



Student Academic Integrity & Appeal Policy

Responsibility for Implementation: The Management Team

Date of Approval: 23 Oct 2015 (V1); Jul 2017 (V2)

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1 Purpose

Academic integrity, honesty, and a respect for knowledge, truth and ethical practices are fundamental to the business of the Institute. These principles are at the core of all academic endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise and devalue the quality of learning. This policy is intended to reinforce the importance of integrity and honesty in an academic environment.

2 Scope

This policy applies to all students of the Institute.

3 Definitions

- 3.1 Academic plagiarism is a form of academic misconduct that involves making a false representation to gain an unjust advantage. It can include:
- Falsification of data;
 - Using a substitute person to undertake, in full or part, an examination or other assessment item;
 - Reusing one's own work, or part thereof, that has been submitted previously and counted towards another course without permission from the relevant course coordinator;
 - Making contact or colluding with another person, contrary to instructions, during an examination or other assessment item;
 - Bringing material or device(s) into an examination or other assessment item other than such as may be specified for that assessment item;
 - Making use of computer software or other material and device(s) during an examination or other assessment item other than such as may be specified for that assessment item; and
 - Contract cheating or having another writer compete for tender to produce an essay or assignment and then submitting the work as one's own.
- 3.2 Plagiarism is the presentation of the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:
- Copying or paraphrasing material from any source without due acknowledgment;
 - Using another person's ideas without due acknowledgment;
 - Collusion or working with others without permission, and presenting the resulting work as though it was completed independently.
- 3.3 Academic misconduct includes but is not limited to conduct that involves plagiarism and any other dishonest conduct by a student to gain academic or general advantage; or conduct that otherwise contravenes the provisions of the Institute's academic rules, policies, procedures and/or guidelines.



Dishonesty in the preparation or presentation of any assessable work is regarded as student academic misconduct. Academic misconduct includes, but is not limited to:

- (a). Cheating: behaving deceitfully or dishonestly in examinations, in the preparation of assessable items and during in-class tests;
- (b). Fabrication: intentional and unauthorised falsification or invention of any information or citation in an academic exercise;
- (c). Intentionally or recklessly facilitating academic dishonesty by other students;
- (d). Providing an assessment item, or providing access to an assessment item to others, either directly or indirectly, in circumstances where it is reasonably foreseeable that that it will be used dishonestly.
- (e). Deceitful behaviour by which it is sought to gain some unfair or dishonest advantage either for yourself or for another person;
- (f). Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students);
- (g). Misrepresentation: misrepresenting data or information incorrectly, improperly or falsely;
- (h). Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources;
- (i). Re-using one's own work without appropriate acknowledgement;
- (j). Using unauthorised equipment or material in an assessment item; and
- (k). Using another person to undertake an examination or assessment item in your name.

4 Principles

4.1 Roles & Responsibilities

4.1.1 All staff and students must ensure that they understand and comply with legal restrictions and obligations (e.g. copyright) relating to Academic Integrity.

4.1.2 The Institute has a responsibility to:

- (a). Promote the values of Academic Integrity; and
- (b). Provide students and staff with resources to ensure that students are supported to develop the skills required to uphold the values of Academic Integrity in all academic endeavours.

4.1.3 The academic management team has a responsibility to provide staff with, knowledge, skills and resources that will assist them in supporting academic integrity through teaching and research, and in supporting students to acquire and demonstrate the values of academic integrity.

4.1.4. Course Coordinators have a responsibility to design assessment tasks and study load in such a way as to support academic integrity and minimise opportunities for plagiarism and other forms of academic misconduct.

4.1.5 Academic staff have a responsibility to:

- (a). Inform all students of acknowledgement practice methods that are appropriate for their fields of study and provide clear examples of what is acceptable;
- (b). Clearly explain academic expectations and what constitutes plagiarism or other forms of academic misconduct to students;
- (c). Set appropriate conditions for group work and make clear the distinction between group work and individual work;
- (d). Cultivate with students a climate of respect for authorship and for acknowledging the source of ideas;



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- (e). Actively seek to detect plagiarism; and
 - (f). Identify and act whenever plagiarism or other forms of academic misconduct is suspected.

4.1.6 Students have a responsibility to:

- (a). Submit only work which properly acknowledges the ideas, designs, words or works of others and which is otherwise their own original work;
- (b). Avoid lending or otherwise providing original work to others for any reason other than where work is provided to another student in the course of collaboration in connection with group work assessment, and subject to any requirements imposed on students in connection with such collaboration;
- (c). Have a clear understanding of the conditions of assessment, including assessment task requirements, appropriate source acknowledgement practice, and marking criteria;
- (d). Provide, when requested to do so (and where the item of work has been prepared using electronic means), an electronic copy of any work to academic staff involved in marking the work;
- (e). Be clear about the acknowledgement practice methods that are appropriate for their field of study;
- (f). Be aware of the collective responsibility of proper source acknowledgement within group assignments, and be able to support their claims of authorship in a group assignment; and
- (g). Encourage other students to uphold the values of academic integrity and discourage other students from plagiarising or carrying out other forms of academic misconduct.

4.1.7 The Head of Trainers has a responsibility to carry out investigations of student academic misconduct in accordance with the policy and report to the PEO.

4.2 Prevention and Detection of Plagiarism and Other Forms of Academic Misconduct

The Institute will take steps to detect plagiarism and other forms of academic misconduct. These may include manual searches of resources, as well as the use of electronic text matching software (e.g. Turnitin) to compare work submitted for assessment against electronic text on the publicly accessible internet, in published works, on commercial databases, and in student assignments previously submitted.

4.3 Actions and Penalties

4.3.1 If an allegation of student academic misconduct is made, the Head of Trainers will investigate the matter by:

- (a). Advising the student in writing of the referral;
- (b). Issuing the student with a notice to show cause in relation to the allegation with advice that failure to respond within 10 days may result in confirmation of the allegation and imposition of a penalty;
- (c). Examining the material with reference to the academic integrity policy; and
- (d). Considering any evidence or representations deemed necessary to undertake an assessment of the matter.

4.3.2 If any form of student misconduct is found to have occurred, a range of actions may be taken or penalties imposed.

- (a). Remedial action such as counselling or training on proper academic conventions and techniques and/or allowing the student to re-attempt the assessment item without loss of marks;
- (b). Allowing the student to re-attempt the assessment item with a capped mark;



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- (c). Allowing the student to complete a new piece of work with a capped mark;
 - (d). Excluding any parts resulting from dishonest practices and referring the assessment item for a remark appropriate to the work completed;
 - (e). Awarding no marks for the assessment item;
 - (f). award a fail grade in a course or courses;
 - (g). impose a suspension, with or without conditions, for a specified period of time;
 - (h). impose an exclusion, with or without conditions, for a specified period of time, at the end of which the student will be required to apply for re-admission to the Institute; and/or
 - (i). expel the student from the Institute.
- 4.3.3 Students under investigation for student academic misconduct will not be eligible to graduate until the matter is resolved.
- 4.4 Recording Outcomes
- 4.4.1 Once a determination has been made on a misconduct matter, the Head of Trainers will document the decision and relevant conditions in imposing any penalty.
- 4.4.2 The student will be informed in writing of the determination.
- 4.4.3 The student registration and enrolment staff will be informed for the purposes of appropriately recording the misconduct on the student's academic record and/or amending the student's enrolment.
- 4.4 Appeal Process
- 4.4.1 An appeal against a determination in a student misconduct matter can be lodged by the student if there is:
- (a). evidence of a breach of this policy or general principles of procedural fairness; and/or
 - (b). the suggestion that the determination was affected by a conflict of interest or personal bias; and/or
 - (c). new information that could not reasonably have been provided prior to the hearing and it is probable that this information would have affected the determination.
- 4.4.2 An appeal on the grounds of penalty alone will not be considered.
- 4.4.3 An appeal against a determination made by the Head of Trainers may be made in writing to the Principal within 20 days of notice of the determination and the grounds for appeal must be clearly set out.
- 4.4.4 Upon receipt of the appeal the Principal shall undertake a preliminary review to determine the validity of the appeal. Once determined, and within 10 days of receiving the appeal, the Principal may:
- (a). dismiss the appeal if not valid; or
 - (b). make a determination in relation to the appeal;
- 4.4.5 The appeal determination made by the Principal is final and there is no further avenue of appeal within the Institute. However, the student has the right to further appeal outside the Institute to the NSW Ombudsman.



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- 4.4.6 In making a determination in relation to the appeal, the original determination may be confirmed, varied or set aside.
- 4.4.7 The student will be informed in writing of the appeal determination outlining reasons for the decision.
- 4.4.8 Relevant staff within the Institute will be informed of the appeal determination and appropriate records will be maintained.