ACADEMIC INTEGRITY POLICY

Contents

SECTION A - INTRODUCTION

A.1 Purpose

Throughout the duration of their studies, students are expected to conduct themselves in an honest and ethical manner. The purpose of this policy is to ensure that Eynesbury College takes a consistent, equitable and transparent approach to academic integrity amongst its students.

A.2 Scope

This policy applies to all current students of any of the programs operated by Eynesbury College. It does not cover students in Eynesbury Senior College.

A.3 Definitions

Word/Term	Definition
Academic conventions	Established norms of academic behaviour
Academic integrity	Honesty and respect for knowledge, truth and ethical practice in learning, research and assessment
Academic Integrity Officer	A person who is officially designated with the role of maintaining the principles of academic integrity through the implementation of Eynesbury College's Academic Integrity Policy and Procedures
Academic misconduct	A breach of academic integrity
Assessment	A measure of a student's learning progress, skill and knowledge acquisition
Class	A scheduled teaching block
Collaboration	Working together with one or more students in order to develop and share knowledge
Collusion	Where work is presented by a student as their own independent work when it has been produced in whole or in part with another or others without permission from the Module Coordinator. Collusion can include: • inappropriate assistance provided by another student or students and/or acceptance of assistance by another student or students in the production of an assessment task • the submission of work by a student which is the same or substantially similar to another or other students' work for the same assessment task • a student presenting work as their own that has been knowingly completed for them by another party (or parties) either gratuitously or in return for payment (also known as Contract cheating)

Contract cheating	Where a student presents work as their own that has been knowingly completed for them by another party (or parties) either gratuitously or in return for payment.
Discipline	An area or field of academic study
Examination	A formal invigilated academic test within a particular time period, at a specified location and following certain conditions.
Module	A single unit of study that counts towards completion of a program
Paraphrasing	Writing something in a different way that another person has said or written, while keeping the same meaning
Penalty	Punitive measures imposed for offences of Poor Academic Practice Level 2 or Academic Misconduct as referred to in Schedules 1, 2 and 3 of the Academic Integrity Policy
Plagiarism	Representing another person's ideas or work as a student's own by copying or reproducing that work without acknowledgement of the source
Program	An approved combination of approved modules in which a student is enrolled
Test	A set of questions or problems designed to assess a student's knowledge, understanding and/or ability
Viva voce	An examination conducted by oral questioning

A.4 Acronyms

AIO	Academic Integrity Officer
ELICOS	English Language Intensive Courses for Overseas Students
FLP	Foundation Levels Programs
FSP	Foundation Studies Programs
HEP	Higher Education Programs

SECTION B - POLICY STATEMENT

B.1 Principles

Eynesbury College is committed to academic integrity and fairness in assessment. The management of academic integrity is an educative process for students throughout their learning.

What does Academic Integrity mean?
It is a fundamental principle that all students act with integrity in the creation, development, application and use of ideas and information. This means that:
- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately

B.2 Policy

1 Student information

1.1 As part of the information provided to students Eynesbury College will draw their attention to the policy and procedures for academic integrity.

1.2 Appropriate education in academic integrity will be provided in class and in other teaching and study support material.

1.3 Eynesbury College recognises that academic misconduct can occur through students not being familiar with academic conventions. Therefore all allegations will be considered in the context of the following factors:
- the seriousness of the misconduct with regard to the type of breach and its impact on others
- the student's intention and/or motivation obtained from their explanation of the situation
- the level of remorse exhibited by the student
- contextual factors such as:
  - the stage/level of program
  - the extent of the affected work and its importance in the context of the module
  - student's learning background
  - the experience of the student
  - previous findings (if any) of academic misconduct
- academic conventions within the relevant discipline
- any applicable information about the student

2 Forms of academic misconduct

2.1 Plagiarism is a specific and serious form of academic misconduct, and includes:
- copying the work of other persons without clearly indicating the origin, including both paper-based and electronic sources of material from:
  - websites
  - books
  - articles
  - theses
  - working papers
  - seminar and conference papers
  - internal reports
  - lecture notes or tapes

- ➢ module materials
- ➢ visual materials such as photographs, drawings and designs
- using close paraphrasing of sentences or whole passages without due acknowledgment in the form of referencing the original work
- submitting work that has been written by someone else
- copying computer files, algorithms or computer code without clearly indicating their origin
- submitting work that has been derived, in whole or in part, from another student's work by a process of mechanical transformation (e.g. changing variable names in computer programs)
- in any way using or imitating another person's ideas and manner of expressing them where such assistance is not expressly permitted

2.2   Collusion or Contract cheating (see Definitions Table).

2.3   Breaches of the **Examination Conditions and Instructions** (Refer to the **Assessment and Moderation Policies** for ELICOS, FSP and HEP).

2.4   Falsification or misrepresentation of academic records, or any other document submitted in relation to an academic program.

2.5   Presentation of data with respect to laboratory work, clinical placements, practicums, field trips or other work, that has been copied, falsified or in any other way obtained improperly.

2.6   Any other actions that contravene the principles of academic integrity.

3   Assignments

3.1   A student's username and password is equivalent to their signature when used to submit an assignment electronically. By 'signing' an assignment (electronic or otherwise) the student is acknowledging that they have not breached this policy.

3.2   Work submitted by a student may be subjected to text-comparison software to identify breaches.

4   Investigation of academic misconduct

4.1   Academic Integrity Officer(s) (AIO) will be appointed and trained to investigate allegations of academic misconduct with reference to principles of academic integrity and to apply appropriate outcomes in cases where academic misconduct is proved on the balance of probability.

The AIO will record all documentation and communications in relation to reported cases of academic misconduct in a central register.

4.2   Where an academic staff member has concerns that a student may have engaged in academic misconduct, they will first identify and discuss the issue with an AIO (ELICOS and FSP) or Module Coordinator (HEP).

4.2.1   HEP students
A Module Coordinator who has identified or who has been notified by an academic staff member of an issue of academic misconduct shall report the matter to an AIO to determine the nature and seriousness of the alleged conduct, including the existence of any previous offence(s). The Module Coordinator will notify the AIO by email of the alleged breach providing an account of the facts and evidence supporting the allegation(s) of academic misconduct.

4.3   If upon assessment of an issue of academic misconduct the AIO considers the alleged breach to be an offence of Poor Academic Practice Level 1 as referred to in Schedule 1, 2 or 3, the student will be issued a warning and may be required to complete further action as outlined in the relevant Schedule.

4.4   If upon assessment of an issue of academic misconduct the AIO considers the alleged breach to be an offence of Poor Academic Practice Level 2 or Academic Misconduct as referred to in Schedules 1, 2 or 3 that, if proved would incur a penalty, they shall undertake a further investigation.

4.5   Where a matter that has been referred to an AIO requires further investigation the AIO may request that the student attend a meeting with the AIO. At this meeting the AIO may require the student to take part in a viva voce.

4.6   The AIO may require any academic staff member who is concerned with an academic integrity matter to provide additional details and/or further evidence.

4.7   If after reviewing the issue(s) and evidence it is determined that no academic misconduct has occurred or the academic misconduct is an offence of Poor Academic Practice Level 1 for which a warning is sufficient, then no further action will be taken. The student will be notified in writing of the decision and a notification of the outcome recorded in a central register.

4.8   If upon reviewing the evidence the AIO makes a determination of academic misconduct comprising an offence of Poor Academic Practice Level 2 or Academic Misconduct they may issue a penalty for assessment piece (not including exams or external assessments) as outlined in Schedules 1 to 3. The student will be notified in writing of the penalty and a notification of the outcome will be recorded in a central register.

4.9   If the AIO believes a more severe penalty is appropriate, the recommendation is forwarded to the Director of Studies (ELICOS) or the Academic Director (FLP and HEP) for action.

4.10   Allegations of cheating in examinations and breaches of the **Examination Conditions and Instructions** will be investigated by the Director of Studies or Academic Director and may constitute academic misconduct. See Schedule 4 for major assessment breaches.

4.11   See the attached Schedules 1, 2 and 3 for details of penalties.

5   Appeals

5.1   A student who is dissatisfied with any decision made under this policy may lodge an appeal under the provisions of the **Student Grievances and Appeals Policy.**

SECTION C - GOVERNANCE

C.1   Responsibility

Identification	Academic Integrity Policy
Policy Owner	Academic Director Director of Studies
Approving Authority	Eynesbury College Academic Board
Initial Issue date	August 2014
Directory Location	Policies, Eynesbury, Academic Directorate

C.2   Version Control

Current Version Number	4.0
Date of Effect	5/2019
Review Date	5/2022
Privilege Level	Public

C.3   Legislative and Organisational Context

Name
Higher Education Standards
National Standards for ELICOS
National Standards for Foundation Studies Programs

SECTION D - PROCEDURE

D.1   Related Procedures

FLP and HEP Academic Integrity Procedure

ELICOS Academic Integrity Procedure

D.2   Related Policies

ELICOS Assessment and Moderation Policy

FSP Assessment and Moderation Policy

HEP Assessment and Moderation Policy

Student Grievances and Appeals Policy

Examination Conditions and Instructions

Schedule 1

Academic Integrity Penalty Guidelines – ELICOS

Across all ELICOS Programs

OFFENCE	NATURE OF OFFENCE	EXAMPLES	PENALTY AND ACTION
Poor Academic Practice Level 1	• Minor • First time • Done in all innocence/ignorance	➢ Plagiarism ➢ Improper referencing	Warning, note in Navigate and central register. Adjustment of score or resubmission may be required. Compulsory counselling session with the class teacher.
Poor Academic Practice Level 2	• A repeat of Level 1 offence • In breach of the module guidelines in regards to plagiarism	➢ Plagiarism ➢ Improper referencing	Note in Navigate and central register. Resubmission is required (maximum score 50%). Compulsory counselling session with the class teacher and AIO. Complete the Academic Misconduct form if appropriate.
Academic Misconduct	• Unethical behaviour designed to gain a higher score in an assessment (clear evidence provided) • Aimed at breaking the security and/or the integrity of the assessment system	➢ Deliberate plagiarism ➢ Acquisition of assessment material belonging to a staff member ➢ Attempts to bribe the assessor ➢ In possession of any unauthorised material during assessment	Note in Navigate and central register. 0 score for that assessment. Compulsory counselling session with the class teacher and AIO. Complete the Academic Misconduct form. Possible termination of enrolment.

Schedule 2

Academic Integrity Penalty Guidelines - FLP

Across all FLP programs including UniStart (offshore) and Foundation Studies Program

OFFENCE	NATURE OF OFFENCE	EXAMPLES	PENALTY AND ACTION
Poor Academic Practice Level 1	• Minor • First time • Done in all innocence/ignorance • Relatively common for students in their first semester	➢ Inadvertent plagiarism ➢ No references ➢ Poor referencing ➢ Infringement of rules governing assessment tasks	Warning, note in Navigate and central register. Compulsory counselling session with the AIO and complete Academic Misconduct form. Resubmission may be required.
Poor Academic Practice Level 2	• A repeat of Level 1 offence • In breach of the module guidelines in regards to plagiarism	➢ Plagiarism ➢ No references ➢ Poor referencing ➢ Infringement of rules governing assessment tasks	Note in Navigate and central register. Adjustment of score to a maximum score of 50%. Compulsory counselling session with the AIO and complete the Academic Misconduct Form.
Academic Misconduct	• Unethical behaviour designed to gain a higher score in an assessment (clear evidence provided) • Aimed at breaking the security and/or the integrity of the assessment system	➢ Deliberate plagiarism ➢ Acquisition of assessment material belonging to a staff member ➢ Evidence of inappropriate support from another party in the completion of an assessment task ➢ Attempts to bribe the assessor ➢ In possession of any unauthorised material during an assessment task	Note in Navigate and central register. 0 score for that assessment. Compulsory counselling session with the AIO and complete the Academic Misconduct Form. Possible termination of enrolment.

Schedule 3

Academic Integrity Penalty Guidelines - HEP

Across all HEP programs

OFFENCE	NATURE OF OFFENCE	EXAMPLES	PENALTY AND ACTION
Poor Academic Practice Level 1	• Minor • First time • Done in all innocence/ignorance	➢ Plagiarism ➢ Improper referencing	Warning, Note in Navigate and central register. Advised to complete All My Own Work module if they have not already done so.
Poor Academic Practice Level 2	• A repeat of Level 1 offence • In breach of any of the principles and practices of scholarship as outlined in *All My Own Work*	➢ Plagiarism ➢ Improper referencing	Note in Navigate and central register. Adjustment of score for assessment to a maximum of 50%. Required to attend Tertiary Skills Development (TSD) for the remainder of the trimester. Complete the Academic Misconduct Form if appropriate.
Academic Misconduct	• Unethical behaviour designed to gain a higher score in an assessment (clear evidence provided) • Aimed at breaking the security and/or the integrity of the assessment system	➢ Deliberate plagiarism ➢ Acquisition of assessment material belonging to a staff member ➢ Attempts to bribe the assessor ➢ In possession of any unauthorised material during assessment	Note in Navigate and central register. 0 score for that assessment. Possible termination of enrolment. Complete the Academic Misconduct Form.

Schedule 4

Major Assessment Breaches

This applies to all examinations, tests and external assessments (FLP) across all Eynesbury programs

BREACHES	PENALTY
• Use of unauthorised notes, equipment, or textbook • Use or possession of unauthorised electronic device (e.g. mobile phone, iPod, tablet, PDA, calculator, smart watch) • Discrepancy between student's appearance and student ID (or any other form of photo ID) • Departure and re-entry into venue • Arriving after the specified time period • Attempting to communicate in any way with other students during the assessment • Not stopping when instructed to do so • Leaving the room without permission at any time • Borrowing any materials from other students during the assessment • Moving furniture within the venue without permission • Possession of food and drink (other than water) • Any other breach as defined by the Academic Director/Director of Studies	At the discretion of the Director of Studies and Academic Director Penalties may include: • a warning • 0 score for the exam • Possible termination of enrolment