

# AC-A10 ACADEMIC INTEGRITY POLICY AND PROCEDURE

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## 1. PURPOSE

This purpose of this policy and procedure is to ensure that students and academic staff of BBI-TAITE (the Institute) understand integrity in teaching, learning and research is integral to transformative learning and quality research. It provides procedures for the investigation of allegations of poor academic practice and academic misconduct, the fitting application of penalties and, in conjunction with [AC-A5 Academic Complaints Policy and Procedure](#), appropriate appeal processes for students.

## 2. REASONS FOR ACADEMIC MISCONDUCT

The Institute understands that there are many reasons why students engage in academic misconduct. Some of these may not be intentional, rather, they may relate to poor academic practice (refer [Section 5.0](#) below).

The Institute encourages students to contact their lecturer or the Online Tutor if they are facing difficulties with their coursework.

## 3. SCOPE

This policy and procedure apply to all students and staff of the Institute. It does not apply to non-academic misconduct by students which is covered in the Institute's *Student Code of Conduct*.

## 4. DEFINITIONS

**Academic Integrity:** students acting with trustworthiness, accountability, and maintaining ethical standards in the production of their own academic work.

**Referencing:** acknowledging the sources of academic information in assignments, projects, or research.

## 5. POLICY

### 5.1 Poor academic practice

On receipt of an allegation of academic misconduct the Associate Dean (Academic) may determine that the reported offence is 'poor academic practice.'

Poor academic practice includes, but is 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 use double quotation marks when quoting another author's text. However, if there is a second occurrence of poor academic practice this will be treated as academic misconduct.

### 5.2 Academic Misconduct

Academic misconduct is the breach, whether intentional or unintentional, of the standards of academic integrity and honesty in academic work, or the intent to cause disadvantage to another student in any way. Academic misconduct involves, but is not limited to:

**5.2.1 Copying:** the reproduction of material from any source, including:

- audio and/or visual recordings;
- websites;
- journal articles;
- newspapers;

- books, or any other medium; and/or
  - representing that material as the original work of the student, while failing to acknowledge the original author, and to follow acceptable referencing standards.
- 5.2.2 Collusion:** the unauthorised collaboration with another person to produce academic work or an assessment task, that is, to produce the same or a similar piece of work submitted by both.
- 5.2.3 Cheating:** includes, but is not limited to, the falsifying of research data and surveys, sharing of examination information, copying another student's work, allowing another student to copy your work, and writing an assignment for another student. It also includes:
- bringing prohibited materials into exams;
  - intentionally reproducing the work of others;
  - 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;
- 5.2.4 Contract Cheating:** contract cheating involves the purchasing and submission of materials prepared by another for the express purpose of fulfilling the requirements of an assessment task/project, and presenting the material as one's own work;
- 5.2.5 Plagiarism:** the unauthorised and unattributed use of another person's words, ideas, research data or work as your own, or presenting your own formerly published writings without acknowledgement.
- 5.2.6 Recycling:** recycling includes the unauthorised re-use of an individual's own assessment material that has been submitted towards the completion of another unit, or the use of their prior published work without appropriate acknowledgement;
- 5.2.7 Tampering:** interfering 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;
- 5.2.8 Altering:** changing 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;
- 5.2.9 Self-Plagiarism:** presenting your own formerly published writings without appropriate acknowledgement;
- 5.2.10 Recorded lectures and supporting materials:** 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, the publishing or distribution of 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, the class participants, and the Institute;
- 5.2.11 Publication/display without consent:** the publication or display of another student's work in any format without their prior written consent, including group work that the student may be involved in.

### **5.3 Detection**

Any person may report a complaint of academic misconduct to a tutor, lecturer or the Associate Dean (Academic). Although copyright to student assessment materials is vested in the student, the student, by enrolling in a course with the Institute, provides an implied consent to allow the Institute to authorise:

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

### **5.4 Academic penalty principles**

Application of penalties for academic misconduct will be in accordance with the following principles:

- 5.4.1** allegations will be dealt with promptly;
- 5.4.2** processes will be transparent and in accordance with procedural fairness;
- 5.4.3** penalties will be appropriate and proportionate;
- 5.4.4** judgements of intentionality will be considered in determining any penalty that might be applied;
- 5.4.5** confidentiality will be respected and maintained by all parties within the constraints of the allegation, investigation and appeal processes, subject to any legal requirements for disclosure;
- 5.4.6** students accused of academic misconduct may respond to and/or appeal decisions, according to the Institute's [AC-A5 Academic Complaints Policy and Procedure](#); and
- 5.4.7** staff involved in misconduct or appeals processes will disclose actual, perceived, or potential conflicts of interest as soon as they become aware of them.

### **5.5 Student responsibilities**

Students are responsible for:

- 5.5.1** understanding this policy and procedure, its expectations, and the potential outcomes for breach of the policy;
- 5.5.2** developing the skills to ensure that their application of the policy is appropriate;
- 5.5.3** seeking support when struggling with issues of academic integrity;
- 5.5.4** applying the principles of honesty and integrity to all their academic work; and
- 5.5.5** ensuring that others do not copy or misuse their work.

## **6. PROCEDURE**

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

The Institute has put in place student assistance practices in order to prevent academic misconduct from becoming a factor in student assessment work. (Refer to [AC-A9 Assessment Policy and Procedure](#) and [S4 – Student at Risk Policy](#)).

### **6.1 Appropriate Academic Conduct**

The Institute provides students with material regarding appropriate academic conduct, research methodologies, and referencing methods in multiple formats. These include:

### **6.1.1 Upon course enrolment students are:**

- i.* provided with access to this policy and procedure, and other materials outlining the Institute's standards and definitions of academic misconduct;
- ii.* required to undertake an *Academic Integrity Module* designed to inform them of acceptable and unacceptable academic conduct; and
- iii.* encouraged to engage with online orientation materials in which the Institute's standards of academic integrity are outlined.

### **6.1.2 Upon unit enrolment students are:**

- i.* reminded of their responsibilities in maintaining the integrity of their learning environment;
- ii.* provided with a thorough explanation of assessment tasks and materials in unit outlines; and
- iii.* referred to guidelines in unit outlines concerning academic integrity and the consequences of breaching the Institute's *Academic Integrity Policy*.

### **6.1.3 Throughout each Trimester of study:**

- i.* lecturers remind students of academic integrity and related matters during their assessment periods;
- ii.* 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 unit;
- iii.* information regarding appropriate academic conduct is available on the Institute's website, and links to this information are made available in all unit outlines;
- iv.* students are provided with information regarding their academic integrity at all stages of their study;
- v.* students are made aware of BBI-TAITE staff who they may contact regarding any questions about their coursework; and
- vi.* students have access to the BBI-TAITE Online Tutor who is able to provide assistance when students are unsure of correct academic procedures in writing and researching.

**6.1.4 Turnitin:** the Institute makes Turnitin available to all students to submit their assignments prior to submission to the Institute.

## **6.2 Notification and Resolution of Poor Academic Practice and Academic Misconduct**

The Institute's procedures for the investigation of allegations of poor academic practice and academic misconduct are:

**6.2.1** allegations of misconduct will be referred to the Associate Dean (Academic) within 21 days of the discovery of the incident. These allegations must include:

- a list of the instances of academic misconduct or poor academic practice within the submitted assessment task providing evidence quoting the students text compared to the original author's source text;
- a clean copy of the submitted assignment; and
- a copy of the Turnitin report.

**6.2.2** all allegations of academic misconduct or poor academic practice are strictly confidential between the Associate Dean (Academic), the Registrar and the person reporting the misconduct;

**6.2.3** the Associate Dean (Academic) will ascertain if there is enough evidence to make an academic misconduct case. In investigating the allegation, the Associate Dean (Academic) will determine one of the following:

- i.* there is no case to be made;
- ii.* the alleged case is an instance of poor academic practice and appropriate consultation and action will ensue according to 6.2.5 below; or
- iii.* the alleged case is academic misconduct, and appropriate consultation and action will ensue according to 6.2.6 below.

**6.2.4** The Associate Dean (Academic) will maintain a detailed record of all correspondence with the tutor or lecturer and the student and enter the results of the investigation into the *Academic Misconduct Register*.

**6.2.5** If the incident is one of poor academic practice, the student is:

- i.* given a warning in the feedback for their assessment task; and
- ii.* referred to the Online Tutor for tutoring in good academic practice; and
- iii.* reported to the Associate Dean (Academic) for the matter to be included in the *Register*; and
- iv.* deducted marks by the Unit Tutor or Lecturer from their assessment task for poor academic practice; or
- v.* given the opportunity to resubmit the assessment task and the grade awarded for the resubmission will be consistent with the normal grading scale for the assignment, that is, in the range of HD to FF: Where it is evident that the student has misunderstood referencing requirements and has no history of poor academic practice, the student may resubmit the assessment task. The student will be given a period of up to 30 days for resubmission.

**6.2.6** If the incident is found to be academic misconduct, the Associate Dean (Academic) will:

- i.* determine if there is any history of poor academic practice or academic misconduct;
- ii.* write to the student detailing the allegation and giving them up to 21 days to respond;
- iii.* on the expiration of the 21-day period, depending on the student's response, determine one of the following:
  - a.* *The outcome of the alleged case is poor academic practice.* The student is notified under [6.2.5](#) above.
  - b.* *The student is given the opportunity to resubmit the assessment task – the mark awarded for the resubmission may not exceed 50%:* Where it is evident that the student has misunderstood referencing requirements and has no history of poor academic practice, the student may resubmit the assessment task. The student will be given a period of up to 30 days for resubmission.
  - c.* *The student is given the opportunity to resubmit the assessment task and the grade awarded for the resubmission will be consistent with the normal grading scale for the assignment, that is, in the range of HD to FF:* Where it is evident that the student has misunderstood referencing requirements and has no history of poor academic practice, the

student may resubmit the assessment task. The student will be given a period of up to 30 days for resubmission.

d. *The submitted assessment task will receive a mark of 0%:*

Where a student has a history of poor academic practice, but not of academic misconduct, and has been found to have engaged in academic misconduct, or the allegation is deemed to be flagrant, the assessment task will receive a mark of 0% and the student will not be permitted to resubmit the task.

e. *The student will fail the unit of study:*

Where a student has a history of academic misconduct (one or more instances), or the allegation is deemed to be flagrant or egregious, the assessment task will receive 0%, and a fail grade will be recorded for the unit of study

f. *Exclusion from a course of study for a period up to two years:*

Where a student has repeated instances (two or more) of academic misconduct, or the allegation is deemed to be flagrant or egregious, the Associate Dean (Academic) may recommend to the Academic Board that the student be excluded from their course of study for a period of up to two years.

**6.2.7** Under the Institute's [AC-A5 Academic Complaints Policy and Procedure](#) a student has up to 21 days from the notification of the penalties above to appeal the decision.

### **6.3 Academic Misconduct Register**

The Institute's Associate Dean (Academic) will maintain an *Academic Misconduct Register* which records all allegations, investigations, and consequences of poor academic practice and academic misconduct. Incidents of poor academic practice and academic misconduct remain on the *Academic Misconduct Register* for two years from notification of the outcome of the procedure. The *Academic Misconduct Register* is confidential to the Associate Dean (Academic), Registrar and the Vice-Principal.

### **6.4 Readmission following Exclusion**

Following an appropriate period of exclusion, students may apply for readmission to the program on approval of the Associate Dean (Academic) or Principal/CEO of the Institute (refer [AC-A8 Admissions Policy and Procedure](#)). The student must submit an extensive statement, to the satisfaction of the Associate Dean (Academic) or the Principal, giving details of what has changed in their approach to academic study following exclusion from the program.

### **6.5 Graduates of BBI-TAITE – Rescinding of an award due to academic misconduct**

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

The following processes apply:

- i. the Associate Dean (Academic) prepares a case detailing the potential academic misconduct;
- ii. this case is taken to the Academic Board Standing Committee for endorsement;

- iii. once the Academic Board Standing Committee has endorsed the case, the Associate Dean (Academic) will write to the graduate detailing the allegation and giving them up to 21 days to respond;
- iv. on the expiration of the 21-day period, depending on the student's response, the Associate Dean (Academic) may recommend to the Academic Board one of the following:

- a. *The graduate has not responded to the allegation, the Associate Dean (Academic) recommends to the Academic Board that the award be rescinded.*

The student is notified of this decision once the Academic Board has determined the outcome.

- b. *The graduate has responded to the allegation and the Associate Dean (Academic) believes that there is no case to answer, the Associate Dean (Academic) recommends to the Academic Board that the award not be rescinded.*

The student is notified of this decision once the Academic Board has determined the outcome.

- c. *The graduate has responded to the allegation and the Associate Dean (Academic) believes that the allegation should be upheld, the Associate Dean (Academic) recommends to the Academic Board that the award be rescinded.*

The student is notified of this decision once the Academic Board has determined the outcome.

In cases a) and c) above, the graduate's name will be removed from the Institute's register of graduates and the graduate will be required to return their testamur and academic transcripts to BBI-TAITE.

## **6.6 Reporting**

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

## **7 KEY RELATED DOCUMENTS**

- [AC-A5 Academic Complaints Policy and Procedure](#)
- [AC-A9 Assessment Policy and Procedure](#)
- [AC-A8 Admissions Policy and Procedure](#)
- [S4 Student at Risk Policy](#)
- [AC-C12 Code of Conduct Policy and Procedure](#)

## 9 NOTES

Contact Officer	Associate Dean (Academic)
Implementation Officer/s	Associate Dean (Academic)
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><b>23/02/17</b> – Amendment made to include the Student Wellness and Engagement Officer in the policy.</p> <p><b>REVIEWED 03/12/2018</b></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> <p><b>Revised 17/04/2020</b> – Two categories of Academic Misconduct introduced, "poor academic practice" and "academic misconduct." Extensive revisions to all areas of the policy and procedure</p> <p>27/06/2021 Insertion of Clauses 6.2.5.v and 6.2.6.iii.c.</p> <p>July 2021 – Change the policy code from A10 to AC-A10 to reflect that it is an Academic Policy and update all policy codes within the document; delete references to Academic Dean and replace with Associate Dean (Academic).</p> <p>October 2021 – Relaxing Provision removed, and changes made to 6.2.1 and 6.2.2</p>
Key Stakeholders	<p>Academic Board</p> <p>Associate Dean (Academic)</p> <p>Students and academic staff (full-time, fractional, and sessional)</p>