ACADEMIC INTEGRITY POLICY

Contents

SECTION A - INTRODUCTION

A.1 Purpose

Throughout the duration of their studies, students are expected to conduct themselves in an honest and ethical manner. The purpose of this policy is to ensure that Eynesbury College takes a consistent, equitable and transparent approach to academic integrity amongst its staff and students.

A.2 Scope

This policy applies to all current staff and students of any of the ELICOS, FSP and HEP programs operated by Eynesbury College.
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A.3 Definitions

Word/Term	Definition
Academic conventions	Established norms of academic behaviour
Academic integrity	Honesty and respect for knowledge, truth and ethical practice in learning, research and assessment
Academic Integrity Officer	A person with the role of maintaining the principles of academic integrity through the fair implementation of Eynesbury College's Academic Integrity Policy and Procedures
Academic misconduct	Unethical behaviour designed to gain a higher score in an assessment or aimed at breaking the security and/or the integrity of the assessment
All My Own Work	An academic support program designed to help students to follow the principles and practises of good scholarship
Artificial Intelligence	The simulation of human intelligence in machines that are programmed to think and act like humans.
Assessment	A measure of a student's learning progress, skill and knowledge acquisition
Cheating	To act dishonestly or unfairly to gain an academic advantage
Class	A scheduled teaching block
Collaboration	Working together with one or more students in order to develop and share knowledge
Collusion	Unpermitted or illegitimate cooperation between two or more students to complete work that is then submitted for assessment. All students who collude are equally responsible for collusive behaviour.

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Contract cheating	Where a student presents work as their own that has been knowingly completed for them by another party (or parties) either gratuitously or in return for payment, or generated through Artificial Intelligence.
Discipline	An area or field of academic study
Examination/External Assessment	An assessment at the conclusion of the study period, conducted under controlled conditions.
Generative Artificial Intelligence	A type of artificial intelligence technology, including chatbots such as ChatGPT, that can produce various types of content in response to prompts, including text, imagery, audio and synthetic data that resembles human-created content.
Misrepresentation	Any act or omission that is intended to deceive an instructor for academic advantage
Module	A single unit of study that counts towards completion of a program
Paraphrasing	Honestly writing something in a different way that another person has said or written, while keeping the same meaning or expressing something in a different manner
Penalty	Punitive measures imposed for offences of Poor Academic Practice or Academic Misconduct as referred to in the Schedule
Plagiarism	Representing another person's ideas or work as a student's own by copying or reproducing that work without acknowledgement of the source
Poor Academic Practice	An unintentional breach of academic integrity
Program	An approved combination of approved modules in which a student is enrolled
Tertiary Skills Development	An academic support program designed to assist students to improve their study skills
Test	A set of questions or problems designed to assess a student's knowledge, understanding and/or ability
Viva voce	An examination conducted by oral questioning

A.4 Acronyms

AIO	Academic Integrity Officer
AMOW	All My Own Work
ELICOS	English Language Intensive Courses for Overseas Students
FSP	Foundation Studies Programs
HEP	Higher Education Programs
TSD	Tertiary Skills Development
UPA	University Partnerships Australasia

SECTION B - POLICY STATEMENT

B.1   Principles

Eynesbury College is committed to academic integrity and fairness in assessment. The management of academic integrity is an educative process for students throughout their learning.

Academic Integrity is a fundamental principle that all students act with integrity in the creation, development, application and use of ideas and information. This means that:
- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately

B.2   Policy

1   Staff Responsibilities

1.1   As part of the information provided to staff Eynesbury College will draw their attention to the policy and procedures for academic integrity.

1.2   Appropriate education in academic integrity will be provided by Academic Directorate.

1.3   Staff are responsible for ensuring that they read and understand the Academic Integrity Policy.

2   Institutional Responsibilities

2.1   As part of the information provided to students Eynesbury College will draw their attention to the policy and procedures for academic integrity.

2.2   Appropriate education in academic integrity will be provided in class and in other teaching and study support material.

3   Student Responsibilities

3.1   Students are responsible for ensuring that they read and understand the Academic Integrity Policy, and act in accordance with its principles.

3.2   Students are required to 'sign' an assessment task (electronic or otherwise). By doing so, the student acknowledges that they have not breached this policy.

3.3   Students are responsible for ensuring that they understand that their submitted work may be subjected to text-comparison software to ensure that standards of academic integrity are met.

4   Poor Academic Practice

4.1   Eynesbury College recognises that poor academic practice can occur through students not being familiar with academic conventions. Therefore, all allegations may be considered in the context of the following factors:
- the seriousness of the academic integrity breach

- the student's intention and/or motivation obtained from their explanation of the situation
- the level of remorse exhibited by the student contextual factors such as:
  - ➢ the stage/level of program
  - ➢ the extent of the affected work and its importance in the context of the module
  - ➢ student's learning background
  - ➢ the experience of the student
  - ➢ the nature of previous offences
- academic conventions within the relevant program
- any applicable information about the student

5   Academic misconduct

5.1   Plagiarism is a specific and serious form of academic misconduct, and includes:
- copying the work of other persons without clearly indicating the origin, including both paper-based and electronic sources of material from:
  - ➢ websites
  - ➢ books
  - ➢ articles
  - ➢ theses
  - ➢ working papers
  - ➢ seminar and conference papers
  - ➢ internal reports
  - ➢ lecture notes or tapes
  - ➢ module materials
  - ➢ visual materials such as photographs, drawings and designs
- using close paraphrasing of sentences or whole passages without due acknowledgment in the form of referencing the original work
- submitting work that has been written by someone else
- submitting work that is generated and/or enhanced with the use of digital assistance such as translators, digital assistants or Artificial Intelligence generative software (e.g. Chat GPT, Bard, Bing, etc.) to the extent where the submitted work is not a reasonable representation of the student's abilities and/or cannot be considered an original work of the student unless otherwise explicitly permitted by the assessment specification.
- copying computer files, algorithms or computer code without clearly indicating their origin
- submitting work that has been derived, in whole or in part, from another student's work by a process of mechanical transformation (e.g. changing variable names in computer programs)
- in any way using or imitating another person's ideas and manner of expressing them where such assistance is not expressly permitted

5.2   Collusion or Contract cheating face to face or online (see Definitions).

5.3   Breaches of the **Examination Conditions and Instructions** (Refer to the **Assessment and Moderation Policies** for ELICOS, FSP and HEP).

5.4   Falsification or misrepresentation of academic records, or any other documents submitted in relation to an academic program.

5.5   Presentation of data with respect to laboratory work, clinical placements, practicums, field trips or other work, that has been copied, falsified or in any other way obtained improperly.

5.6   Any other actions that contravene the principles of academic integrity.

6   Investigation of academic misconduct

6.1   Academic Integrity Officer(s) (AIO) will be appointed and trained to investigate allegations of poor academic practice or academic misconduct with reference to principles of academic

integrity and to apply appropriate outcomes in cases where poor academic practice or academic misconduct is deemed to have occurred.

6.2 The AIO will record all documentation and communications in relation to reported cases of poor academic practice or academic misconduct in a central register.

6.3 Where an academic staff member has evidence that a student may have engaged in academic misconduct, they will communicate their concern to the AIO.

6.4 The AIO will investigate the issues and make a decision on the appropriate action to be taken in accordance with the attached **Schedule,** which shows the Academic Integrity Penalty Guidelines.

7 Appeals

7.1 A student who is dissatisfied with any decision made under this policy may lodge an appeal under the provisions of the **Student Grievances and Appeals Policy.**

8 Academic Monitoring

8.1 Reports of poor academic practices and academic misconduct are provided to Board of Examiners and Academic Board.

8.2 Details of poor academic practices and academic misconduct are reported to the College Corporate Governing Body.

SECTION C - GOVERNANCE

C.1   Responsibility

Identification	Academic Integrity Policy
Policy Owner	Academic Director Director of Studies
Approving Authority	Eynesbury College Academic Board
Initial Issue date	August 2014
Directory Location	Policies, Eynesbury, Academic Directorate

C.2   Version Control

Current Version Number	5.0
Date of Effect	05/2023
Review Date	05/2026
Privilege Level	Public

C.3   Legislative and Organisational Context

Name
Higher Education Standards
National Standards for ELICOS
National Standards for Foundation Studies Programs

SECTION D - PROCEDURE

D.1   Related Procedures

Academic Integrity Procedure

D.2   Related Policies

ELICOS Assessment and Moderation Policy

FSP Assessment and Moderation Policy

HEP Assessment and Moderation Policy

Student Grievances and Appeals Policy

Examination Conditions and Instructions

Schedule

Academic Integrity Penalty Guidelines

OFFENCE	NATURE OF OFFENCE	EXAMPLES	PENALTY AND ACTION
Poor Academic Practice	• Minor • First time • Unintentional • A breach of any principles or practice of student scholarship	• Plagiarism • Improper referencing • Inadequate paraphrasing	• Warning, Note in Navigate and central register. • May be advised to complete All My Own Work module if they have not already done so (HEP). • Resubmission may be required • Potential reduction of result in marks for assessment • Counselling session with the AIO may be required • May be required to attend Tertiary Skills Development (TSD) for the remainder of the study period (HEP).
Academic Misconduct	• Unethical behaviour designed to gain a higher score in an assessment (clear evidence provided) • Aimed at breaking the security and/or the integrity of the assessment system	• Deliberate plagiarism • Collusion • Contract cheating • Examination/External Assessment breach	• Note in Navigate and central register. • 0 score for that assessment. • Possible termination of enrolment.

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