

Higher Education Academic Integrity

Procedure

Code and version control:	HE011/28-11-2024
Procedure owner:	Director Education and Strategic Development
Date approved by CEO:	28 November 2024
Scheduled review date:	26 July 2025
Related policies and documents	Delegation of Authority Policy and Register Section 7.25 Academic Integrity Policy Higher Education Assessment Procedure Student Code of Conduct Student Misconduct Policy and Procedure Wellbeing and Counselling Services Policy International Student Admissions Procedure International Student Support Services Procedure Student Complaints, Grievances and Appeals Policy TEQSA's Higher Education Standards Framework 2021, in particular Section 5.2 Part A

Purpose

To ensure that Higher Education students and academic employees are fully informed of the procedures to uphold the principles of Academic Integrity.

The Faculty of Higher Education is committed to the development of students' academic skills by adopting a proactive and positive approach to embedding the principles of academic integrity into academic practice.

Examples of proactive approaches include:

- information regarding academic integrity being available to all students via the Learning Management System (LMS) and other communication methods.
- academic integrity principles and academic conventions being introduced and practiced in the curriculum.
- students being supported by Learning Support advisors to understand and practice academic conventions.
- academic employees being supported in adopting approaches to promote positive academic practice.

To further support this proactive approach, the Faculty of Higher Education make a clear, distinction between poor academic scholarship and academic misconduct.

Procedure

- Subject co-ordinators and teaching teams are responsible for reviewing submitted assessments to detect instances of poor academic scholarship or academic misconduct.
- The subject co-ordinator must determine in the first instance if the alleged action is poor academic scholarship or academic misconduct.
- The Manager Higher Education is responsible for approving corrective measures to be applied to instances of poor academic scholarship and academic misconduct.

- A student who wishes to appeal imposed corrective measures can do so to the Academic Progress Committee (APC) and seek the opportunity to attend a meeting and present their case.
- The 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.

Academic Scholarship

- Poor academic scholarship is defined as a lack of proficiency or inexperience or understanding of academic conventions and the principles of academic integrity. It may be characterised by the absence of dishonest intent on the part of the student.

Examples may include but are not limited to:

- similarity of 30% or less as determined by anti-plagiarism software.
- identification of poor scholarship by other means including employee review.
- collusion on an assessment task as a result of academic inexperience.
- submission contains portions of an assessment that has been previously submitted.
- failure to give appropriate acknowledgement to other's work.
- inappropriate use of a paraphrasing tool.

Process

- Where the subject coordinator suspects poor academic scholarship, they must confirm if the student has already received an Academic Warning. If so, the investigation is automatically escalated to an alleged act of academic misconduct.
- If there are no previous academic warnings or records of academic misconduct, the student(s) is interviewed.
- As a result of this meeting, if no intent is established, the instance is deemed poor academic scholarship, and the following corrective measures may be applied:
 - A warning in relation to poor academic scholarship and academic integrity.
 - Attendance at an academic writing workshop where assistance is provided to resubmit the assessment task or submit a supplementary assessment task.
 - Referral to Student Services for additional academic support.
 - Reduction in awarded marks for the submission.

These measures are aimed to provide active guidance and mitigate possible repetition.

Students are informed that the instance is recorded as an Academic Warning to ensure that their academic progress is monitored.

Academic Misconduct

- Academic misconduct is not accepted in the Faculty of Higher Education and will be met with disciplinary action.
- If the subject co-ordinator determines that the action constitutes a breach of academic integrity and enables an unfair advantage, then the process for academic misconduct must be followed.
- All breaches of academic misconduct are considered serious, however there are degrees or levels of severity that attract differing penalties or sanctions. Academic misconduct is classified into three levels and attracts penalties depending on the degree of severity and intent on the student's part.

Level 1: Poor Academic Scholarship leading to an unfair advantage.

Level 2: Intent to gain a significant academic advantage characterised by clear dishonest, unfair, fraudulent or unethical practices which may be underpinned by poor academic practice.

Level 3: Deliberate fraudulent or unethical practices that results in significant academic advantage or commission of an offence of such a serious nature that it may be reported to internal or external authorities.

Examples of academic misconduct include but are not limited to:

- Students' colluding on an assessment task.
- Significant failure to give appropriate acknowledgement to another's work.
- Submission of content for assessment (or a significant portion of) that has been previously submitted for assessment, without the express permission of the Subject Coordinator of the latter subject.
- A student clearly observed to cheat in an assessment.
- Assisting another student to copy portions of an assessment task or cheat.
- Evidence of cheating is discovered after completion of an assessment.
- Assessments are submitted that indicate evidence of cheating or plagiarism.
- Unauthorised 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.
- Malicious misuse of Internet or computer systems.

Contract Cheating

If a student submits an assessment written by another person and represents it as their own, or acquires or commissions an assessment, by purchasing from a commercial service, whether pre-written or specifically prepared for the student, the student will be investigated for an Academic Misconduct breach deemed to be at Level 3.

If students are approached and agree to, or offer to write an assessment for another student, they may be in breach of Contract Cheating Law where it is an offence to provide or advertise academic cheating services.

This law:

- make it an offence for any person to provide or advertise academic cheating services related to the delivery of higher education in Australia, whether the service is offered from within Australia or from overseas.
- provides for significant financial and custodial penalties where an offence is proven

Examples of contract cheating include:

- completing an assignment or other work for a student.
- providing any part of a piece of work or assignment.
- providing answers for an examination.
- sitting an examination.

Generative Artificial Intelligence

Generative Artificial Intelligence (GenAI) tools can provide an Artificial Intelligence data exchange to create new content or data based on analysis of existing data.

The use of GenAI tools in the development of an assessment response may not be permitted unless explicitly approved in writing via your Subject Delivery Schedule for the specific assessment.

Where the use of GenAI tools such as ChatGPT, Quillbot, Grammarly is explicitly approved, students will need to give appropriate acknowledgement of tools use.

The assessment may be deemed a breach of the Academic Integrity Policy if:

- the outputs of Generative AI tool form part of your submission and is not appropriately attributed within the assessment.
- the use of Generative Artificial Intelligence tools is detected where not permitted.
- students cannot produce draft notes and documents when requested that can be verified as generated by the student to support academic staff to confirm authenticity of the assessments.

Disciplinary Process

- Where academic misconduct is alleged or suspected, the subject coordinator must discuss the allegation with the student(s).
- If the student admits the misconduct, the matter is reported to the Manager Higher Education with all relevant information including the student's name, the subject and evidence of the alleged academic misconduct and a recommended consequence. The Manager Higher Education will review the recommended consequence and if no further action is required approve for implementation.
- Where a subject coordinator cannot resolve the issue, they will schedule a review of the incident with the Manager Higher Education seeking clarification with an aim to establish a resolution for implementation.
 - The subject coordinator will advise the student of the resolution and consequence to be applied
- If the issue is not resolved the Manager Higher Education will schedule a meeting with the student to:
 - Gain further information, establish context and intent and determine whether there is sufficient evidence to sustain the allegation of academic misconduct.
 - Where the allegation is upheld, the Manager Higher Education will advise an appropriate consequence.
 - Where the allegation is dismissed the Manager Higher Education will advise the student and subject coordinator.
- The student may be accompanied by a support person/advocate who is not a legal practitioner.
- If the allegation cannot be resolved, the Manager Higher Education will refer the matter to the Academic Progress Committee for review with a view to resolve the incident and apply any consequence deemed appropriate.

Consequences for Academic Misconduct

Level 1: One or more of the following consequences:

- A warning and referral to Student Services for remedial support.
- Compulsory attendance at academic writing workshops to support submission of assessment tasks.
- Portion of the assessment excluded from marking.
- Available marks on the assessment may be reduced.
- Assessment mark adjusted to 50%.
- Assessment awarded a zero mark.
- Result to be withheld from the student pending review by the Chief Examiner of total assessments in the subject.
- Resubmission of assessment task with a maximum mark of 50%.

- Supplementary assessment task.

The student is advised in writing of the consequence by the Academic Progress Committee and the instance is recorded on the Academic Integrity Register.

Level 2: One or more of the following consequences:

- Assessment awarded a zero mark.
- A 'Not Pass' (0/N) result awarded for the subject.
- Referral to the Academic Progress Committee with a recommendation to review academic status.
- Compulsory attendance at an academic writing workshop where assessment submissions are monitored.

The student is advised in writing of the consequence by the Academic Progress Committee and the instance is recorded on the Academic Integrity Register.

Level 3: Permanent expulsion from William Angliss Institute with a notation of disciplinary action on the student's transcript.

The student is advised in writing of the consequence by the Academic Progress Committee and the instance is recorded on the Academic Integrity Register. Student Administration and the International Office are advised of this decision where required.

Appeal

The student will be offered the opportunity to appeal a decision by submitting an appeal to the Academic Progress Appeals Committee (APAC) via the Manager Higher Education.

Alternatively, a student has the right to request a review of process or appeal all decisions made under the Higher Education Student Progress Procedure in accordance with the Student Complaints, Grievances and Appeals Policy.

Process:

- Where a student is issued a decision by the Academic Progress Committee (APC), the student is provided information on how to access the appeal process.
- On receipt of the appeal, the Manager Higher Education will review it to provide advice to the student if detail or evidence is missing or, on satisfaction of the student that the appeal is complete, the Manager will collate the appeal and evidence the APC used to make the decision.

Records:

All documentation and correspondence will be placed on the student's file.