

Student Academic Integrity Policy and Procedure

1. Purpose

- 1.1 The purpose of this Policy and Procedure is to outline the importance of integrity and honesty in an academic environment, define what constitutes academic misconduct and describe the processes for identifying, reporting, and the implementation of actions in response to a report of academic misconduct.
- 1.2 This Policy implements the Higher Education Standards Framework (Threshold Standards) HESF 2021 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to:
- Academic and Research Integrity (HES Section 5.2)
 - Corporate Monitoring and Accountability (HES Section 6.2)
 - Academic Governance (HES Section 6.3)
 - Information for Prospective and Current Students (HES Section 7.2)
 - Information Management (HES Section 7.3)
- 1.3 This policy ensures academic integrity and recognises and supports high ethical standards which students at EIA are expected to practise in their study and behaviour. The policy entails:
- EIA providing a safeguard against any violations of student academic integrity;
 - EIA providing guidance and training to inform students about the principles of academic integrity and skills in preventing academic misconduct;
 - EIA providing a monitoring and feedback system by collecting data and analysing cases of academic misconduct, which may be used as a risk-based approach to aid in preventing recurrence and new violations of academic integrity.

2. Scope

This policy applies to all EIA students and staff who are involved in educating and monitoring student academic integrity.

3. Definitions

Academic Integrity: The principle and practice that involves upholding ethical standards by being honest, fair and responsible, in all aspects of academic work, including learning, teaching, and researching. It is also crucial to maintain integrity in the academic community, which includes students, teachers, coordinators and administrators and collaborators outside of EIA.

Academic Misconduct: Any activity or attempt by a person to gain an unfair academic advantage or help others to gain an unfair academic advantage, which TEQSA and the academic community deem as unethical and unfair behaviour.

Collusion: A dishonest and secretive agreement between two or more students with the intention to deceive a marker as to who is responsible for producing submitted work. Collusion also include

sharing past or present assignments or other forms of work with others.

Contract Cheating: A form of collusion and plagiarism that occurs when a student outsources their assessments to a third party, which may include a commercial provider, a current/past student, members of a family, social or professional acquaintances.

Examination Cheating: Cheating on examinations includes, but is not limited to:

- Accessing, purchasing, exchanging or offering for purchase any item to be submitted as an assessment task;
- Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments;
- Using or possessing prohibited equipment or material during an examination;
- Sending, receiving or accessing, or endeavoring to send, receive or access any source of stored electronic information during the examination unless specified by the examiner;
- Drawing or writing on materials, other than the exam papers provided, during an examination.

Impersonation: Impersonation is where a student pretends to be someone else, or allows someone else to pretend to be them, for an assessment task.

Plagiarism: Intentionally or unintentionally using the work of another individual as his/her own original work and failing to acknowledge the source of the information or the author. Plagiarism may include collusion, contract cheating, or other acts of misconduct that wrongly represent the work of other individuals.

Referencing: Acknowledgement of information sources in academic work to give credit to the original author(s) of the source.

4. Policy

- 4.1 EIA requires all students to adhere to the principles of academic integrity in their study.
- 4.2 EIA requires all academic, higher education administration and support staff and students to be aware of the organisation's policies and procedures regarding the expected level and types of academic integrity and penalties associated with any academic misconduct.
- 4.3 EIA provides clear guidance, training and preventative measures for all academic and higher education administration and support staff and students, regarding expected academic integrity standards and requirements, including recognising and reporting academic misconduct and the appropriate channels used to manage it.
- 4.4 EIA provides clear guidance and training for all academic and higher education administration and support staff and students about the nature and form of academic misconduct. Academic misconduct includes:
 - a. Plagiarism, including contract cheating or the action of using unauthorised scholarly work (published and unpublished work), misrepresenting others' work as one's own work, violating copyright and intellectual property laws and regulations applied to scholarly and commercial information and data; and
 - b. Bribery and collusion by a person or a group of people at EIA and their collaborators outside of EIA with an intent to gain or to gain an unfair academic advantage.
- 4.5 EIA expects all higher education administration and support staff to maintain fairness, equity and honesty when providing student services, handling student data and information, liaising and supporting academic staff and awarding qualifications to graduating students.
- 4.6 EIA expects all students to uphold the highest level of academic integrity in submitting original and

authentic personal information, work and ideas when applying for and enrolling to study. This includes course and unit activities and assessments to be measured against relevant learning outcomes, and any information that affects the access to an opportunity or outcomes of an assessment for course admission and recognition of prior learning.

- 4.7 Academic misconduct and the breach of academic integrity is treated seriously and will be responded to in a fair, transparent, consistent and timely manner.
- 4.8 EIA reserves the right to undertake an investigation and any resultant disciplinary actions towards all previously and currently enrolled (including those on any form of leave) students should an allegation of academic misconduct committed by students be made during their enrolment at EIA.
- 4.9 Disciplinary actions will follow when academic misconduct has been proven during a student's enrolment with EIA.
- 4.10 EIA will not discriminate or disadvantage any person who reports alleged academic misconduct. The reporting party and the alleged misconducting party will be treated with fairness and impartiality, and their privacy upheld, and provided with an equal opportunity to present their cases and access to information and support when needed.
- 4.11 EIA places an emphasis on providing education and training to the first-time offender of academic misconduct, and treats this as an opportunity for learning rather than applying harsh and terminative penalties.
- 4.12 EIA will protect the parties involved in an academic misconduct hearing and the confidentiality of information to ensure that fair and evidence-based findings and conclusions are achieved.
- 4.13 The records of the investigation and any outcomes will be kept securely and confidentially, in accordance with EIA's Privacy Policy and Procedure and the Records Management Policy and Procedure.

5. Procedure

5.1 Preventative Measures: Informing and Educating about Academic Integrity

5.1.1 Information about the Student Academic Integrity Policy and Procedure will be distributed during the students' lifecycle at EIA through:

- a. Orientation week: The Student Academic Integrity Policy and Procedure and the Academic Integrity Module are introduced to new students as part of the orientation sessions;
- b. Academic Integrity Module (AIM): It is compulsory that all new students must complete the AIM accessible on the Learning Management System and achieve a pass rate of 100% in the quiz. For those students who have not completed AIM by the end of their first study period, EIA may withhold the release of the grades of the units in which students have enrolled;
- c. Mentoring: Each trimester, the EIA Learning Advisor will organize multiple AIM sessions to help new students understand academic integrity and complete the AIM. The mentoring program is also implemented via student associations, which may participate and engage with new students during the orientation week and other events throughout the course of study;
- d. Study Skills Workshops: Students are given guidance and training in learning and study skills, including but not limited to academic integrity, academic writing, referencing, effective note taking, critical thinking and constructing arguments,

and understanding the assignment question especially for theLOTE subgroup. Students are also encouraged to join drop-in sessions to receive individual support from the Learning Advisor.

5.2 Identifying and Reporting Academic Misconduct

- 5.2.1 Students must attach a declaration form acknowledging the originality and authenticity for every assessment submitted in a unit of study, which states that they understand the academic integrity policy and the consequences of any academic misconduct.
- 5.2.2 For the submission of written work, the marker compares similarities of submitted work of students by using the text-matching software embedded in the Learning Management System. The results of a plagiarism check are in the form of a percentage of similarity with identified sources of information which highlights and indicates the reason for similarity. This can be used as supporting evidence in an academic misconduct hearing.
- 5.2.3 Similarity sometimes arises from the use of the same resources and references. In such cases, it should not be considered as part of the similarity percentage.
- 5.2.4 In the case of contract cheating, the text-matching software may not be effective as a detection tool. Markers shall use a combination of methods or approach to prevent and/or determine the possibility of contract cheating.
- 5.2.5 Where a student is suspected of academic misconduct, the responsible marker should complete and submit the incident report to the Course Coordinator together with evidence from the student's work showing how and where the academic misconduct has taken place.
- 5.2.6 Where a student is found cheating, colluding to cheat or displaying an intent to cheat during a formal examination process, the principal invigilator is responsible for collecting and reporting the information and data of the student and the event by completing an incident report. The student's answer booklet(s) must be retained in its original form up until the point of confirming or disconfirming the alleged misconduct.
- 5.2.7 The principal invigilator must send the answer booklets with the incident report in a specially marked envelope immediately to the Course Coordinator. The answer booklet(s) must be assessed by the responsible Course Coordinator who then must provide a grade based on the answers in the booklet, and enter the details in the Academic Misconduct Register.

5.3 Preliminary Investigation of Academic Misconduct

- 5.3.1 The Course Coordinator conducts a preliminary investigation and reviews evidence for all academic misconduct allegations.
- 5.3.2 Where a student is found to have not committed academic misconduct, the grade of the original assessment will be awarded, and no disciplinary action will be taken. If an assessment has not been assessed, the Course Coordinator or delegate will assess the student work and award the grade to the student as per normal procedure. If the assessment has not been completed, the Course Coordinator will arrange and schedule an alternative assessment for the student.
- 5.3.3 Where there is evidence of a student having committed academic misconduct:
 - a. The Course Coordinator informs the Academic Support Officer (ASO) responsible for opening a case file, including previous files related to the alleged student;
 - b. The ASO notifies the student in writing within five business days about the allegation of academic misconduct being detected by informing them with information about the location and nature of the claim as well as information about the academic integrity policy, procedures and the process to be

undertaken; and

- c. The ASO will organise and schedule the hearing process and notify the Student Progress and Examination Committee, collect all relevant information and data, and maintain privacy and confidentiality. The hearing allows students to explain events and establish a detailed account of what happened. The hearing may take place on campus or online. The hearing will be chaired by the relevant Course Coordinator and attended by the relevant teaching staff and the ASO. The ASO will file the meeting records and evidence for the Academic Integrity Panel (AIP) to review.

5.3.4 A student who has allegedly committed academic misconduct shall be entitled to remain enrolled during the investigation, including during the internal appeal process.

5.4 Formal Review and Investigation Outcome

5.4.1 Following either the presence or absence of the alleged student for the hearing, a formal review meeting will be set up to conclude the investigation into the allegation. The formal review will be conducted by the AIP, composed of the ASO, the relevant Course Coordinator and the Learning Advisor.

5.4.2 The meeting must be scheduled to take place within 10 business days from the date of the hearing.

5.4.3 The AIP members will apply the balance of probabilities test in determining whether academic misconduct has taken place, and will:

- a. Employ any reasonable legal methods, including but not limited to discussion of the case details with the person who made the report, online searches, interview with the student or other proof of composition to conduct the meeting;
- b. Apply impartiality and openness and conduct their duties without prejudice;
- c. Consider all findings, facts and evidence that are relevant to the case; and
- d. Maintain confidentiality about all matters.

5.4.4 Where academic misconduct is committed in a unit(s) that formed part of an award received by the student, the student will be deemed to have failed in that unit(s) and will be removed from the Register of Graduates and will then be required to return the testamur and transcript.

5.4.5 The ASO will notify the alleged students with outcome of the review in writing within 5 business days of the formal review meeting.

5.4.6 If the formal review determines that it is not a case of academic misconduct, the ASO will then ask a second marker to mark the work, even if the work submitted by the alleged student has been marked. The result will be recorded as is.

5.4.7 If the formal review concludes that the student is found to have attempted or committed academic misconduct, the ASO will:

- a. Finalise the outcome on the assessment task and the unit of study involved (see Penalties Section);
- b. Record the student in the Academic Misconduct Register;
- c. Provide formal notification to the student about the formal review outcome with information about the appeals policy and procedure; and
- d. Collates and records all investigation information, data and outcomes in the

student's file.

5.5 Penalties

- 5.5.1 The Academic Misconduct Penalty Diagram (Appendix A) is used to ensure consistency and objectivity in the penalty imposed.
- 5.5.2 Where a student has a recorded misconduct and has been given sufficient time to receive AIM education and receive remedial action (normally one study period) and the student is concluded to have committed misconduct again, the penalty will escalate to the next level in the Diagram.
- 5.5.3 Where a case of academic misconduct is not included in the Academic Misconduct Penalty Diagram, the AIP shall consult with the Dean on the appropriate penalty and process that will apply.
- 5.5.4 Where a student receives the penalty of enrolment exclusion, the student will receive the Intention to Cancel Enrolment Letter from EIA.
- 5.5.5 In accordance with EIA's Student Grievance, Complaints and Appeals Policy, students have the right to appeal the outcome of any investigation and any penalty applied under this Policy.

Document History

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Responsible Officer	Dean
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Version Number	Amendments
1.1	Change company name to Edvantage Institute Australia (EIA)
1.2	Separated student and staff academic integrity policy and procedure Updated the procedure as per the current operations Added the Academic Misconduct Penalty Diagram

Appendix A

Academic Misconduct Penalty Diagram

Level	Misconduct	Penalty
1	<p><u>For the 1st minor offence:</u></p> <p>Poor referencing, poor paraphrasing (only changing a few words in a sentence/paragraph, rather than rewriting in own words).</p> <p>Copying and pasting text without acknowledging the sources.</p>	<p>Student re-submit the work within 72 hours from the receipt of the AIP review outcome. Student will receive a no higher than a Pass mark or zero if no submission is received within the defined time frame.</p> <p>Student re-complete the AIM and attend the Study Skills Workshop on AIM and referencing.</p>
2	<p><u>For the 2nd minor offence or 1st major offence:</u></p> <p>Serious plagiarism.</p> <p>Attempting to copy from another student in an examination. Referring to prohibited materials of any type during the examination taking time.</p> <p>Collusion in assignment.</p> <p>Contract cheating.</p>	<p>Fail the assessment/exam (zero mark)</p> <p>Student re-complete the AIM and attend the Study Skills Workshop on AIM and referencing.</p>
3	<p><u>For the 3rd minor offence or 2nd major offence:</u></p> <p>Serious plagiarism.</p> <p>Attempting to copy from another student in an examination. Referring to prohibited materials of any type during the examination taking time.</p> <p>Repeated Collusion in assignment.</p> <p>Contract cheating.</p>	<p>Fail the unit (zero mark)</p> <p>Student re-complete the AIM and attend the Study Skills Workshop on AIM and referencing.</p>
4	<p>For the 4th repeated minor offence of any of the nature of misconduct or the 3rd offence on contract cheating.</p>	<p>Exclusion</p>

Appendix B

Academic Misconduct Reporting Diagram

