

## Policy Title

### Academic Integrity Policy

#### Preamble

The Academic Policy was approved by the Deakin College Academic Board of Studies on 19 April, 2018.

This policy is consistent with:

- The Tertiary Education and Quality Standards Agency Act (2011)
- The Tertiary Education and Quality Standards Agency Amendment Act (2014)
- Charter of Human Rights and Responsibilities Act 2006 (Vic) [amended July 2014]
- Equal Opportunity Act 2010 (Vic)
- The Higher Education Standards Framework 2015 (Threshold Standards) Standard 5.2 Academic and Research Integrity
- The Deakin University Academic Integrity Policy

Academic integrity underpins the credibility, reputation and standing of an institution and the value of its awards, both domestically and internationally. Academic integrity extends beyond the academic experience, fostering responsible conduct, positive citizenship and professional ethical development of students as they embark upon their chosen careers.

#### Purpose

The policy aims to promote academic integrity across all campuses of Deakin College. Where academic misconduct is suspected or where formal proceedings are applied, Deakin College will ensure that these actions are undertaken in a consistent, efficient and equitable manner.

#### Scope

The policy applies to all staff and enrolled and prospective students at all campuses of Deakin College.

The Academic Manager is responsible for the implementation of this policy. The Academic Coordinators are responsible for the implementation of good academic integrity practices in their respective courses.

#### Policy

##### 1. Principles that underlie this policy:

- 1.1. Academic misconduct is a serious offence in academia.
- 1.2. The element inherent to academic misconduct is the attainment for another or oneself an unfair academic advantage in admission, assessment or course progress.
- 1.3. Intention is not an essential requirement for establishing academic misconduct. Conduct may be intentional, reckless or unintentional.

- 1.4. Ensuring academic integrity is as much about educative practices and prevention as it is about upholding the values of respect, honesty and ethical behaviour.
- 1.5. Clear expectations about responsibilities, what constitutes proper academic writing and acknowledgement of another's work will be imparted through lectures, teaching material and unit guides.
- 1.6. Deakin College will also take reasonable steps to educate students and encourage the development of skills through library resources, on-line study resources and support material, workshops and the Academic Skills Advisers.
- 1.7. Detection of academic misconduct is not limited to electronic software (Turnitin) but includes a manual analysis and academic judgment.
- 1.8. For incidents of plagiarism and collusion, the quantity or measure must be more than 20 per cent of the work. The figure is arrived at after references, quotations, paraphrases and small matches are removed from a manual analysis or a Turnitin report.
- 1.9. Academic integrity applies to all students and staff of Deakin College at all campuses who are expected to uphold the values of academic integrity (see Definitions).
- 1.10. The College will include in all Unit Guides the definitions of plagiarism, collusion, cheating and misrepresentation, and advice that these are acts of academic misconduct for which penalties may apply in accordance with this Academic Integrity Policy.
- 1.11. Deakin College recognises that students come from different learning cultures and backgrounds and that those mistakes are a natural part of learning, as students gain the necessary competence and research skills for further studies.

## 2. Academic Misconduct Offences

### 2.1. Plagiarism

The element inherent to plagiarism is the lack of acknowledgment to the original source.

Plagiarism may include:

- Paraphrasing, copying, or presenting any part of the work of another or other person(s) without a reference to those sources;
- Reproducing teaching material or lecture notes without acknowledgment of those sources in the work;
- Translating foreign works into English without acknowledgment of those sources;
- Reusing one's own previously submitted or assessed work, in part or in whole, without permission from the unit coordinator;
- In the case of group work, falsely claiming or attributing authorship where there has been inadequate contribution.

### 2.2. Collusion

- Collusion is not limited to collaboration with a Deakin College or Deakin University student but may include collaboration with any person, irrespective of their location;
- Collusion includes assistance provided to, or received from another person in the preparation or production of any part of a work;
- Editing and proofreading may result in collusion if there is a contribution to the work resulting in a work no longer the original work of the student. This may include rewriting, contribution additional material, amending works of part of a work;
- Collusion may also include sharing answers or allowing another person or persons to copy any part of a work.

**2.3. Cheating** may include:

- Accessing unauthorised notes during an examination. The notes may be on or in an object, a data storage device (see *Definitions*) or on any part of the body;
- Sitting an examination or test on behalf of another student or having another person undertake the examination;
- Communication with another student during an examination. It is irrelevant whether or not information is exchanged or imparted in the communication. Communication includes speech, writing, non-verbal communication or the use of a data storage device ; and
- Copying from another student or allowing another student to copy during an examination or assessment.

**2.4. Misrepresentation** may include:

- Submission of a falsified testamur or academic transcript to gain admission to a course at Deakin College;
- Submission of fabricated or falsified documents, or medical certificates to gain an advantage in admission, assessment or course progress;
- In respect of attendance requirements under the Attendance Policy, falsely asserting attendance at a lecture or laboratory session.

**3. Assessment of Academic Misconduct Level 1**

**3.1. Plagiarism and Collusion**

- A lecturer who suspects that a student has engaged in plagiarism and/or collusion must investigate and verify the nature and the extent of the academic misconduct.
- Where collusion and/or plagiarism is found to be no more than 20 per cent of the work, intervention may be applied by reporting the student at risk using the Student at Risk Form.
- Where the lecturer has evidence to suspect plagiarism and/or collusion, and the extent of the collusion or plagiarism is more than 20 per cent of the work then the lecturer must outline the nature and extent of the academic misconduct to the student by email;
- A student suspected of engaging in plagiarism and/or collusion must be provided the opportunity to respond to the allegation within 7 working days of the email from the lecturer;
- Where a student has been provided with an opportunity to respond to an allegation of plagiarism and/or collusion but the student does not respond or does not attend a scheduled interview, the lecturer may proceed to make a formal academic misconduct complaint to the relevant Academic Coordinator by completing an Academic Misconduct Form.

**3.2. Cheating and Misrepresentation**

- Where a student has engaged in cheating in an examination, in a misrepresentation or in any other form of cheating, the lecturer or examination invigilator must lodge an Academic Misconduct form or Invigilator's Report form to the Academic Manager.

**4. Assessment of Academic Misconduct Level 2**

- 4.1. Upon receipt of the Academic Misconduct form and within a reasonable timeframe, the Academic Coordinator must assess the complaint of plagiarism and/or collusion in light of the evidence, including any response from the student.
  - 4.2. A student suspected of engaging in cheating or misrepresentation must be provided an opportunity to respond to the allegation in a formal meeting with the Academic Coordinator.
  - 4.3. Where a student has been provided with an opportunity to respond to an allegation of plagiarism and/or collusion but the student does not respond or attend a scheduled interview, the Academic Coordinator may proceed with a level 2 penalty under section 5 of this policy.
5. **Level 2 Penalties** All students charged with Level 2 academic misconduct must complete academic integrity training, plus one or more of the following penalties may be applied by an Academic Co-ordinator or Academic Manager:
- 5.1. A formal warning to the student;
  - 5.2. Request for student to submit the work for full or part range of marks available;
  - 5.3. Mandatory participation at a referencing workshop or compulsory session(s) with the Academic Skills Adviser;
  - 5.4. A mark reduction or a mark of zero for the assessment item in which the academic misconduct infringement occurred;
  - 5.5. A grade of Fail ("N") for the unit;
  - 5.6. Recommendation to the Academic Director to suspend the student for a trimester;
  - 5.7. Recommendation to the Academic Director to exclude the student.
6. **Appeal**
- 6.1. A student who has been found to have engaged in academic misconduct is entitled to a review of the decision under the Deakin College Appeals Policy.
  - 6.2. The authority responsible for considering and deciding on the internal appeal is Deakin College Appeals Committee. The appeal must be made within 20 working days from the date when the outcome was advised in writing.

## Related Policies

Assessment Policy  
Appeals Policy

## Procedure

Academic Integrity Procedure

## Definitions

Key Term or Acronym	Definition
Academic Integrity	Upholding the principles of honesty and ethical conduct in the learning environment with respect for and acknowledgement of the work of other authors.

Academic Misconduct	Engagement in conduct by a student which amounts to plagiarism, collusion, cheating or misrepresentation.
Cheating	Any dishonest conduct whether in an assessment or in any representation.
Collusion	Work that is produced in part or in whole by unauthorised collaboration with other person(s) which is then presented by any of the parties as their own work.
Contract Cheating	Purchasing work or commissioning another person or website to produce a work which is then passed off as one's own.
Data storage device	A device for storing, processing or communicating information such as tablets, mobile phones, watches, or any other device with computing, storage capability and internet connectivity.
Day	Includes Victorian and National public holidays and weekends.
Misrepresentation	An assertion by words, conduct or non-disclosure of information which creates a false status or is not consistent with the facts.
Paraphrase	The rephrasing of a short passage from another person's work.
Plagiarism	The act of presenting the work of another person(s) as though it is one's own original work, whether intentionally or by accident, without proper reference of the original source or sources.
Proofreading	The undertaking by another person of reading and identifying errors, and providing suggestions or making recommendations to the work.
Recklessness	Indifference as to the truth or indifference as to whether or not the conduct amounts to academic misconduct.
Work	Includes, but is not limited to, another person's ideas, research, manner of expression, published or unpublished material, a web page content, data, diagrams, graphs, tables, mathematical or scientific calculations or formulae, photographs, digital images, video or multimedia material, computer code or files. This includes the work of other student writers.

### Status and Details

<b>Status</b>	Current
<b>Domain</b>	Learning and Teaching
<b>Effective date</b>	19/04/2018
<b>Review date</b>	30/04/2021
<b>Approval Authority</b>	Academic Board of Studies
<b>Implementation Officer</b>	Student and Academic Services Manager (Burwood), Campus Manager (Geelong), Campus Director (Jakarta)
<b>Enquiries Contact</b>	Sarah Bradbury