

# Academic Integrity Policy

## PART A - OVERVIEW

### 1. Preamble

- 1.1 Academic integrity underpins the credibility, reputation and standing of an institution and the value of its awards, both domestically and internationally.<sup>1</sup> Academic integrity may extend beyond the academic experience, fostering responsible conduct, positive citizenship and professional ethical development of students as they embark upon their chosen careers.<sup>2</sup>
- 1.2 The policy aims to promote academic integrity across all campuses of Deakin College. Where academic misconduct is suspected or where formal proceedings are applied, the policy aims to ensure that these actions are undertaken in a consistent, efficient and equitable manner.
- 1.3 Ensuring academic integrity is as much about educative practices and prevention as it is about upholding the values of respect, honesty and ethical behavior. 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. 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.
- 1.4 Students are at all times referred to the online Deakin University, *Guide to Assignment Writing and Referencing* ([www.deakin.edu.au/study-skills](http://www.deakin.edu.au/study-skills)) for information on correct referencing and avoiding plagiarism and collusion.
- 1.5 Principles that underlie this policy:
  - (a) Academic misconduct is a serious offence in academia.
  - (b) The element inherent to academic misconduct is the attainment for another or oneself an unfair academic advantage in admission, assessment or course progress.
  - (c) Intention is not an essential requirement for establishing academic misconduct. Conduct may be intentional, reckless (see *Definitions*) or unintentional.
  - (d) Detection of academic misconduct is not limited to electronic software (Turnitin) but includes a manual analysis and academic judgment.
  - (e) 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.

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<sup>1</sup> International Center for Academic Integrity, *The Fundamental Values of Academic Integrity* (2nd Ed.).

<sup>2</sup> International Center for Academic Integrity, *The Fundamental Values of Academic Integrity* (2nd Ed.); Donald McCabe and Gary Pavela, 'Some Good News About Academic Integrity' (2000) *Change: The Magazine of Higher Learning* 32:5, 36.

- (f) 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*).
- (g) 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.
- (g) Deakin College recognises that students come from different learning cultures and backgrounds and that mistakes are a natural part of learning, as students gain the necessary competence and research skills for further studies.

## 2. Scope

- 2.1 The policy applies to all enrolled and prospective students at all campuses of Deakin College.
- 2.2 The Director of Academic Governance and Integrity is responsible for the implementation of this policy. The Course Coordinators are responsible for the implementation of good academic integrity practices in their respective courses.

## 3. 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.

Key Term or Acronym	Definition
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.

## PART B - ACADEMIC MISCONDUCT OFFENCES

### 4. Plagiarism

- 4.1 The element inherent to plagiarism is the lack of acknowledgment to the original source.<sup>3</sup> Plagiarism may include:
- (a) Paraphrasing, copying, or presenting any part of the work of another or other person(s) without a reference to those sources;
  - (b) Reproducing teaching material or lecture notes without acknowledgment of those sources in the work;
  - (c) Translating foreign works into English without acknowledgment of those sources;
  - (d) Reusing one's own previously submitted or assessed work, in part or in whole, without permission;
  - (e) In the case of group work, falsely claiming or attributing authorship where there has been inadequate contribution.

### 5. Collusion

- 5.1 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.

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<sup>3</sup> Tracey Bretag and Saadia Mahmud, 'A Model for Determining Student Plagiarism: Electronic Detection and Academic Judgement' (2009) 6(1) Journal of University Teaching and Learning Practice 49, 50.

- 5.2 Collusion includes assistance provided to, or received from another person in the preparation or production of any part of a work.
- 5.3 Proofreading may result in collusion if another person makes a contribution to the work resulting in a work which is no longer the original work of the student. This may include rewriting, contributing additional material, rearranging, amending words or parts of a work.
- 5.4 Collusion may also include:
- (a) Sharing answers or allowing another person or persons to copy any part of a work;
  - (b) Copying from another student or allowing another student to copy during an examination or assessment.

## 6. Cheating

- 6.1 Cheating may include:
- (a) 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;
  - (b) Sitting an examination or test on behalf of another student or having another person undertake the examination;
  - (c) 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.
  - (d) Copying from another student or allowing another student to copy during an examination or assessment.
  - (e) Contract cheating (see *Definitions*);

## 7. Misrepresentation

- 7.1 A misrepresentation may include:
- (a) Submission of a falsified testamur or academic transcript to gain admission to a course at Deakin College;
  - (b) Submission of fabricated or falsified documents, or medical certificates to gain an advantage in admission, assessment or course progress;
  - (c) In respect of attendance requirements under the *Attendance Policy*, falsely asserting attendance at a lecture or laboratory session.

## PART C – ASSESSMENT FOR ACADEMIC MISCONDUCT

### 8. Level 1 Assessment

#### *Plagiarism and Collusion*

- 8.1 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.

- 8.2 Where collusion and/or plagiarism is found to be no more than 20 per cent of the work, intervention may be applied, including participation at a referencing workshop or compulsory session(s) with the Academic Skills Adviser.
- 8.3 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 discuss the matter with the student concerned, outlining the nature and extent of the academic misconduct.
- 8.4 A student suspected of engaging in plagiarism and/or collusion must be provided the opportunity to respond to the allegation.
- 8.5 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 with subsection 8.6 or 8.7.
- 8.6 Where the extent of the collusion and/or plagiarism is found to be more than 20 per cent of the work, the lecturer must make a formal academic misconduct complaint to the relevant Course Coordinator by completing an *Academic Misconduct* form.
- 8.7 Where that lecturer is also the Course Coordinator, then the academic misconduct complaint is to be made to another Course Coordinator. If that is not possible, then it is to be made to the Academic Manager.

#### ***Cheating and Misrepresentation***

- 8.8 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 a *Academic Misconduct* form or *Invigilator's Report* form to the Academic Manager.
- 8.9 Where the lecturer who is reporting the cheating is also Academic Manager, then the *Academic Misconduct* form or *Invigilator's Report* form will be submitted to another Academic Manager or the Course Coordinator.

### **PART D - LEVEL 2 ACADEMIC MISCONDUCT**

#### **9. Level 2 Assessment**

- 9.1 Where subsection 8.6 applies, upon receipt of the *Academic Misconduct* form and within a reasonable timeframe, the Course Coordinator must assess the complaint of plagiarism and/or collusion in light of the evidence, including any response from the student.
- 9.2 The Course Coordinator may contact the student if there are further matters that need to be investigated.
- 9.3 If satisfied that collusion and/or plagiarism has occurred, the Course Coordinator must decide a penalty under section 10 of this policy.
- 9.4 Irrespective of outcome, the Course Coordinator must complete the *Academic Misconduct* form and forward to the Academic Manager. Where there is a finding of collusion and/or plagiarism, the Academic Manager will update the *Academic Misconduct Register*.
- 9.5 Where subsections 8.8 or 8.9 apply, the Academic Manager or Course Coordinator must investigate the allegation of cheating or misrepresentation.

- 9.6 Following this investigation, where the Academic Manager has a reasonable basis to suspect cheating or misrepresentation, the Academic Manager must discuss the matter with the student concerned, outlining the nature of the misconduct.
- 9.7 A student suspected of engaging in cheating or misrepresentation must be provided an opportunity to respond to the allegation.
- 9.8 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 lecturer may proceed with a level 2 penalty under section 10 of this policy.

## 10. Level 2 Penalties

- 10.1 One or more of the following level 2 penalties may be applied by a Course Coordinator or Academic Manager (increasing in severity):
- (a) A formal warning to the student;
  - (b) Mandatory participation at a referencing workshop or compulsory session(s) with the Academic Skills Adviser;
  - (c) A mark reduction or a mark of zero for the assessment item in which the academic misconduct infringement occurred;
  - (d) A grade of Fail ("N") for the unit;
  - (e) Recommendation to the Director of Academic Governance and Integrity to suspend the student for a trimester;
  - (f) Recommendation to the Director of Academic Governance and Integrity to exclude the student.
- 10.2 In applying a Level 2 penalty, the Course Coordinator or Academic Manager must take into account any previous academic misconduct penalties of a similar category. For example, if it is a student's first plagiarism offence but the student has previously received a cheating penalty, then the two offences are not of a similar category.
- 10.3 In applying a Level 2 penalty and where there are previous academic misconduct penalties of a similar category, a higher penalty may be applied.
- 10.4 The Course Coordinator or Academic Manager must complete the *Academic Misconduct* form and update the *Academic Misconduct Register*.
- 10.5 A student must be notified of the outcome in writing irrespective of outcome.

## 11 Appeal

- 11.1 A student who has been found to have engaged in academic misconduct is entitled to a review of the decision under stage 3 of the *Grievance Procedures Relating to Academic Matters*. The authority responsible for considering and deciding on the internal appeal is Deakin College Appeals.
- 11.2 The appeal must be made within 20 days from the date when the outcome was advised in writing.

<b>Policy Title</b>	Academic Integrity Policy	
<b>Policy Owners</b>	Quality and Compliance Manager	
<b>Contact Persons</b>	Stase Kaintatsis, Quality and Compliance Manager (stasek@deakin.edu.au)	
<b>Key Stakeholders</b>	All students of Deakin College.	
<b>Approval Body</b>	Deakin College Academic Board of Studies	<b>Agenda item and meeting approved</b> Item 12 – Meeting 01 2016
<b>Relevant Legislation</b>	Education Services for Overseas Students Act 2000 The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007): Standards 8 and 11	
<b>Related Policies</b>	Attendance Policy. Grievance Procedures Relating to Academic Matters.	
<b>Related Guidelines</b>	N/A	
<b>File information</b>	<b>File number</b> N/A	<b>Version number</b> V2.11 - 20/06/2016
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## Schedule 1 Academic Misconduct Process

