetings.
- 8.6 The Investigation Panel must meet as soon as possible after written notice of the potential breach has been made and normally not more than 15 working days later. All deliberations must be strictly confidential.
- 8.6 The Investigation Panel may solicit submissions in writing from any interested party and may undertake any other activity to ensure a fair, just and equitable outcome, while maintaining confidentiality as far as practicable.
- 8.7 The Investigation Panel must inform the member of the University alleged to have breached academic integrity of the allegation against them, and must invite that member to an interview by the Panel. The member may bring a support person to that meeting, but this person cannot be a legal representative.
- 8.9 The Investigation Panel determines an outcome and, where applicable, a penalty or penalties appropriate to the gravity of the matter. Outcomes may include:
- a) a finding that the allegation was unsubstantiated
  - b) a finding that the allegation was substantiated or substantiated in part
  - c) training in this Policy and related matters
  - d) referral to other support services and strategies
  - e) counselling
  - f) further monitoring of the situation
  - g) statement of regret or apology, where appropriate



- h) retraction of work, such as an academic publication
- i) requirement to change processes or procedures
- j) disciplinary action in accordance with Regulation 82.4

8.10 These findings must be communicated in writing to the Vice-Chancellor.

8.11 The Investigation Panel Chair must communicate a report on the matter with any other recommended actions for the University to the University Secretary.

8.12 The Vice-Chancellor is responsible for informing the person who is the subject of the investigation of the outcome and of any penalty, and is responsible for ensuring that penalty is applied.

## **9. Appeals**

9.1 A member of the University who is found to have committed a breach of academic integrity may appeal the decision through the University's Appeals Policy.

## **10. Accountability and Reporting**

10.1 An Authorised Officer who receives a report of a potential breach of academic integrity, or who finds a Minor or Moderate breach has occurred, must document the investigation, assessment and determination process and provide a confidential report to the University Secretary with a copy to one or more of the following officers, as appropriate to the matter being investigated:

- a) College Academic Dean
- b) College Principal
- c) Dean of Academic Programs
- d) Dean of the School of Graduate Research
- e) Chair of Academic Board

10.2 Colleges and the School of Graduate Research are invited to identify relevant actions taken in the previous twelve months, including acts by individuals to foster academic integrity or to challenge a lack thereof, and to report these through the University Secretary to the Chair of Academic Board on an annual cycle.

10.3 The Chair of the Academic Board with support of the University Secretary provides a summary report to the Academic Board annually on:

- a) practices to enhance academic integrity
- b) number of reports of potential breaches of academic integrity, deidentifying Colleges and individuals
- c) number of actual breaches of academic integrity by gravity, deidentifying Colleges and individuals
- d) recommended actions to strengthen academic integrity in the University.

10.4 The Academic Board must report annually to the University Council on how it has monitored, reviewed and reported on strategies to promote academic integrity and minimise breaches of academic integrity.

**11. Date of Next Review**

11.1 This Policy must be reviewed no later than 31 December 2021.

## **Schedule A: Assessment Submission Declaration**

Approved by Academic Board: 15 November 2019

This declaration must be affirmed by every student of the University when submitting a written assessment task. In the case of a group project, all group members are required to affirm this declaration.

I declare that the material submitted for assessment is the result of my own work (or for group assessment, the work of the group of which I am a member). All sources on which it is based and any assistance received in completing the assignment have been acknowledged. Material has not been copied or purchased or written by someone other than me.

## **Schedule B: Thesis Declaration for Higher Degree Research and Minor Thesis Students**

Approved by Academic Board: 15 November 2019

Name:

Thesis Title:

I declare that:

- a) the thesis submitted for examination is the result of my own work
- b) all sources on which the thesis is based and any assistance received in completing the thesis have been acknowledged in the scholarly apparatus
- c) no material in the thesis has been copied or purchased or written by someone other than me
- d) any research involving human subjects has been approved by the Human Research Ethics Committee and is reported in the thesis in accordance with that approval.