



POLICY NUMBER:	2.12.1	VERSION NUMBER:	1.0
DATE LAST REVIEWED:	May 2025	NEXT REVIEW DATE:	May 2026
RELATED POLICIES:		RESPONSIBILITY: Academic Council	
RELATED PROCEDURES	2.12.2 Academic Misconduct Procedure		

ACADEMIC MISCONDUCT POLICY

1.0 Purpose

The Endeavour College of Natural Health is committed to upholding high academic standards. This policy outlines the standards of academic integrity expected of all students enrolled at the College, and the approaches taken to prevent and address academic misconduct.

2.0 Scope

This policy applies to all higher education students, all academic staff and all higher education subjects and courses at the Endeavour College of Natural Health.

3.0 Definitions

- 3.1 Academic integrity is a provider's responsibility to ensure its staff and students act with honesty, trust, fairness, respect and responsibility as they engage in learning and teaching in courses and units of study (TEQSA, 2024).
- 3.2 Academic Misconduct usually refers to a breach of academic integrity and includes any situation in which the assessment work presented by the student is not their own or does not appropriately acknowledge the originator of the work. Academic misconduct also includes cheating and falsification of data.

4.0 Principles

- 4.1 The College has an educative approach to Academic Integrity with a focus on the creation and maintenance of a culture of Academic Integrity.
- 4.2 Commitment to Academic Integrity and honesty is the responsibility of all staff and students of the College.
- 4.3 The College embraces the following values as core to the concept of Academic Integrity:
 - 4.3.1 Honesty is being truthful, maintaining transparency, encouraging openness and acknowledging other's work.
 - 4.3.2 Trust is the belief and confidence that others will act with integrity, reliability and fairness. Trust is developed when clear and consistent academic standards are set and applied consistently and fairly.
 - 4.3.3 Fairness is establishing clear, reasonable and transparent expectations, providing consistent and just responses to dishonesty and integrity breaches and upholding Academic Integrity principles consistently.
 - 4.3.4 Respect is valuing and considering diverse opinions and ideas, being inclusive, and establishing practices to support fairness in the interactions of Students, staff, and administration.
- 4.4 Academic integrity requires the College to:



- 4.4.1 Provide academic development for staff in the areas of academic integrity and supporting students in practising academic integrity.
- 4.4.2 Provide resources and training to support students in developing their understanding and practice of academic integrity.
- 4.4.3 Adopt an educative approach to addressing minor cases of academic misconduct.
- 4.4.4 Design assessment activities which minimise opportunities for academic misconduct.
- 4.4.5 Have systems for identifying, reporting, managing and monitoring academic integrity breaches and any trends in academic integrity breaches.
- 4.5 Academic integrity requires the student to:
 - 4.5.1 Act ethically and honestly in demonstrating their learning, particularly in the submission of academic work which students claim is their own.
 - 4.5.2 Engage with academic integrity resources and training provided by the College to inform themselves of appropriate academic writing, practice and referencing conventions.
 - 4.5.3 Acknowledge in their work the use of others' ideas, works, information and other contributions, usually through academic referencing and citation systems.
 - 4.5.4 Prevent their work from being copied by other students.

5.0 Developing Good Academic Practice

The following approaches are taken to educate students on good academic practice and contribute to the prevention of academic misconduct:

- All commencing students are required to complete an Academic Integrity module prior to submitting their first assessment.
- The entry requirements of all courses are benchmarked to other providers and ensure language and writing ability are considered during application for entry to the respective course.

6.0 Academic Misconduct

- 6.1 Academic misconduct can occur in many forms and covers a range of unintentional and intentional behaviours. These include:
 - 6.1.1 Cheating – breaking rules or engaging in dishonest practices in formal and informal assessment, including, but not limited to:
 - a) the use of prohibited material or equipment during assessment.
 - b) unauthorised consultation with other persons or services during assessment.
 - c) copying or reading another student's examination work.
 - d) copying and sharing questions or answers during assessment.
 - e) cutting and pasting prepared answers or unauthorised material in an online examination.
 - f) obtaining or seeking assistance from a third party to complete the assessment when it is not authorised.
 - g) providing another student with assistance to complete the assessment when it is not authorised; and
 - h) failing to comply with standards of conduct during examinations in a way which may compromise the integrity of the examination.
 - 6.1.2 Contract Cheating – having another person or service prepare, undertake or participate in assessment on behalf of the student.
 - a) submitting assessment that has been obtained, wholly or in part, from a commercial service.



- b) submitting assessment that has been obtained, wholly or in part, from another person.
- c) submitting assessment that has been produced or modified, wholly or in part, by an artificial intelligence tool, algorithm, or computer generator where such actions are not authorised in the assessment task.
- d) producing or supplying assessable work or materials for submission by another person.
- e) promoting the services of a commercial service that provides solutions for assessment.
- f) It is a breach of academic integrity to engage in conduct that supports contract cheating, including, but not limited to:
 - I. providing a commercial service with an assessment task or solution, wholly or in part; and
 - II. file-sharing of learning and teaching materials, which include the intellectual property of ECNH or another party
- g) It is not considered file-sharing if all of the following conditions are met:
 - I. the material does not contain any third-party intellectual property or if it does, such material is appropriately acknowledged;
 - II. it is sharing learning and teaching material directly with another ECNH student for personal study purposes;
 - III. the material is not an assessment task; and
 - IV. the material is the student's own interpretation of the resources provided in the unit.
- h) Impersonation is a form of outsourcing assessment and therefore is a breach of academic integrity. Impersonation involves a third party undertaking an examination or other assessment, online or in person, on behalf of a student.

6.1.3 Using digital technology in a way that compromises the integrity of the work as original to the author. Using artificial intelligence or paraphrasing/translating software to generate exact content that is copied into assessment responses.

6.1.4 Plagiarism – representing as one's own work the language, ideas or expressions of another person or persons, including:

- a) direct copying, summarising, or paraphrasing another's work without appropriate acknowledgement, reference or citation.
- b) using, adapting or developing an idea or hypothesis from the work of others without appropriate acknowledgement, reference or citation.
- c) copying or adapting non-text based material created by others, such as diagrams, designs, musical score, audio-visual materials, artwork, plans, code or photographs without appropriate acknowledgement, reference or citation.
- d) using another person/s experimental results without appropriate acknowledgement, reference or citation.
- e) using software to disguise plagiarism (washing).

6.1.5 Collusion – committing an act of academic misconduct in unauthorised collaboration with another individual. Collusion includes, but is not limited to:

- a) working with others to produce assessment work where such collaboration is not specifically authorised in the assessment requirements. Authorised collaboration (e.g., group projects) is distinguished from collusion.
- b) knowingly allowing own assessment work to be copied by another student.
- c) sharing completed or draft answers to summative assessment items, where it is reasonable to expect that the material, wholly or in part, will be submitted for assessment by others.
- d) sharing detailed examples of work related to assessment items, where it is reasonable to expect that the material will be submitted for assessment by others.
- e) obtaining or reading others' completed or draft assessment work to gain an unfair advantage.



- 6.1.6 Misrepresentation – submitting work that has been written or heavily-edited by another person or service; and/or compiled of mainly direct quotations (with or without acknowledgement); and/or includes references that do not link to the student's work.
- 6.1.7 Fabrication – intentional misrepresentation related to academic work including, but is not limited to:
- a) the creation of fictitious data or citations,
 - b) wilfully omitting data,
 - c) inventing sources of data, evidence, or ideas by citing irrelevant or non-existent sources
 - d) claiming work is original, comprehensive, or genuine when it is not.
 - e) falsification of student identity, including falsifying attendance or participation.
- 6.1.8 Recycling – the re-use by a student of their own work, partially or wholly, that has been assessed, without appropriate acknowledgement of the source or appropriate permission.

7.0 Identifying and Responding to Academic Misconduct

- 7.1. The responsibility for identifying suspected breaches of academic integrity sits with all academic staff assessing or grading submitted work.
- 7.2 Academic staff will apply principles of fairness and transparency when identifying breaches of academic integrity.
- 7.3 All students whose work is suspected of breaches of academic integrity will be informed, and their work will not be graded.
- 7.4 Academic staff are required to investigate suspected cases of breaches of academic integrity to determine if the breach meets or exceeds the Tier 1 (Minor breach) threshold as detailed in the relevant Academic Misconduct Procedure.
- 7.5 Where the academic staff assesses Tier 1 or above breaches, the case will be referred to an Academic Integrity Officer for investigation.
- 7.6 Where Tier 2 breaches, as detailed in the relevant Academic Misconduct Procedure, are determined, the Academic Integrity Officer will conduct an interview with the student.
- 7.7 Where cases meet the criteria for extreme academic misconduct, the academic integrity officer may refer the case to the Provost for consideration of course expulsion.

8.0 Procedures

- 8.1 See 2.13.2 *Academic Misconduct Procedure*

9.0 Recordkeeping and Reporting

- 9.1 All incidents of academic misconduct are recorded in the Academic Misconduct Register.
- 9.2 The Academic Council is responsible for monitoring and implementing this policy and accompanying procedure.
- 9.3 An Academic Integrity Report is prepared and tabled at each Academic Council meeting for review and discussion.

10.0 Relevant Legislative and Regulatory Documents

- Higher Education Standards Framework (Threshold Standards) 2021



- TEQSA Guidance note: Academic and research integrity v2 2024
- TEQSA Good practice note: Addressing contract cheating to safeguard academic integrity 4 October 2017

11.0 Version Control History

Version	Date Approved	Approved By	Summary of Changes
1.0	14 May 2025	Academic Council	Initial policy release. Supersedes: STU-021 Academic Integrity Policy v21.0 (rescinded as of 14 May 2025)