Academic Integrity Kaupapa here|Policy			
Policy Type:	Academic		
Policy Title:	Academic Integrity Policy		
Policy Owner:	Quality & Risk		
Version:	2		
Approval Date:	TBA	Next review date:	01/01/2027
Effective from:	January 2024		
Other Related Internal Policies and Tūkanga|Procedures/Documents			
PROCEDURE Academic Integrity			
FLOWCHART Academic Misconduct			
POLICY Complaints & Appeals			
Relevant External Rules and Guidelines			
NZQA Guidelines for approving and maintaining degrees and related qualifications NZQA Guidelines for programme approval and provider accreditation at levels 1-6 on the NZQF NZQF Programme approval and accreditation rules 2022 Public Records Act 2005 as at Oct 2021 Human Rights Act Disability Action Plan 2019-2023			

Amendments			
Version	Effective from date	Created by	Reason for review/change
2		Quality & Risk	

Scope of the Kaupapa here|Policy

The Academic Integrity POLICY applies to:

- all Yoobee Colleges Ltd (hereafter referred to as Yoobee) kaimahi and contractors

The authority of a policy is established when it is formally approved by the Te Poari Mātauranga | Academic Board.

Pūtake|Purpose

The purpose of this policy is to:

- protect the integrity of Yoobee and the qualifications it offers by ensuring that the principles of academic integrity are upheld by both ākongā and kaimahi

Mātāpono|Principles of Kaupapa here|Policy Development

Policy development and review is a process driven by the need for:

- all Yoobee ākonga to be informed of the importance of academic integrity, and any penalties that may be incurred due to proven breaches.

Academic integrity is clearly defined in the Student Handbook which is provided to ākonga in the first week of their programme and available on all Yoobee brand websites.

Kaupapa here|Policy Statements

- Academic misconduct of any kind, if proven, will not be tolerated and may result in disciplinary action.
- Yoobee is committed to supporting equity of academic achievement for all ākonga and will actively work to remove the causes of unfair discrimination, direct and indirect, wherever these are identified.
- Ākonga are expected to:
    a) submit assessments for marking on the basis that they are their own work, or a group's work, and confirm that the assessment was prepared with integrity
    b) acknowledge all sources of information used in preparation of their assessments including the use of Artificial Intelligence (AI) tools to supplement their learning process to assist them in understanding concepts, brainstorming ideas, and seeking explanations
    c) be aware that any attempt to utilise AI tools to produce entire or substantial parts of assignments, projects, or assessments will be considered a breach of academic integrity
- Kaimahi must demonstrate academic integrity by:
    a) undertaking ongoing monitoring of the work being produced by ākonga during class to observe areas of special ability or weakness, submission of drafts and work in progress
    b) ensuring that ākonga receive appropriate training and guidance enabling them to avoid breaches of academic integrity

c) ensuring that ākonga receive appropriate training/academic counselling when academic misconduct has occurred unintentionally such as in the use of unacknowledged references

d) supporting and guiding ākonga to reference sources appropriately through providing formative learning opportunities to assist ākonga with developing an understanding of correct referencing

e) ensuring serious or repeated occurrences of academic misconduct are reported and managed in accordance with Yoobee Academic Integrity Procedure and/or disciplinary procedures

f) remaining up to date with considerations of academic integrity that emerge through technology, changing learner contexts and research

- Yoobee will implement measures to assist in reducing opportunities for academic misconduct through, but not limited to, the following:

  a) assessment design that aids the production and assessment of authentic material

  b) ensuring that all kaiako|trainers are enrolled in the NZ Certificate in Adult & Tertiary Training Level 4 in their first year of employment as part of their Professional Development Plan (PDP)

  c) providing guidance regarding academic misconduct for ākonga, including readiness checks for all assessment/assignments as appropriate

  d) ensuring that information on academic writing (including APA referencing) is included in all programmes at Level 5 and above

  e) ensuring that ākonga attestations are included in all work that is submitted for assessment (this excludes work that is undertaken in class, under exam conditions, or where work is assessed through observations)

  f) where appropriate, the ākonga work may be submitted using text-matching software such as Turnitin, as part of the submission process

Kaupapa here|Policy Implementation

The process of implementation of the policy is:

- communication of the policy and procedures to all kaimahi
- ensure all kaimahi feel competent to follow the Kaupapa here
- ensure line management kaimahi have received adequate training to embed the policy into their operations
- assess kaimahi ability to follow policy and support them to advance their knowledge as required
- policy is included in the on-going Process Maturity Assessment cycle

Roles and Responsibilities	
Everyone	- reading and understanding the policy, principles, guidelines, and procedures outlined in this policy - implement the policy as business as usual - implementing policy in a manner that upholds Te Tiriti o Waitangi commitments.
Quality and Risk Team	ensuring that the policy is regularly reviewed to ensure it remains fit for purpose, clear and current

	- maintaining a system that reflects the policy and associated procedures, sets up (files) and tracks progress of its implementation, identifying and raising any systemic issues and concerns - periodic evaluations and reporting on the quality of outcomes and disseminating outcomes and sharing good practice

For all definitions please refer to the definitions [Glossary](#)