Academic & Research Integrity

1   POLICY STATEMENT AND PURPOSE

Academic assessment by its very nature requires a student to present original work. To this end, all students are expected to complete all assessment based on their own merits and not engage in any form of unethical behaviour. This policy sets out ICHM's overarching commitment to upholding ethical scholarship and academic integrity practices across its entire operations. Given ICHM is committed to developing skilled graduates who act with integrity and honesty in all of their academic studies, ICHM also expects its academic staff to uphold, and be held, to the same principles of academic integrity outlined in this policy. This policy ensures that ICHM upholds the standards stipulated under HESF (2021) 4.2, 5.2, 6.2.1j, 6.3.2, 7.2.2d, 7.3.3.

2   SCOPE

This policy applies to all ICHM staff and students.

3   DEFINITIONS

Academic Integrity refers to the upholding of ethical standards in all aspects of learning, teaching and research at ICHM. All staff and students of ICHM are expected to engage in their scholarly and research endeavours in a responsible and ethical way so that they uphold the virtues of honesty, fairness, trust, respect and responsibility. To this end, all staff and students are required to undertake their own work and ensure that the use of other people's ideas and writing are duly acknowledged.

Contract cheating refers to a form of collusion whereby a student either outsources or asks someone else to produce an academic assessment piece on the student's behalf. The use of Artificial Intelligence (AI) software or online paraphrasing tools is also considered contract cheating. Contract cheating is a serious form of academic dishonesty and is a breach of the Academic and Research Integrity policy.

Generative Artificial Intelligence is a type of artificial narrow intelligence that has the capability to create content in the form of text and images based on prompts that it receives from the user. Artificial narrow intelligence refers to systems that are designed to perform a single task. This is a fast-growing technology. An example of generative AI is Chat GPT.

ICHM refers to International College of Hotel Management.

Plagiarism is the presentation of thoughts and words of another as one's own. Plagiarism is a serious form of academic dishonesty and is a breach of the Academic and Research Integrity policy. Whether inadvertent or deliberate, plagiarism shall include the following:
   a) Word-for-word copying of sentences or whole paragraphs from one or more sources (the work or data of other persons), or presenting of substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, computer software, lecture notes or tapes, or from the internet without clearly indicating their origin.
   b) Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work.
   c) Submitting another student's work in whole or in part.
   d) Use of other person's ideas, work or research data without acknowledgement. Acknowledgement is only accepted using the Harvard Author Date System (Charles Darwin University Style Guide).

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Academic Team Lead is the senior ICHM staff member responsible for implementing and managing this policy.

Academic Integrity Officer (AIO) is an academic staff member who has undertaken professional development to manage cases of academic misconduct.

Student is defined as a person enrolled in an ICHM program of study.

Staff member is defined as any person who is employed by ICHM in any capacity or is contracted to ICHM in any capacity to carry out work for ICHM either on a paid or unpaid basis.

4 POLICY DETAILS

4.1 Academic Integrity at ICHM

ICHM employs a three-pronged approach in order uphold academic integrity and minimise breaches to this policy.

Education – All academic staff and students are regularly updated on the importance of academic integrity with recent research in the area. All students and staff are expected to use the Harvard Author Date Referencing System (Charles Darwin University Style Guide) for all academic materials and submitted assessment. Students may also seek support from the ICHM Learning Support Advisor for assistance on how to interpret the style guide. Further to this, all new and direct entry undergraduate and post graduate students are required to undertake the ICHM embedded academic literacy subjects pertaining to their level of study. These subjects includes a topic which covers the essential aspects of academic integrity outlined in this policy. All staff and students are provided with relevant information pertaining to the *Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Act 2020 and* how this legislation makes it an offence for any person to provide or advertise academic contract cheating services relating to the delivery of higher education in Australia, whether that person is in Australia or elsewhere.

All academic staff are trained on the use of Turnitin and strategies to determine authenticity in assessment. All new students and existing returning students are required to attend compulsory orientation sessions which provide information about how to understand and uphold the principles surrounding academic integrity and the use of Turnitin to review integrity risks prior to the final submission of all assessment points. All students enrolled in *MIHM401 Professional Practice & Research* are provided with information and strategies on how to engage in ethical research activities.

Policy & Practice – It is the policy of ICHM to support all teaching and learning & research activities in order to minimise the incidence of breaches of this policy. These initiatives include, but are not limited to, the following:
a) Student Handbook – The ICHM student handbook outlines the importance of academic integrity and how students may avoid committing breaches of this policy;
b) Study Guides – Where a student quotes other author's work or quotes excessively from third parties, it may not be possible to assess the student's academic ability. To this end, all Study Guides contain information on the percentage of what is considered a reasonable percentage of non-original work for the subject's assessment. Student submission of work containing greater than this percentage may result in a Fail grade for this assessment point;
c) Assessment – ICHM's Assessment Policy ensures a diverse range of authentic assessment tasks are set for students so they may be given the opportunity to demonstrate the requisite academic standards and minimise breaches of academic integrity. Examination procedures are audited on a cyclical basis in accordance with the self-assessment schedule in the Quality Management System;
  I. Academic Integrity Register - Where a student has been found to have committed either a deliberate or inadvertent breach of this Academic and Research Integrity policy, the students name

and details of the offence will be placed on the Academic Integrity Register. Reports on the contents of this register will be provided to the Academic Board on an annual basis;

II.   Student Engagement Group – The SEG will be engaged to help support academic integrity initiatives across the College;

III.   Cheating sites – Students are not permitted to use contract cheating sites. All known sites are actively blocked on the ICHM server.

IV.   Artificial intelligence (AI) applications – Students will be provided clear guidance by their subject lecturer on what AI applications are acceptable for use in a specific assessment piece. This information is clearly stated in the Study Guide for each subject. AI paraphrasing tools, like Quillbot and ChatGPT, are not considered appropriate applications for completing and submitting assessments.

Detection - All students are required to submit their assessment points through Turnitin as part of the submission process. Exceptions to this requirement are final examinations and assessments which require the submission of file types unsupported by Turnitin, as outlined in each Study Guide. By submitting work on Turnitin, students are deemed to have declared that their submission is entirely their own work. Furthermore, by submitting on Turnitin, students are deemed to have declared that the work has not been previously submitted for a subject of the College, or any other educational institution.

4.2 Expectations of students

a)   It is the responsibility of all students to safeguard against all potential breaches of this Academic and Research Integrity policy. Students are expressly prohibited from engaging in contract cheating and/ or plagiarising other people's work. Further to this, all students are expected to protect their written work, assignments, electronic data and notes and not share these with others. Students are expressly prohibited from giving access to their assignments and their electronic media to other students and those students who do so will be penalised in the same way that students found guilty of breaches to the Academic and Research Integrity policy are penalised;

b)   Should any student have reason to believe that their work has been plagiarised or copied, they must report the matter at once (in writing) to the appropriate Lecturer;

c)   Students are expected to conduct themselves appropriately in examinations in accordance with the requirements of the Assessment Policy. Cheating in exams is also deemed a breach of the Academic & Research Integrity policy and will be dealt with in accordance with 4.4 below.

4.3 Expectations of academic staff

a)   Academic staff are expected to immediately alert the Academic Team Lead of any potential breaches of this Academic & Research Integrity policy in accordance with 4.4 below.

b)   Academic staff are expected to comply with all academic integrity principles as outlined in this policy. Any breach of this policy may be considered academic misconduct and may be pursued further for disciplinary action.

4.4 Process for dealing with alleged breaches of the Academic and Research Integrity Policy

a)   Examinations

i.   If a student is detected committing, or apparently committing a breach of any of the examination provisions outlined in the Assessment Policy or this policy, then the Examination Invigilator will retain any evidence necessary, prepare a written report and provide this to the Academic Team Lead within 5 working days of the event. The student shall be permitted to complete the examination;

ii.   The Academic Team Lead will review the evidence presented within 5 working days of receiving the written report. A distinction may be made between deliberate breaches of academic integrity and inadvertent breaches through ignorance. The intent to deceive may determine whether a serious offence has been committed;

iii.   The Academic Team Lead may determine that no breach of the Academic and Research Integrity policy has occurred. The Academic Team Lead may counsel the student and implement a range of academic intervention strategies to minimise the risk of a repeat of the event. Relevant details of the event may be recorded in the Academic Integrity Register;

iv.   Where the Academic Team Lead determines that a breach of the Academic and Research Integrity policy may have occurred, the Academic Team Lead will convene an Academic Committee meeting within 21 days and a formal enquiry will be conducted. The student shall be invited to attend or make a submission to this inquiry, no less than 7 days before the meeting, however their participation is not required for the Academic Committee to convene for this purpose. The student may bring a support person if required;

v.   The Academic Committee will make a finding regarding the occurrence of a breach of the policy, and will apply the appropriate penalty as specified in 5.0 Penalties;

vi.   If a student believes they have been unfairly treated in the administration of the Academic and Research Integrity policy, they may appeal under the Academic Grievance policy and procedure.

b)   All other forms of assessment

i.   Where an academic staff member suspects a student may have breached this Academic & Research Integrity policy, the staff member shall compile the relevant evidence and submit this to the Academic Integrity Breach Register within 5 working;

ii.   The AIO will determine whether the potential breach requires further investigation, within 5 days of being advised. A distinction may be made by the AIO, between deliberate breaches of academic integrity and inadvertent breaches through ignorance.

iii.   The AIO may determine that no breach of the Academic & Research Integrity policy has occurred. The AIO may counsel the student and implement a range of academic intervention strategies to minimise the risk of a repeat of the event. Relevant details of the event may be recorded in the Academic Integrity Register;

iv.   The AIO will make a finding regarding the occurrence of a breach of the policy, and will apply the appropriate penalty as specified in 5.0 Penalties;

v.   If a student believes they have been unfairly treated in the administration of the Academic Research and Integrity policy, they may appeal under the Academic Grievance policy and procedure.

vi.   Where the AIO determines more significant academic misconduct occurs, the AIO will refer the matter to the Academic Team Lead. The Academic Team Lead will convene an Academic Committee meeting within 21 days and a formal enquiry will be conducted. The student shall be invited to attend or make a submission to this enquiry, no less than 7 days before the meeting. However, the student's participation is not required for the Academic Committee to convene for this purpose. The student may bring a support person if required. The Academic Committee will make a finding regarding the occurrence of a breach of the policy, and will apply a penalty as specified in 5.0 Penalties;

5   PENALTIES

This section specifies the penalties that may be applied in relation to the Academic & Research Integrity policy:

a)   No misconduct occurred - Information may be recorded in the Academic Integrity Register and no further action may be taken;

b)   Misconduct occurred - Counselling will be provided to the student; the student's breach will be recorded in the Academic Integrity Register. In addition to this, one of the following additional outcomes may be applied:

i.   Re-submission of the assessment task or re-sitting the examination. The re-submission may have a maximum achievable mark applied; or

ii.   An alternative penalty with an impact less severe than failure of the assessment item (or examination) with a zero score; or

iii.   Failure with a zero score in the assessment (or examination).

c) Serious misconduct occurred - Refer to the Personal Conduct policy for the range of penalties that may be applied. The student's breach will be recorded in the Academic Integrity Register.

6   REFERENCES

Bretag, T & Curtis, G & McNeill, M & Slade, C 2019, *Academic Integrity in Australian Higher Education: A national priority*, https://www.teqsa.gov.au/guides-resources/protecting-academic-integrity/academic-integrity-toolkit/toolkit

ICHM Personal Conduct policy
ICHM Assessment policy
ICHM Academic Grievance policy & procedure
ICHM Research Ethics policy
International Centre for Academic Integrity - https://www.academicintegrity.org/
Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Act 2020 (legislation.gov.au)

7   RESPONSIBILITIES AND AUTHORITIES

Academic staff are responsible for bringing all suspected cases of breaches of the Academic & Research Integrity policy to the attention of the Academic Team Lead, through the use of the Academic Integrity Breach Register.

The AIO is required to investigate all alleged breaches of the Academic & Research Integrity policy and, if necessary, interview the student(s) concerned.

The Academic Team Lead (or delegated nominee) is responsible for ensuring the implementation of this policy, the associated procedures, and other relevant documentation.

The Academic Committee will conduct formal enquiries into alleged cases of breaches of the Academic & Research Integrity policy.

All students and staff are responsible for adhering to the principles of academic integrity as outlined in this policy.

8   REVIEW

The Academic Team Lead is responsible for the review of this policy on a three (3) yearly basis or as and when there are any legislative or business changes.

9   ACKNOWLEDGEMENTS (if applicable)

ICHM has referred and benchmarked with the following institutions and policies during the creation of this policy:

- Charles Darwin University – Students Breach of Academic Integrity Procedures
- Kaplan – Academic Integrity and Conduct Policy
- Adelaide University – Academic Integrity Policy
- International College of Management, Sydney (ICMS) – Academic Integrity Policy
- Torrens University Australia – Research Integrity
- University of South Australia – Academic Integrity Policy
- Bond University – Academic Integrity policy

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- Endeavour College of Natural Health – Academic Integrity policy -Higher Education
- Avondale College of Higher Education – Academic Integrity policy
- University of Melbourne – Academic Integrity at the University of Melbourne - https://academicintegrity.unimelb.edu.au/
- Contract Cheating and Assessment Design - https://ltr.edu.au/resources/SP16-5383_BretagandHarper_FinalReport_2019.pdf
- TEQSA Guidance Note – Academic Integrity - https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity

10 APPROVAL

Accountability and review	
Delegate	Academic Team Lead Ref: ICHM Delegations Register
Approval body	Academic Board
Approval date	*20240930*
Review date	3 years from last review 20270930

Supporting information	
Related legislation

Sector benchmarking | Higher Education Standards Framework (Threshold Standards) 2021 (Cwlth)
TEQSA Guidance Note – Academic Integrity
Charles Darwin University – Students Breach of Academic Integrity Procedures
Kaplan – Academic Integrity and Conduct Policy
Adelaide University – Academic Integrity Policy
International College of Management, Sydney (ICMS) – Academic Integrity Policy
Torrens University Australia – Research Integrity
University of South Australia – Academic Integrity Policy
Bond University – Academic Integrity policy
Endeavour College of Natural Health – Academic Integrity policy -Higher Education
Avondale College of Higher Education – Academic Integrity policy
University of Melbourne – Academic Integrity at the University of Melbourne - https://academicintegrity.unimelb.edu.au/ |

Supporting documents	
Related documents

Superseded documents | ICHM Personal Conduct policy
ICHM Assessment policy
ICHM Academic Grievance policy
ICHM Research Ethics policy |

Type and location	
Policy type
<select row and shade>	Corporate Governance
Academic Governance
Academic Management
Operational Management
Location/access
<select row and shade>	Website
Student access
Staff access
Overseas

Amendments			
Version No.	**Amendment type**	**Amendment Date**	**Key changes**
1.0	Major	13/12/2019	Creation of new policy to strengthen and complement existing Assessment Policy
1.1	Minor	January 2021	Minor amendments to incorporate research & reference research ethics policy & reference to new legislation prohibiting cheating services
1.2	Minor	March 2021	Minor amendments to academic integrity breach reporting procedures & education section

1.3	Minor	15 June 2021	Minor amendments to responsibilities due to ICHM restructure.
1.4	Minor	15 March 2022	Minor amendments to definitions, responsibilities due to internal process updates
1.5	Minor	24 Mar 2023	Minor updates for Program Director Academic title to Academic Director. Removal of Program Coordinator from the process.
2.0	Major	29 Aug 2023	Major updates to include definitions of artificial intelligence, include Academic Integrity Officer and updates to process.
2.1	Minor	30 Sep 2024	Updates to role titles. Removal of Academic Director and replaced with Academic Team Lead.