

A10 - Academic Integrity Policy

1. PURPOSE

This policy provides a guideline for the conduct of honest academic work amongst the students studying with BBI-TAITE and provides a process for the investigation of allegations of academic misconduct and the proper application of penalties where appropriate.

2. BACKGROUND

BBI-TAITE is committed to quality learning and teaching, as reflected in its primarily educational mission. The quality of academic work is dependent upon an environment of honesty and mutual respect, which BBI-TAITE is committed to maintaining with the aid of the following policy.

3. SCOPE

This policy applies to all students studying in award courses with BBI-TAITE.

This policy does not apply to non-academic misconduct by students, which is addressed in BBI-TAITE's Student Code of Conduct Policy.

4. DEFINITIONS

Academic Integrity – the upstanding conduct of a person engaged in honest academic work.

Academic Misconduct – the contravention, whether intentional or unintentional, of the standards of academic integrity and honesty in academic work or the intentional causation of disadvantage to another student in any way.

Plagiarism – the unauthorised and unattributed reproduction of another person's work.

Collusion – working with another person to produce an individual assessment task.

Cheating – any action undertaken by the student which results in an unfair advantage in their coursework.

'Minor' academic misconduct – includes very nominal instances such as (but not limited to) misuse of a referencing system, directly copying several words of a text in isolation without due reference to the author, or failing to utilise double quotation marks when designating sections of quotation.

‘Major’ academic misconduct – includes any instance not encompassed by the definition of ‘minor’ academic misconduct above. This could include instances such as (but not limited to) reproducing another person’s work in any significant amount without due reference to the author (i.e. more than several words in a row or whole sentences, for example or many sections of several words strung together), copying to any extent another student’s work, or failing to include references in an assessment.

5. POLICY

BBI-TAITE is committed to ensuring a high quality learning environment based upon sound academic principles and ethical standards. A high standard of academic integrity is essential to this environment.

BBI-TAITE will maintain an Academic Misconduct Register that will record all allegations, investigations, and consequences of academic misconduct. A student’s involvement in any academic misconduct will be maintained permanently on this register and may be disclosed upon request to any other university or institution into which the student seeks entry.

BBI-TAITE understands that there are many reasons why a student might engage in academic misconduct and that some of these may not be overtly intentional. BBI-TAITE has a rigorous investigation process for allegations of academic misconduct and provides students with material regarding appropriate academic conduct, research methodologies, and referencing methods in multiple formats as often as possible. These formats and frequencies include:

- a. Upon course enrolment with BBI-TAITE the student is provided with access to this policy and other material outlining BBI-TAITE’s standards and definitions of academic misconduct;
- b. Upon course enrolment students are required to undertake an Academic Integrity Module through the Blackboard Learning System designed to inform them of acceptable and unacceptable academic conduct;
- c. Upon course enrolment students are encouraged to engage with online orientation materials in which BBI-TAITE’s standards of academic integrity are outlined;
- d. Students are reminded of their responsibilities in maintaining the integrity of their learning environment upon unit enrolment;
- e. All unit outlines include guidelines regarding academic integrity and the consequences of breaching BBI-TAITE’s Academic Integrity Policy;
- f. Lecturers remind students of academic integrity related matters during their assessment periods;
- g. Information regarding appropriate academic conduct is available on BBI-TAITE’s website and students are made aware of BBI-TAITE staff who they can contact regarding any questions they may have about their coursework.

BBI-TAITE understands that students may resort to strategies of academic misconduct for numerous reasons including, but not limited to, the following:

- Time pressures resulting in panic causing the student to resort to plagiarism, collusion, and cheating;

- Lack of understanding of a topic;
- A desire to pass but an unwillingness to complete the assigned work;
- Depression, anxiety, or any other illness that may cause the student to feel pressured in their work;
- Personal situations which may cause the student to feel pressured in their work.

BBI-TAITE recognises these aspects of student life and has put in place student assistance practices in order to prevent these from becoming a factor in student assessment work. This is reflected in BBI-TAITE's Assessment Policy and Student at Risk Policy and Procedures. BBI-TAITE encourages students to contact their lecturer, BBI-TAITE's Student Welfare and Engagement Officer, or anyone else on staff at BBI-TAITE that they feel comfortable with as soon as they are in a situation in which they are facing difficulties with their coursework.

Academic misconduct includes, but is not limited to, the following:

- a. Reproduction of material from any format including audio, visual, websites, journal articles, newspapers, books or any other medium, presenting that material in such a way as to imply that it is the original work of the student and failing to attribute the material to the original author and conform to the required and acceptable referencing methods (plagiarism);
- b. Collusion with another student or students to produce the same or similar piece of work submitted by both. This collusion can involve students enrolled with BBI-TAITE or with another institution (for example a student of another university undertaking a similar unit with similar assessment tasks), students of BBI-TAITE enrolled in the same unit in different trimesters (for example collusion of a current student with a student intending to enrol into that same unit in the following trimester), or any other person who works with the student to produce the content of their assessment tasks without prior permission from the lecturer or other authorised staff at BBI-TAITE;
- c. Cheating, including bringing prohibited materials into exams that facilitate an advantage to the student over others in the group; intentionally viewing or reproducing the work of other students in any form; fabricating or falsifying data or inventing references; the engagement of anyone other than the student to sit an exam or to complete an assessment task on behalf of the student;
- d. Recycling, including the unauthorised re-use of assessment material that has been submitted towards the completion of another unit (successful or otherwise, including the re-submission of assessment tasks for a unit that the student has previously failed and is re-attempting);
- e. Tampering with or altering in any way exam or assessment materials, class records, or other student documentation or acquiring and distributing these materials without the prior consent of the lecturer;
- f. Altering group assessment work that has been agreed upon as final by all participating students prior to submission without the consent of all other students involved;
- g. Use of recorded lectures (audio and/or visual), PowerPoint slides, or other class notes in any way that infringes another person's privacy or intellectual property rights – for example by publishing or distributing a recording without permission of the

lecturer. This includes the recording of any lecture material in any form without the prior written consent of the lecturer and BBI-TAITE;

- h. The publication or display of the work of another student in any format without their prior written consent, including group work that the student may be involved in.

Detection

Any person may report a complaint of misconduct by a student to the tutor, lecturer, unit coordinator or Academic Dean. Although moral and legal copyright to student assessment materials is vested in the student as the author, the student, by enrolling in a course with BBI-TAITE, provides an implied consent to The Institute which authorises:

- Reproduction and storage of electronic material which they may author and submit as part of their course assessment; and
- That all assessment materials will be scanned through a software program designed to detect signs of academic misconduct.

Disciplinary Action

Disciplinary action for academic misconduct will be taken in accordance with the following principles:

1. Allegations will be dealt with promptly;
2. Processes will be transparent and in accordance with procedural fairness;
3. Penalties will be appropriate and proportionate;
4. Judgements of intentionality will be taken into account in determining any penalty that might be applied;
5. Confidentiality will be respected and maintained by all parties within the constraints of allegation, investigation and appeal processes, subject to any legal requirements for disclosure;
6. Students accused of academic misconduct have the opportunity to respond and/or appeal decisions, according to the Academic Grievance Policy;
7. Staff involved in misconduct or appeals processes will disclose actual, perceived, or potential conflicts of interest as soon as they become aware of them.

6. PROCEDURE

BBI-TAITE considers prevention to be the primary method of combatting academic misconduct. All staff are encouraged to promote good academic practice and to educate all students regarding sound research and referencing techniques and promote an atmosphere of academic integrity at all times.

BBI-TAITE is dedicated to fostering an environment of academic curiosity, integrity, and safety, in which students can feel comfortable approaching their lecturers, tutors, or other appropriate BBI-TAITE staff regarding the integrity of their academic work. Students are encouraged to contact their lecturer or tutor as soon as they feel the need to discuss their assessment tasks or have concerns about their academic progress.

BBI-TAITE aims to prevent academic misconduct in the following ways:

- a. Students are advised at the time of both course and unit enrolment about the details of this policy;
- b. This policy is available on the BBI-TAITE website and links to the same are made available in all unit outlines;
- c. Students are provided with information regarding their academic integrity at all stages of their study;
- d. Students are required to undertake an Academic Integrity Module through the Blackboard Learning System upon enrolment into their course;
- e. Lecturers are encouraged to provide comprehensive feedback to assessment tasks in order to assist students' understanding of the unit materials and their progress in the subject;
- f. Providing thorough explanation of assessment tasks and materials;
- g. Ensuring the submission of all written assessments through the Turnitin system;

Notification and Resolution of Academic Misconduct

Allegations of misconduct will be referred to the Unit Coordinator as soon as possible but no later than three weeks from discovery of the incident.

- a. The Unit Coordinator determines whether there is sufficient evidence of plagiarism. Where there is, the Unit Coordinator determines whether this is a minor or major instance of academic misconduct.
- b. The lecturer or tutor and the Unit Coordinator will keep a detailed record of all correspondence with the student (including telephone and email correspondence) and the results of any investigation.
- c. If the incident is minor, the student is given a warning in the feedback on their assessment, and marks are deducted for poor referencing.
- d. If the incident is major, the student will be asked to contact the Unit Coordinator to explain the case. The Unit Coordinator will also contact the Academic Dean to determine whether there has been any history of academic misconduct. The Unit Coordinator will then decide to apply one of the following outcomes:
 - i. Where the student has misunderstood referencing requirements and has no history of academic misconduct, they may be allowed to review and resubmit the assessment for a capped mark of 50% of the maximum original mark available.
 - ii. Where the student has deliberately engaged in a dishonest academic practice and has no history of academic misconduct, the submission will receive an automatic zero.
 - iii. Where the student has deliberately engaged in a dishonest academic practice and has a history of academic misconduct, the submission will receive zero and the student will be referred to the Academic Dean for further action (as outlined below).

The Academic Dean keeps a confidential record of all referred instances of plagiarism.

- e. Where a student is referred to the Academic Dean more than once, the Academic Dean organises a time to meet with the student to discuss the case. One of three outcomes is chosen:
 - i. The student fails the unit immediately with no additional comment on their transcript. They are given the opportunity to continue their studies on the understanding that

- any subsequent instances of academic misconduct will result in immediate exclusion from their course.
- ii. The student fails the unit immediately and a note is recorded on their transcript regarding the misconduct. They are given the opportunity to continue their studies on the understanding that any subsequent instances of academic misconduct will result in immediate exclusion from their course.
 - iii. The student fails the unit immediately and is excluded from their course.
- f. The investigation should be thorough, but it is recommended that all possible effort be taken to ensure that it does not extend past three weeks from the date of discovery for the sake of the student's peace of mind and successful continuation in the unit where possible.
 - g. If the lecturer, tutor, Unit Coordinator or any other BBI-TAITE staff involved in the investigation have a conflict of interest in the alleged misconduct they must declare said conflict as soon as practicable and refer the investigation to an alternate appropriate BBI-TAITE staff member where possible.
 - h. If, after the investigation has concluded, it is determined that the student is to be cleared of academic misconduct a note will be entered on BBI-TAITE's records to this effect and no record will be included on the student's transcript.

The Academic Board receives reports after each Triemester regarding cases of academic misconduct, and determines whether the current misconduct prevention systems are sufficient, or whether further intervention is required.

The Unit Coordinator is encouraged to consider the following guidelines for each offence:

First Offence:

1. Upon detection of academic misconduct the lecturer will report the incident to the Unit Coordinator and an investigation will commence;
2. The lecturer or tutor will contact the student to discuss the incident and will also provide a warning to the student in writing;
3. If the academic misconduct appears unintentional the student may be given an opportunity to resubmit the assessment or may fail the assessment, a note will be placed upon their transcript, and they will be reminded of this policy;
4. If the academic misconduct is substantial, whether intentional or unintentional, the student will automatically fail the unit and will remain liable for any and all fees associated therewith, a note will be placed upon their transcript, and they will be reminded of this policy;
5. The student may also be required to attend academic skills workshops or other study assistance programs as outlined in the Student at Risk Policy and Procedures;
6. If the lecturer or tutor has reason to believe that the academic misconduct, no matter how minor, was intentional that shall constitute grounds for failure of the unit and the student will remain liable for any and all fees associated therewith;
7. If the academic misconduct is detected before the census date in a given trimester and the student wishes to withdraw from the unit they may do so in accordance with BBI-TAITE's Withdrawal from a Unit Policy with the exception that a record of the incident will remain on the student's transcript and BBI-TAITE's Academic Misconduct Register;

Second Offence

1. Upon detection of academic misconduct the lecturer will report the incident to the Unit Coordinator and an investigation will commence;
2. The lecturer or tutor will contact the student to discuss the incident and will also provide a warning to the student in writing;
3. The incident will be recorded on the student's transcript;
4. Whether intentional or unintentional and no matter how minor the student will automatically receive a fail grade for the unit and will remain liable for any and all fees associated therewith;
5. The student will be required to attend academic skills workshops or other study assistance programs as outlined in the Student at Risk Policy and Procedures. Failure to attend these workshops will result in exclusion from The Institute;
6. If the academic misconduct is intentional and substantial the student may be suspended from study in their course for several semesters, at the discretion of the Academic Dean or, in the case of severe and malicious academic misconduct, the student may be permanently excluded from study with The Institute.

Third Offence

Upon the third instance of academic misconduct, no matter how minor or unintentional, the incident will be reported to the Unit Coordinator who will refer the matter to the Academic Dean, the Academic Board, and BBI-TAITE's Principal and the student will be permanently excluded from study with The Institute. Students are reminded that all instances of academic misconduct are recorded on BBI-TAITE's Academic Misconduct Register and on their transcript and are available, on request, to other Institutions into which the student may apply.

Graduates of BBI-TAITE

In the event that a student has been awarded a degree from BBI-TAITE and it is later demonstrated that the student engaged in academic misconduct of any degree during the course of their candidature, the student may have their award rescinded at the discretion of BBI-TAITE's Academic Board.

Should a student have their award rescinded their name will be removed from BBI-TAITE's register of graduates and they will be required to return their testamur and academic transcripts to BBI-TAITE including the originals and any copies they may have had produced.

7. KEY RELATED DOCUMENTS

- Unit Design and Development Policy and Procedures
- Academic Standards Sub-committee Terms of Reference Policy
- Records Management Policy
- Staff Code of Conduct Policy
- Student Code of Conduct Policy
- Student at Risk Policy and Procedures

- Assessment Policy
- Academic Grievance Policy

8. NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Academic Dean
Approval Authority / Authorities	Academic Board
Date Approved	11/11/2016
Date of Commencement	11/11/2016 (Operational as at approval of ET).
Date for Review	24 months after commencement
Amendment History	<p>23/02/17 – Amendment made to include the Student Wellness and Engagement Officer in the policy.</p> <p>REVIEWED 03/12/2018</p> <p>03/12/2018 – Amendment made to bullet point c under 5 Policy, indicating that students are encouraged to engage with online orientation materials in which BBI-TAITE’s standards of academic integrity are outlined.</p>
Key Stakeholders	Students, Faculty and Sessional Academics