

## ACADEMIC INTEGRITY POLICY

Policy Category	Academic		
Document Owner	Dean		
Responsible Officer	Dean		
Review Date	October 2020		
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018); and the Higher Education Support Act 2003 (Cth).		
Related Documents	APIC Constitution, APIC Governance Charter		
<b>Version</b>	<b>Change description</b>	<b>Approved</b>	<b>Effective Date</b>
1.2 & 1.3		21 July 2017	July 2017
2.0	Updated to provide more clarity. Introduced Contract Cheating. Section 9 updated to align with new academic structure. New Section 11 introduced	Academic Board 18 October 2018	30 October 2018

### 1. Purpose

Asia Pacific International College (APIC) is committed to upholding the principles of academic integrity and ethical scholarship and ensuring that there is a clear understanding of expectations relating to the avoidance of academic misconduct.

The purpose of this policy is to define and describe the actions that constitute academic misconduct, the College's processes for investigating allegations of academic misconduct, and the range of penalties that may be applied where allegations are proven.

### 2. Scope

This policy applies to all enrolled students participating in all courses of study at APIC, and to all staff in relation to academic activities associated with their employment at APIC.

### 3. Definitions

Item	Definition
<i>Academic Activity</i>	Includes and is not limited to developing, delivering, attending or otherwise participating in lectures, tutorials or other modes of delivery (e.g. internships); planning, producing or supervising research; or otherwise sharing knowledge, experience, or skills with others.
<i>Academic Integrity</i>	Actions aligned with values of honesty, trust, fairness, respect and responsibility in learning, teaching and research.

Item	Definition
<i>Academic misconduct</i>	<p>Any dishonest or inappropriate behavior by a student in an assessment task or other academic activity including and not limited to:</p> <ul style="list-style-type: none"> <li>• <i>cheating and contract cheating</i>;</li> <li>• <i>collusion</i>;</li> <li>• <i>fraud</i>; or</li> <li>• <i>plagiarism</i></li> </ul> <p>Academic misconduct may be deemed to be '<i>substantial</i>' or '<i>minor</i>'</p>
<i>Acknowledgement practice</i>	The act of acknowledging the ideas, designs, words or works of other people in your work. Also known as 'attribution' or 'referencing'.
<i>Allegation</i>	An assertion of misconduct made against a student.
<i>Cheating</i>	<p>An express form of academic misconduct including and not limited to:</p> <ul style="list-style-type: none"> <li>• bringing in, or having access to unauthorised materials or information during a quiz, test, or examination;</li> <li>• contacting or <i>colluding</i> with another person or persons via any means (including verbal, physical, gestural or electronic) during an examination or another form of invigilated assessment;</li> <li>• copying or reading another student's work; or</li> <li>• allowing another student to copy or read from your work.</li> </ul>
<i>Contract Cheating</i>	<p>Contract cheating is a form of academic dishonesty which involves procuring an academic work from a third party and submitting the work as your own. Contract cheating involves but is not limited to:</p> <ul style="list-style-type: none"> <li>• purchase an assignment from an online source;</li> <li>• pay someone to write a test or exam;</li> <li>• obtain assistance from someone else beyond mere editing to writing an assignment or solving of the problem;</li> <li>• participate in an unauthorized discussion group or sharing answers to an assignment on file sharing sites or even social media sites; or</li> <li>• post or purchase answers to an exam, assignment, problem or any other assessed work.</li> </ul>
<i>Collaboration</i>	Academic activity undertaken by and attributed to two or more persons. Additionally, in the case of students' work, with the knowledge and consent of the lecturer. Collaboration is expressly not a form of academic misconduct or dishonesty.
<i>Collusion</i>	An express form of academic misconduct constituting an agreement between two or more persons to act together secretly or without express permission to achieve an unfair academic advantage. Includes inciting others to engage in academic misconduct.
<i>Exclusion</i>	Permanent cancellation of a student's enrolment in their course and the termination of their rights and privileges as a student of APIC, including their right to re-apply for admission.
<i>Fraud</i>	<p>An express form of academic misconduct or professional dishonesty including and not limited to:</p> <ul style="list-style-type: none"> <li>• impersonating another person or engaging someone else to impersonate another person during the conduct of an academic activity;</li> <li>• misrepresenting, falsifying, mis-stating or fabricating data during the conduct of an academic activity;</li> <li>• submitting academic work produced by another person(s) as one's own;</li> <li>• failing to attribute work completed by another person(s) in the completion of an academic activity</li> <li>• giving or providing for sale your work to another person(s), company or website to make such work available for copying or use by another person(s); or</li> <li>• the use of knowingly deceptive means in the attempt to avoid an academic penalty.</li> </ul>

Item	Definition
<i>Minor academic misconduct</i>	The behaviour of lesser scale or scope than <i>substantial academic misconduct</i> lacking any demonstrable attempt to gain an unfair academic advantage, and which is therefore is judged to be a minimal threat to the integrity of assessment processes. Usually the result of students' lack of understanding of appropriate acknowledgement practice or other academic conventions required for the field of study.
<i>Paraphrasing</i>	The use of one's own words to express the words, works or ideas of another author or source while still preserving the meaning of the original author or source.
<i>Plagiarism</i>	An express form of academic misconduct involving the use of intellectual material produced by another person without acknowledging the original author or source. Plagiarism can be unintentional or intentional and is distinguished from incomplete attempts to acknowledge the words, works or ideas of another author or source.
<i>Professional honesty</i>	Professional honesty is a fundamental principle that underpins the reliability and credibility of all professional activities. It includes but is not limited to: <ul style="list-style-type: none"> <li>• dealing transparently and fairly within all professional and business relationships;</li> <li>• building relationships based on mutual respect and trust;</li> <li>• acting ethically and within the law;</li> <li>• not being associated with information that contains materially false or misleading statements; and</li> <li>• accepting responsibility for one's actions.</li> </ul>
<i>Substantial academic misconduct</i>	Any act of academic misconduct which is, or appears from the available evidence to be: <ul style="list-style-type: none"> <li>• accompanied by a clear or demonstrable intention to gain an unfair academic advantage;</li> <li>• carefully and deliberately planned, repetitive, organised or systematic in nature; or significant in scale or scope.</li> </ul>
<i>Suspension</i>	Temporary cancellation of a student's enrolment in a unit of study or course.

#### 4. Principles of Academic Integrity and Professional Honesty

The following principles form the foundation for this policy.

- APIC is committed to academic integrity, honesty, and ethical scholarship.
- APIC will ensure that all students are informed about this policy.
- It is the responsibility of all students and staff members that they make themselves familiar with this Academic Integrity policy. Individuals are obliged to consciously ensure that their acts or omissions do not constitute or facilitate breaches of academic integrity or professional honesty.
- Assessment design and scheduling will be such as to promote creative thought and reflection, and minimise opportunities for students to engage in acts of academic misconduct.
- When identified, acts of academic misconduct or professional dishonesty will be dealt with according to this Policy and with due regards to procedural fairness, the context within which the act occurred, and equity and consistency in the application of any disciplinary action.
- Where appropriate, an educative – as opposed to a punitive – response to (minor) acts of academic misconduct may be recommended. The determination of any response to an act of academic misconduct or professional dishonesty will be ultimately guided by this Policy.

- Allegations of professional dishonesty by staff will be responded to in accordance with the [Staff Code of Conduct](#).

## 5. Student Responsibilities

APIC students are expected to:

- familiarise themselves with this and all related procedures and policies;
- submit only original work which properly acknowledges the ideas, designs, words or works of others;
- not submit another person's work as their own;
- not purchase or commission work and submit as if it were their own;
- not submit work created with the assistance of others, except in the case of collaboration in connection with group work assessment;
- submit an electronic copy of any assessment through APIC's text matching software;
- declare that work submitted for an assessment is their own through the Academic Integrity Declaration; (refer Section 11. Academic Integrity Declaration);
- use the acknowledgement practice methods that are appropriate for their field of study;
- not lend, or allow to be otherwise provided, their original work to other students for any reason except collaboration in connection with group work assessment; and
- encourage other students to uphold the principles of academic integrity and professional honesty

## 6. Staff Responsibilities

All staff are expected to:

- cultivate a climate of respect for authorship with students;
- inform all students of acknowledgement practice methods that are appropriate for their field of study and provide clear examples of what is acceptable;
- clearly explain academic expectations and what constitutes plagiarism, collusion, cheating and other forms of academic misconduct to students;
- clearly communicate to students the potential consequences of breaches of academic integrity and professional honesty;
- actively seek to discourage, detect and prevent plagiarism by supporting students to acquire and demonstrate the principles of academic integrity and professional honesty;
- respond appropriately to all instances of academic misconduct in keeping with this policy and any related documents; and
- exemplify the values of academic primacy, academic freedom with responsibility, and rigor and integrity in all research and scholarly activities they undertake.

## 7. Minor Academic Misconduct

APIC recognises that, in some cases, it is more appropriate to respond to minor acts of academic misconduct in a manner where the student is given the opportunity to learn from their mistake and henceforth minimise the likelihood of future breaches.

### 7.1 Conditions for an allegation to be dealt with as minor academic misconduct

Minor academic misconduct refers to any incident of plagiarism in an assessment task, where:

- misconduct appears unintentional and no attempt by the student to gain any unfair academic advantage;
- the student admits the allegation or the facts that give rise to that allegation;
- the student has not previously been found guilty of substantial academic misconduct or minor academic misconduct while enrolled as a student of the College;
- the misconduct is of lesser scale or scope than 'substantial academic misconduct'; and
- the misconduct is of minimal threat to the integrity of assessment in relation to the unit of study concerned.

## 7.2 Outcomes for acts of minor academic misconduct

Upon determination that a student has engaged in the act of minor academic misconduct the following outcomes may be applied. In the first instance the following should be considered in determining whether the behaviour warrants an educative or punitive outcome:

- whether the student would benefit from an educative or remedial program;
- the prior educational qualifications of the student; and
- the student's academic record in their current program of study
- Educative outcomes may be included and are not limited to:
  - an agreement by the student to undertake counselling, training, or any other program of study designed to improve their academic writing or literacy skills;
  - resubmitting the original assessment task after a period of further study; or
  - submission of an additional assessment task.

Where it is agreed that that the student would not benefit from an educative outcome, or that the behavior though minor warrants a punitive outcome, the following range of outcomes may be applied:

- reducing the mark awarded for the assessment task to reflect the extent of the seriousness of the misconduct:
- a reduction of 25% for the assessment task where academic misconduct involves 25% of the assessment task;
- a reduction of 35% for the assessment task where academic misconduct involves 26-35% of the assessment task;
- a reduction of 45% for the assessment task where academic misconduct involves 36-45% of the assessment;
- a reduction of 50% for the assessment task where academic misconduct involves 46-50% of the assessment task;
- a zero mark where academic misconduct involves 51-80% of the assessment; and
- Fail grade where academic misconduct involves more than 80% of the assessment task.

Any decision to apply a reduced mark, or mark of zero, for an assessment task in response to a finding of minor academic misconduct should consider the likely impact on the student's progression in the unit.

## 8. Substantial Academic Misconduct

Substantial academic misconduct is any act of academic misconduct which is, or appears from the available evidence to be:

- accompanied by a clear or demonstrable intention to gain an unfair academic advantage;
- carefully and deliberately planned, repetitive, organised or systematic in nature; or significant in scale or scope.

### 8.1 Conditions for an allegation to be dealt with as substantial academic misconduct

Substantial academic misconduct can include and is not limited to:

- any act of academic misconduct where the student's level of experience might reasonably be interpreted as evidence that the student was aware that the behavior was in breach of the principles of academic integrity or professional honesty;
- substantial plagiarism of another person's work in an assessment task;
- submitting work that is not the student's own;
- any allegation of an act of misconduct in an examination or other form of invigilated assessment;
- obtaining or attempting to obtain access to examination papers or other forms of assessment without authorisation;
- contract cheating;
- colluding with or encouraging another student to engage in academic misconduct; or

- any allegation of an act of fraud.

## 8.2 Outcomes for acts of substantial misconduct

Upon determination that a student has engaged in an act of substantial academic misconduct the following outcomes may be applied:

- an agreement by the student to undertake counselling, training, or any other program of study designed to improve their academic writing or literacy skills;
- permitting the student to resubmit the assessment task or submit a different assessment task with, if appropriate, a capped mark that will replace any mark awarded for the original assessment task;
- permitting the student to re-sit the examination or sit for a different examination with a capped mark that will replace any mark awarded for the original examination;
- reducing the mark awarded for the assessment task or examination;
- applying a mark of zero for the assessment task or examination;
- barring the student from enrolment in a specified unit of study for a period of up to two consecutive teaching sessions;
- suspension from the student's course for a nominated period, not more than one year; or
- exclusion.

Students suspended from their course will have their rights and privileges as a student of APIC withdrawn for the period of the suspension.

Any action taken under this Policy does not preclude the College from commencing legal action against a student found to have engaged in substantial academic misconduct or reporting the allegation(s) to the police or other external organisation (e.g. professional registration or accreditation body, regulatory authority).

## 9. Reporting and Hearing Allegations of Academic Misconduct

Allegations that a student(s) has engaged in an act(s) of academic misconduct should be made in writing to the relevant Campus Academic Manager soon as is practically possible after the alleged act has occurred. The written report to the Campus Academic Manager will include all relevant information and any evidence relating to the alleged academic misconduct.

Upon receipt of the written report the Campus Academic Manager will – on the basis of the information supplied – make a determination regarding the allegation.

The student will be notified in writing by the Campus Academic Manager of the alleged misconduct within ten working days of receiving the written report. The student will be invited to respond to the allegation either in writing or by arranging a meeting within ten working days of the date of the notification.

The matter will be determined by the Campus Academic Manager who is responsible for informing the student of the outcome and ensuring all appropriate records are entered into the Academic Misconduct Register and the required action or actions taken.

## 10. Academic Misconduct Appeals

The student may appeal the finding of academic misconduct, or against an outcome in response to a finding of academic misconduct. All appeals must be made in writing to the Registrar (refer Student Grievance and Appeals Policy). An appeal can only be made on one or more of the following grounds, which must be addressed in the appeal letter by the student:

- the student believes there is evidence that the initial finding and/or the outcome(s) imposed was made in breach of procedural fairness;

- the student believes there is and can produce substantial new evidence relating to the original allegation of academic misconduct, which was not previously available for consideration, and
- the student believes that the outcome(s) imposed unjustifiably severe.

Upon receipt of the appeal letter the Registrar will assess the basis of the information supplied and make a determination as to whether the appeal should be upheld or dismissed due to no additional information being provided. The student will be notified by the Registrar within ten days of the receipt of the appeal as to the outcome.

If the student is not satisfied that their academic misconduct appeal has been resolved by the Registrar, they may request the matter be referred to APIC Appeals Committee. The Committee will meet and hear evidence regarding the student appeal and determine an outcome. A student may, seek a further review through an external independent mediator or body if they are unhappy with the outcome of the APIC Appeals Committee. (refer Student Grievance and Appeals Policy).

APIC shall maintain a student's enrolment while their academic misconduct appeal is being investigated through both internal and external process as set out in this policy.

All academic misconduct appeal outcomes must be fully documented and recorded in the Student Grievances and Appeals Register.

### 11. Academic Integrity Declaration

Students will agree to the following declaration when submitting an assignment.

I/we confirm that:

- I/we understand and have observed the principles of academic integrity and have read and understood APIC's Academic Integrity Policy.
- I/we hold a copy of this assignment if the original is lost or damaged.
- I/we hereby certify that no part of this assignment has been copied from any other student's work or from any other source except where due acknowledgement is made in the assignment.
- I/we hereby certify that no part of this assignment has been submitted by me in any other (previous or current) assessment, except where appropriately referenced, and with prior permission from the Lecturer/Tutor for this unit.
- No part of the assignment has been written/produced for me/us by any other person except where collaboration has been authorised by the Lecturer/Tutor concerned.
- I/we am/are aware that this work will be reproduced and submitted to plagiarism detection software programs for the purpose of detecting possible plagiarism (which may retain a copy on its database for future plagiarism checking).