



ACADEMIC INTEGRITY POLICY

Contents

SECTION A - INTRODUCTION	3
A.1 Purpose	3
A.2 Scope	3
A.3 Definitions	3
A.4 Acronyms	4
SECTION B - POLICY STATEMENT	5
B.1 Principles	5
B.2 Policy	5
SECTION C - GOVERNANCE	9
C.1 Responsibility	9
C.2 Version Control	9
C.3 Legislative and Organisational Context	10
SECTION D - PROCEDURE	11
D.1 Related Procedures	11
D.2 Related Policies	11
Academic Integrity Outcome Guidelines	12

SECTION A - INTRODUCTION

A.1 Purpose

Students at Eynesbury College are expected to conduct their academic studies 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.

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 member of the Academic Directorate with the role of maintaining the principles of academic integrity through the fair implementation of Eynesbury College's Academic Integrity Policy and Procedure.
Academic misconduct	Unethical behaviour designed to gain an academic advantage 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	Permitted cooperation between two or more students in order to develop and share knowledge
Collusion	Unpermitted 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

Contract cheating	Where a student presents work as their own that has been completed for them by another party (or parties) either gratuitously or in return for payment, or through Generative 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, 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
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	A combination of modules that are to be completed in order to be eligible for an Award or progression to further study.
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
COE	Confirmation of Enrolment
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 procedure 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 procedure 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 acknowledge that they have not breached this policy prior to submitting assessments.
- 3.3** Students are responsible for ensuring that they understand that their submitted work may be subjected to text-comparison and generative artificial intelligence detection 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 alleged academic integrity breach

- the student's level of remorse, intention and/or motivation obtained from their explanation of the situation
- 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 academic integrity breaches
 - any applicable information about the student
- academic conventions within the relevant program

5 Forms of academic misconduct

5.1 Academic misconduct refers to academic integrity breaches where a student has engaged in unethical behaviour to gain an academic advantage.

Plagiarism is a specific and serious form of academic misconduct, and includes, but is not limited to:

- copying the work of another party without clearly indicating the origin, including both paper-based, electronic sources and visual materials.
- 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 Generative Artificial Intelligence software 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** (Refer to the **Assessment and Moderation Policies** for ELICOS, FSP and HEP).

5.4 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.

5.5 Seeking or providing assistance to a student in the presentation of individual work, where such assistance is not expressly permitted in the module information booklet or assessment instructions.

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

6 Assessments

6.1 Submission

6.1.1 A student's username and password is equivalent to their signature when used to submit an assessment electronically and by 'signing' students are acknowledging that they have not breached this policy.

6.2 Detection

- 6.2.1** Work submitted by a student may be subjected to text-comparison software to identify breaches.
- 6.2.2** Online assessments, such as exams and tests, will be held on campus at the college. Where appropriate, relevant software may be used to record screens during these assessments.

7 Investigation of alleged academic integrity breaches / academic misconduct

- 7.1** Eynesbury College will appoint appropriately trained Academic Integrity Officers (AIO) to investigate cases of academic misconduct.

If there are concerns with academic integrity for minor assessment tests or homework a lecturer will address this with the student in the first instance but if they determine a potential Academic Integrity breach to have occurred, this will be escalated to an AIO.

- 7.2** Where an academic staff member has evidence that a student may have committed an alleged academic integrity breach, they will communicate their concern to the AIO.

- 7.3** The AIO will investigate the alleged breach and make a decision on the appropriate outcome and action to be taken in accordance with the **Academic Integrity Outcome Guidelines**.

- 7.3.1** The investigation may include an interview with the student including a viva voce to assess the authenticity of a student's submitted work.

- 7.4** The AIO will advise the student in writing of the outcome of the investigation and record all documentation and communications in relation to the investigation of poor academic practice or academic misconduct in the central register.

- 7.4.1** If it is determined that no academic misconduct was involved no further action will be taken.

- 7.5** Cheating in examinations and breaches of the Examination Conditions will be investigated and may constitute academic misconduct.

8 Group Assessments

- 8.1** In cases where a group assessment is completed collaboratively by multiple students, but only one or more (but not all) individuals are alleged to have committed an academic integrity breach:

- 8.1.1** The work of the individual(s) who are suspected of committing an academic integrity breach will be investigated. The remaining group member(s) will be informed of the alleged breach and will be provided an opportunity to discuss their involvement and clarify their role(s) in completing the group assessment.

- 8.1.2** The individual(s) who is/are found to have committed an academic integrity breach will receive the appropriate outcome and action to be taken in accordance with the **Academic Integrity Outcome Guidelines**.

- 8.1.3** The remaining group member(s) who were found to have not committed any academic integrity offences will not be penalised for the actions of the individual(s) who had committed the breach.

- 8.1.4** All group members will be provided academic counselling to better understand collaborative work and academic integrity expectations for future assessment tasks.

9 Penalties

- 9.1** If an investigation of academic misconduct results in a penalty, the student will be notified including the reasons for the outcome.
- 9.2** If a student is suspended for academic misconduct a Change of Program will not be considered during the suspension.
- 9.3** International students who are suspended for academic misconduct will also have the suspension reported to Immigration which may result in the cancellation of their current Confirmation of Enrolment (CoE) and may affect their student visa.

10 Appeals

- 10.1** 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**. If an international student accesses the internal appeals process, their COE will be maintained in accordance with that policy.

11 Academic Monitoring

- 11.1** Summaries of poor academic practices and academic misconduct for each program are reported to the Board of Examiners, Academic Board and 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	October 2025
Directory Location	Policies, Eynesbury, Academic Directorate

C.2 Version Control

Current Version Number	1.0
Date of Effect	10/2025
Review Date	10/2028
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

Academic Integrity Outcome Guidelines

Outcome / Penalty	Nature / Examples	Possible Actions / Penalties
Poor Academic Practice (A0)	Breach of principles or practice of student scholarship. Examples: plagiarism improper referencing inadequate paraphrasing minor first-time/unintentional breaches.	ELICOS Meeting with teacher (outline & draft stages).
		FSP - Resubmission of assessment. - Meeting with AIO/teacher. - Meeting with Student Learning Advisor.
		HEP - Resubmission of assessment. - Meeting with AIO/teacher. - Completion of All My Own Work module if not done, where appropriate.
Academic Misconduct Level 1 (A1)	Unethical behavior to gain academic advantage; deliberate plagiarism, collusion, contract cheating, poor or no referencing, paraphrasing, Gen AI use where not permitted in assessments	ELICOS - Resubmission of assessment. - Zero score for the assessment, if resubmission is not permitted. - Completion of Academic Integrity Breach form (with evidence). - Meeting with AIO/teacher.
		FSP - Resubmission of assessment, if permitted. - Zero mark for the assessment (timed or take home), if resubmission is not permitted. - Meeting with the Student Learning Advisor.
		HEP - Resubmission of assessment (timed or take-home), if permitted before Week 11- a penalty of 10%–25% deduction off the mark achieved in the assessment task applies. Mark is not capped but penalty applies. - Zero mark for the assessment (timed or take home) if resubmission is not permitted. - Completion of All My Own Work module if not done, where appropriate.
Academic Misconduct Level 2 (A2)	Repeated Academic Misconduct Level 1 or Initial Serious breach	ELICOS - Zero score for the assessment. - Completion of Academic Integrity Breach form (with evidence). - Meeting with DoS & Teacher.
		FSP - Resubmission of assessment, if permitted. - Zero mark for the assessment (timed or take home), if resubmission is not permitted. - Meeting with the Student Learning Advisor.
		HEP - Resubmission of assessment (timed or take-home), if permitted before Week 11 with maximum mark for assignment capped at maximum of 50% after a percentage between 10-25% is deducted off the mark achieved in the assessment task as a penalty - Zero mark for the assessment (timed or take home), if resubmission is not permitted.

		Completion of All My Own Work module if not done, where appropriate.
Academic Misconduct Level 3 (A3)	Repeated Academic Misconduct Level 2 or Exam Breach	ELICOS - Zero score for the assessment. - Failure of the course level for that study period.
		FSP Zero score for the whole module component in which the A3 was committed.
		HEP Zero score and grade F2 for the whole module in which the A3 was committed.
Academic Misconduct Level 4 (A4)	Repeated Academic Misconduct Level 3, Exam breach, or further serious breach	ELICOS - Zero score for the assessment. - Failure of the course level for that study period. Termination of enrolment.
		FSP - Zero score for the whole module in which the A4 was committed. - Suspension for up to two study periods in accordance with the Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy. - Terminate enrolment.
		HEP - Zero score and a grade of F2 for the whole module in which the A4 was committed. - Suspension for up to two study periods in accordance with the Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy. - Terminate enrolment.