

# Academic Integrity Policy – Higher Education

**Policy code:** STU-021

**Version:** 21.0

**Effective date:** 21 March 2023

## Purpose

This policy describes the way in which the College will provide education and instruction on expectations in relation to academic integrity. It outlines staff and student responsibilities in maintaining academic integrity, and defines the grounds for investigating allegations of academic misconduct (e.g. plagiarism, collusion or cheating).

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

## 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. Staff will also be provided with appropriate training and be expected to model appropriate behaviours to demonstrate adherence to principles of academic integrity in their scholarly and teaching activities.

Breaches of academic integrity in any form are unacceptable and allegations of such will be treated seriously by the College in alignment with the *Student Code of Conduct – Higher Education* or *Employee and Contractor Code of Conduct*, as relevant.

Consequences that may apply to students involved in any form of academic misconduct (including plagiarism) are set out in the *Academic Integrity and Student Misconduct Procedure (Outcomes and Penalties section)*. Staff instances of academic misconduct are dealt with under the relevant employment conditions.

## Creating Awareness of Academic Integrity

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

- how academic integrity is maintained in academic work
- all policies and procedures relevant to academic integrity
- the process for submitting assessments using software for electronic text matching

- where to seek further advice or support in relation to any of the above.

## What is Academic Integrity?

Academic Integrity means to act in such a way that maintains integrity of all academic work and demonstrates honesty, trust, fairness, respect and responsibility in academic matters. Behaviours which may be deemed a breach of academic integrity include:

- Plagiarism or failure to provide correct attribution to source material
- Cheating in an examination
- Collusion or when more than one student contributes to an assessment item which is set as an individual task
- Outsourcing preparation of an assessment task to a third party (referred to as contract cheating)
- Falsifying or fabricating data for practical, clinical or other reports
- Submitting an assessment item that has already been marked, this may be in the same subject if a student is repeating a subject or in another subject with a similar assessment item (this is referred to as self-plagiarism).

Further information is provided in 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 staff and students with formal opportunities to learn about academic integrity 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 clearly written policies, procedures and guidelines with regard to academic integrity
- 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 integrity, the policy and procedures that apply, and the repercussions that may occur when misconduct is detected
- afford students natural justice in all matters involving an allegation of academic misconduct.

## Student Responsibilities

In line with the values of the *Student Code of Conduct – Higher Education*, students are expected to:

- complete the Student 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
- undertake and complete assessment work independently, unless collaboration/group work is specified in the assessment criteria
- retain a copy of all assignments submitted
- avoid placing themselves in situations that could be construed as academic dishonesty in accordance with this policy, for example sharing assignments with another student or posting assignments, lecture notes or other subject material via websites or other methods of distribution.

## Staff responsibilities

All staff are expected to:

- complete the Staff Academic Integrity Module and adhere to this policy, and associated policies and procedures, when taking action in relation to matters of academic misconduct
- be aware of and be able to direct students to the *Student Code of Conduct – Higher Education*
- model academic integrity by providing correct attribution of sources in their own work and in teaching materials
- discuss with students the academic integrity expectations
- ensure academic integrity is considered in curriculum design, particularly in the design of assessment items
- be vigilant to breaches of academic integrity and respond in manner consistent with policy and procedure.

## Detection and Reporting of Academic Misconduct – Plagiarism

The College uses electronic text matching software (*Turnitin*®) to analyse the content of assessment items and provide a report on 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* reports, and assessment of the Originality Report may result in an allegation of plagiarism being put forward under the *Academic Integrity and Student Misconduct Procedure*.
- Staff may also become aware of potential instances of plagiarism by means other than *Turnitin* including but not limited to, comparisons with other students' work, and comparisons with published or non-published work not identified by *Turnitin*.

If an academic identifies potential forms of plagiarism outside of the *Turnitin* software, the same reporting procedure will be used as for suspected plagiarism identified via use of *Turnitin*.

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*.

## Detection and Reporting of Academic Misconduct – 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.
- Staff may also become aware of potential instances of academic integrity breaches by means other than LockDown Browser score such as comparisons with other students' work, or comparisons with published or non-published work.
- Where staff suspect that the integrity of the examination has been compromised, they will forward this information to the relevant Head of Department for investigation.

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 Misconduct – Other Forms

Other forms of academic misconduct, for example collusion or falsifying information, are treated seriously by the College.

If a staff member becomes aware of a potential incidence of academic misconduct, they should report the matter to their Subject Administrator for subject related matters or to the Head of Department for other matters.

Students, clinic staff and members of the public may also raise concerns regarding the behaviour of students. These concerns will be taken seriously and should be referred to the relevant manager for investigation.

The Head of Department or Manager will then handle the matter in accordance with the *Academic Integrity and Student Misconduct Procedure*.

## Outcomes & Penalties

Possible outcomes following a substantiated allegation of academic misconduct 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 is issued;
- resubmission of the relevant assessment item with a mark penalty;
- zero (0) marks awarded for the assessment task;
- failure in the subject;
- 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;
- suspending the student's enrolment from the College for a specified period of time, not exceeding twelve (12) months (known as a specified exclusion period);
- exclude the student from the College permanently; or
- a combination of the above.

## Records and Reporting of Academic Misconduct

Records of allegations and findings regarding academic misconduct are confidential and must only be discussed with those directly involved in the investigation. Complete records of the investigation and decisions, including any correspondence, will be held centrally by the College but separate to the main student record to ensure only authorised staff have access to this information. These records will be managed by the Office of the Director of Education.

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

## Student Appeals

Students can appeal any decision made under this policy as outlined in the *Academic Integrity and Student Misconduct Procedure*.

## Definitions

**Academic Integrity** means to act in such a way that maintains integrity of all academic work and is honest, fair, trustworthy, respectful and responsible.

**Academic misconduct** means acting in a way that intentionally or unintentionally breaches expectations of honest, ethical and fair undertakings in relation to academic work. Academic misconduct includes, but is not restricted to:

- plagiarism
- cheating in an examination, including the use of unauthorised materials collusion
- 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
- Acquiring, attempting to acquire, possessing or distributing examination or assessment materials without the approval of the College.

**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.

**College** - In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. 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 / entities.

**Collusion** occurs when one or more students work on and submit an assessment task which was required to be undertaken as an individual task. 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. All parties involved in the work (the student submitting the work and participants supplying the work) are considered participants in the act of collusion.

**Contract cheating** occurs where a student outsources the preparation of an assessment task to a third party and then submits the work as their own. The third party may be friend or family member or a commercial assignment writing service. This can also be referred to as ghostwriting.

**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.

**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.

## Related procedures

- *Academic Integrity and Student Misconduct Procedure*
- *Staff Online exam marking procedure*

## Further information

### Related policies

- *Assessment Policy – Higher Education*
- *Complaints and Appeals Policy – Domestic – Higher Education*
- *Complaints and Appeals Policy - International*
- *Student Code of Conduct – Higher Education*
- *Student Misconduct Policy – Higher Education*

### Related documents

- *APA Referencing Guideline*

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## External references

Nil

## Benchmarking

Bond University

Griffith University

University of Adelaide

University of Southern Queensland

University of Sunshine Coast

University of Sydney

University of Western Sydney

## Related legislation

*Higher Education Standards Framework (Threshold Standards) 2021*



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## Review and approval

### Policy author

Director of Education

### Policy owner

Director of Education

### Contact

Director of Education

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### Recommending body

Education Board

Meeting date: 29 November 2022

### Approval body

Academic Council

Meeting date: 10 February 2023

### Policy status

- Revised – full revision for new processes

### Responsibilities for implementation

- Director of Education
- Head of Teaching and Learning
- Heads of Departments
- All Academic staff

### Key stakeholders

- All staff
- Students