

# Academic Integrity Policy – Higher Education

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## Purpose:

This policy aims to minimise instances of student academic dishonesty in higher education by providing information on how to act honestly, ethically and with integrity for the duration of your studies with the College. It outlines staff and student responsibilities in maintaining academic integrity, and defines the grounds for investigating allegations of academic dishonesty (e.g. plagiarism) which are a form of Student Misconduct.

This policy serves as the College's policy on any form of academic misconduct. For any other forms of misconduct, refer to the *Student Misconduct Policy – Higher Education*.

**Definition of “College”** – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

## Scope:

- All higher education students
- All academic staff
- All higher education subjects and courses

## Policy Statement:

The College is committed to academic integrity, honesty and high standards of ethical behaviour. Students will be provided with appropriate training and support on enrolment to ensure academic integrity is maintained throughout their studies, and further support will be available at any time throughout their enrolment via a range of mechanisms. Therefore, academic dishonesty in any form is unacceptable and allegations of such will be treated seriously by the College in alignment with the *Student Code of Conduct – Higher Education*.

Consequences that may apply to students involved in any form of academic dishonesty (including plagiarism) are set out in the *Academic Integrity and Student Misconduct Procedure (Outcomes and Penalties section)*.

## Creating Awareness of Academic Integrity

The College will make information available to all students and staff in relation to:

- the accepted referencing style
- what constitutes plagiarism and how to avoid it
- all policies and procedures relevant to academic integrity
- the process for submitting assessments using plagiarism detection software
- where to seek further advice or support in relation to any of the above.

## What is Academic Integrity and Academic Dishonesty?

Refer to the [Definitions](#) at the end of this policy.

### College Responsibilities

For the purpose of fostering academic integrity and sustaining an ethical culture, the College will:

- provide students with formal opportunities to learn about academic dishonesty (including plagiarism) via mechanisms such as orientation processes, feedback on work submitted, and other relevant workshops or learning tools put in place by the College
- make available on the website clearly written policies, procedures and guidelines aimed at informing students of their rights and responsibilities with regard to academic integrity, and aiming to guide them on ways to avoid academic dishonesty
- ensure that staff adhere to this policy and the associated policies and procedures when taking action in relation to matters of academic dishonesty and apply policies and procedures consistently
- ensure that staff are aware of and can direct students to the [Student Code of Conduct – Higher Education](#)
- ensure students are provided with guidance and feedback regarding referencing when necessary as part of the assessment process
- implement appropriate security practices for submission and return of assignments
- take all reasonable steps to ensure that students, particularly commencing students, are aware of what constitutes academic dishonesty, the policy and procedures that apply, and the repercussions that may occur.

### Student Responsibilities

In line with the values of the [Student Code of Conduct – Higher Education](#), students are expected to:

- complete Academic Integrity Module and Online Exam Training Module to ensure understanding of the academic integrity issues across all assessments
- make use of the resources provided by the College to educate themselves on their rights and responsibilities to maintain academic integrity
- seek assistance from appropriate sources in areas related to academic integrity where they are aware they require more knowledge or skills
- become familiar with the expectations of their College regarding academic writing and conventions of referencing, and abide by the referencing guide in all assignments where referencing is required
- unless collaboration/group work is specified in the assessment criteria, students will undertake and complete assessment work independently
- retain a copy of all assignments submitted
- avoid placing themselves in situations that could be construed as academic dishonesty in accordance with this policy.

### Detection and Reporting of Academic Dishonesty – Plagiarism

The College uses plagiarism detection software (*Turnitin*®) as one way of identifying instances of plagiarism. It analyses the content of assessment items and generates an Originality Report that measures the originality of the material in relation to previously submitted assignments and published material, including Internet sources.

- Students and staff will have access to the *Turnitin* Originality Report for each assessment item where *Turnitin* is in use
- Students may also choose to submit a draft of their assessment via *Turnitin* as a means of checking their work for originality prior to final submission

- Markers will assess all *Turnitin* scores and in instances where *Turnitin* returns a similarity score of 15% or more, the lecturer is required to automatically investigate the *Turnitin* report and determine whether the score is reflective of plagiarism, any other academic dishonesty, or an artefact of assessment design (for examples of iterative processes), and if so, to report the matter to their Senior Lecturer or, which may result in an allegation of plagiarism being put forward under the *Academic Integrity and Student Misconduct Procedure*
- Staff may become aware of potential instances of plagiarism by means other than *Turnitin* including but not limited to, comparisons with other students' work, comparisons with published or non-published work not identified by *Turnitin*. Investigations should be made if plagiarism is suspected in instances lower than 15%.

If a lecturer identifies potential forms of plagiarism outside of the *Turnitin* software, the same reporting lines will be followed.

Investigations of alleged plagiarism can be initiated by academic staff at any time, regardless of the *Turnitin* similarity score; it is a tool to assist staff with identifying possible cases of plagiarism but not the sole tool used.

For complete information regarding the handling of incidences of academic misconduct, please refer to the *Academic Integrity and Student Misconduct Procedure*.

## Responsibilities on Receipt of Plagiarism Allegation

On receipt of an allegation of plagiarism, it is the responsibility of the Senior Lecturer to review any evidence of plagiarism including any past incidence of plagiarism or academic dishonesty that may be on the student record. This will involve discussions with relevant academic staff.

The SL will then make a decision as to whether it is an instance of negligent plagiarism or dishonest plagiarism (refer to definitions in this policy):

- Instances of negligent plagiarism will be dealt with directly by the SL as per the *Academic Integrity and Student Misconduct Procedure*. The SL will record details of the incident and all communications on the student record (as per the *Student Misconduct Record - Work Instructions*) and it will be considered as a warning
- Instances of dishonest plagiarism will be referred to the Heads of Department / Associate Heads of Department or delegate via entry of the details of the allegation into the student record (as per the *Student Misconduct Record - Work Instructions*). The Head of Department / Associate Head of Department (or delegate) may in these cases seek further advice from or refer the case up to the Director of Education (DOE) if they deem it necessary. The relevant supporting evidence will also be attached to the student record. It is the responsibility of the Head of Department / Associate Head of Department or delegate to formally contact the student and make them aware of the allegation of plagiarism, and to follow the process outlined in the *Academic Integrity and Student Misconduct Procedure*.

## Detection and Reporting of Academic Dishonesty – Online Proctored Exams

The College uses Respondus LockDown Browser to ensure academic integrity in the exams delivered in the online forum.

- Students will download the LockDown Browser on their computer and use it only in an examination set up
- Student will complete the Online Exam Training Module and obtain a Badge of completion to ensure all training is done prior to the exam in undertaken; the student will not be able to proceed with the exams

until the Badge is obtained

- Staff will have access to the academic integrity report provided by the browser for each student and each exam
- Any instances of the HIGH and MEDIUM academic integrity suspicion will be forwarded to the relevant (Associate) Head of Department for investigation; the exam will be marked only after the suspicion has been investigated and no instances of academic dishonesty are found
- Staff may become aware of potential instances of plagiarism by means other than LockDown Browser score including but not limited to, comparisons with other students' work, comparisons with published or non-published work not identified by LockDown Browser score. Investigations should be made if plagiarism is suspected in instances lower than HIGH and MEDIUM.

Investigations of alleged dishonesty can be initiated by academic staff at any time, regardless of the LockDown Browser score.

For complete information regarding the handling of incidences of academic misconduct, please refer to the [\*Academic Integrity and Student Misconduct Procedure\*](#).

## **Detection and Reporting of Academic Dishonesty – Other Forms**

As with plagiarism, any other forms of academic dishonesty are treated seriously by the College. Academic dishonesty is defined in the definitions section of this policy.

If a staff member becomes aware of a potential incidence of academic dishonesty, they should report the matter to their respective Subject Coordinator (all entities) or Senior Lecturer / Online Engagement Specialists who then has the responsibility to complete the necessary communication in the student record regarding the incident (as per the [\*Student Misconduct Record - Work Instructions\*](#)) and submit it to the Head of Department / Associate Head of Department for further action, attaching all supporting evidence. The Head of Department / Associate Head of Department will then handle the matter in accordance with the [\*Academic Integrity and Student Misconduct Procedure\*](#) and may refer the matter to the Director of Education if it is deemed necessary.

## **Outcomes & Penalties**

### **Negligent Plagiarism**

Possible outcomes determined by the decision-maker for allegations found to be Negligent Plagiarism may include, but are not limited to, the following:

- student is required to attend further academic counselling / support sessions
- a formal written warning via email or letter and recorded on student file
- resubmission of the relevant assessment item/ without penalty or, in cases where a resubmission without penalty would give unfair advantage to the student, a penalty of up to 10% of the total mark for the assessment or
- allegations made against the student are dismissed
- a combination of the above.

### **Dishonest Plagiarism & Other Academic Dishonesty (including cheating in online proctored exams)**

Possible outcomes determined by the decision-maker for allegations found to be Dishonest Plagiarism or other forms of Academic Dishonesty may include, but are not limited to, the following:

- any of the outcomes listed above for Negligent Plagiarism

- fail or downgrade the mark for the relevant assessment task or subject
- requested written apology to those involved
- student to attend alternative class sessions based on availability of timetabled classes
- immediate withdrawal of the student from an examination
- exclude the student from representing the College at any College activity for a period of time (e.g. educational expos)
- exclude the student from representing the student body on College governing bodies
- probationary enrolment for a period up to 12 months, subject to the student's ongoing good behaviour and/or other conditions as determined by the decision-maker
- suspend the student's enrolment from the College for a specified period of time, not exceeding twelve (12) months (known as a specified exclusion period)
- cancel credit or enrolment for any relevant subject with no remission of fees
- withhold results
- inability to graduate until the matter is resolved
- exclude the student from the College permanently; or
- a combination of the above.

## Records and Reporting of Academic Dishonesty and Plagiarism

Records of alleged plagiarism or academic dishonesty will be maintained on the student's record. The record must include any warnings, communications and the outcomes (if any) of an allegation of plagiarism or academic dishonesty including any documentary evidence (as per the *Student Misconduct Record - Work Instructions*).

All permanent academic staff and relevant operational staff must have access to this information when considering any subsequent allegations.

Responsibility for updating the student record rests with the staff member who is handling the respective portion of the allegation.

Reporting of Academic Dishonesty and Plagiarism cases will be performed once a year. The reporting will include trends and statistics of all academic dishonesty and plagiarism cases and will be performed by the Office of Director of Education. The report to be submitted to the Education Board and the Academic Council for review.

## Student Appeals

Students can appeal the decision as outlined in the *Academic Integrity and Student Misconduct Procedure*.

## Related Procedures

*Academic Integrity and Student Misconduct Procedure*

*Academic Integrity Module (available on LMS)*

*Online Exam Training Module (available on LMS)*

*Staff Online exam marking procedure*

### Definitions:

**Academic Dishonesty** means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so. Academic dishonesty includes, but is not restricted to:

- The act of **plagiarism** as further defined below
- The act of cheating in online proctored exam or on camus exam
- The act of **collusion**, assisting another student to commit plagiarism or other academic dishonesty by allowing one's work to be copied, utilised as a resource/ guide or appropriated in some other form
- Taking unauthorised information, materials or aids into an examination, irrespective of whether the unauthorised objects relate directly to the examination content (refer to Exam Administration Guidelines)
- Using unauthorised information, material or aids in an examination
- Submitting, as a new work, an assessment piece that has been previously submitted and assessed for another subject or award, or for the same subject previously failed, without prior permission of lecturer
- Using experimental results or data obtained or gathered by another person without appropriate acknowledgement of the other person's contribution
- Fabricating or falsifying information or data
- In case of group assessments, failing to give accurate acknowledgement to other collaborators' contributions to an assessment piece
- Tampering or attempting to tamper with assessment items, grades or class records
- Falsifying or fabricating clinical, practical or laboratory reports
- Acquiring, attempting to acquire, possessing or distributing examination or assessment materials without the approval of the College.

**Academic Integrity** means to act in such a way that maintains integrity of all academic work and is not academically dishonest in any way.

**Collaboration** is the legitimate joint work by two or more students in the completion of a project, such as an assignment. In certain circumstances, lecturers may permit collaboration on all or part of an assessment piece for the purpose of facilitating peer learning and inquiry. Subjects that require group work expect legitimate collaborative learning to take place. Any specific collaborative arrangements will be specified in the assessment information available for the subject. Unless collaboration/group work is specified in the assessment criteria, students are expected to undertake and complete assessment work independently.

**Copyright** is the exclusive legal right to make copies, license, and otherwise use literary, musical or artistic work whether printed, audio, video etc. Works granted such rights after 1977 are protected for the lifetime of the originator and for a period of 70 years after his or her death. Approval must be sought and granted to use copyright material in any student work.

**Plagiarism** is presenting another person's ideas, findings or work as one's own, either intentionally or unintentionally, and without acknowledgement of the original source. It is a subset of academic dishonesty and a form of academic misconduct.

- **Negligent Plagiarism** means innocently or carelessly presenting another

person's work as one's own without appropriate acknowledgement of the source. It may be due to failure to follow appropriate referencing practices and is often a result of a student's fear of paraphrasing or ignorance of policies and procedures.

- **Dishonest Plagiarism** means knowingly presenting another person's work as one's own work without appropriate acknowledgement of the source. It may include instances where substantial portions of work have been copied from the work of another or from other sources including the internet and in a manner that cannot be explained as negligent plagiarism (this includes if the student already has an instance of negligent plagiarism on their record). It may also include instances where a student has engaged another person to produce the work and has claimed it as their own.

Possible forms of Plagiarism include:

- **Collusion** occurs when students use other students' work without adequately crediting the authors. It means submitting the work of someone else and calling it one's own, with full knowledge and consent of the other person who has supplied the work, in order to give a false representation of one's effort or performance on the assessment item. (The person supplying the work can also be deemed to have participated in collusion/ academic dishonesty, as defined above.) Unintentional collusion can arise from study groups and from group-based assessment where students are unsure about the boundary between what the lecturer considers acceptable group work and collusion. In such a case, students should consult the Subject Coordinator for advice.

All parties involved in the work (the student submitting the work and all other consenting participants supplying the work) are considered participants in the act of collusion.

- **Ghost/contract writing** occurs when an assignment is purposely written by another person and represented by the student as her or his own work.
- **Incorrect referencing** occurs when material is copied word for word and acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgement of its source.
- **Infringing copyright.**
- **Purloining** occurs when material is copied from another student's assignment or work without that person's knowledge. It also refers to the use by staff of another's work without that person's permission.
- **Self-plagiarism** includes resubmission of material which has been previously submitted (either in another subject or the same subject) and where the assessor has not been informed that the student has previously submitted the material nor approved the resubmission.

**Student/Learner** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an

individual student ID.

## Further Information

**Related Policies:** *Assessment Policy – Higher Education*  
*Grievance Policy – Domestic Students – Higher Education*  
*Student Code of Conduct – Higher Education*  
*Student Misconduct Policy – Higher Education*

**Benchmarking:** Bond University  
Griffith University  
University of Adelaide  
University of Southern Queensland  
University of Sunshine Coast  
University of Sydney  
University of Western Sydney

**Related Internal Documents:** *Student Misconduct Record - Work Instructions*

**Related Public Documents:** *Academic Integrity and Student Misconduct Procedure*  
*APA Referencing Guideline*

**Related Legislation:** *Higher Education Standards Framework (Threshold Standards) 2015*

**Guidelines:** Not Applicable



<b>Policy Author:</b>	Director of Education
<b>Policy Owner:</b>	Director of Education
<b>Contact:</b>	Director of Education <a href="mailto:jenny.wilkinson@endeavour.edu.au">jenny.wilkinson@endeavour.edu.au</a>
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<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• Heads of Department / Associate Heads of Department</li> <li>• All Academic Staff</li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Heads of Department / Associate Heads of Department</li> <li>• Academic Staff</li> <li>• Students</li> </ul>