

## HEPP01 Academic Integrity Policy and Procedure

### PURPOSE

This Academic Integrity Policy details the Southern Cross Education Institute (Higher Education) approach to ensuring academic integrity among its staff and students to uphold high academic standards.

### SCOPE

This policy and procedure are for all Southern Cross Education Institute (Higher Education) staff and students, in respect of their preparation, dissemination and submission of any form of academic and scholarly work.

### DEFINITIONS

Academic Integrity	The capacity to undertake study and research and to communicate findings and knowledge, in a manner appropriate to that particular discipline's conventions and scholarly standards expected at higher education.
Academic Misconduct	The intentional or reckless conduct by which a student seeks to gain an unfair or unjustified academic advantage in a course or subject. Academic misconduct includes, but is not limited to the following instances; collusion, inappropriate collaboration, cheating (including contract cheating), plagiarism, misrepresenting or fabricating data or results or other assessable work, inappropriate electronic data sourcing or collection, and any other forms of dishonest academic or scholarly conduct, breaching examination rules that reduces the efficacy of the assessment process, offering or accepting bribes and using a false identity.
Cheating	Any attempt to give or obtain assistance in an assessment or examination without due acknowledgment.
Collusion	Collusion is the act of collaborating with someone else on an assessment which is intended to be wholly one's own work, or the act of assisting someone else to commit plagiarism.
Major Breach	Major breaches of academic integrity include the following: <ul style="list-style-type: none"> <li>evidence of intention to contravene the academic integrity policy and procedure and/or other policies and procedures related to academic misconduct;</li> <li>evidence that the breach was planned and executed in a deliberate manner; and</li> <li>evidence that indicates that the scale of the breach is significant.</li> </ul>
Minor Breach	Minor breaches of academic integrity include, but are not limited to the following: <ul style="list-style-type: none"> <li>plagiarism involving inadequate, incorrect, or inconsistent citation and/or referencing of sources; and</li> <li>paraphrasing material in a way that it remains too similar to the original.</li> </ul>
Plagiarism	To take and use another person's work, ideas, style and/or creations and present as one's own by failing to give appropriate acknowledgement.
SCEI-HE	Southern Cross Education Institute (Higher Education)

### POLICY

- SCEI-HE requires its staff and students to observe the highest ethical standards in every aspect of their academic work. This value has been set out clearly in the organisation's Strategic Plan. These standards apply to all staff and students, and the Institute actively demonstrates its commitment to them by recognising scholarly work and addressing all forms of academic dishonesty.
- SCEI-HE is committed to upholding the highest standards of academic integrity. Its staff are therefore required to adhere to the following protocols, where appropriate, when formally teaching or otherwise engaged with students:
  - offer formal induction to students to increase their awareness of ethical academic conduct; and
  - teach students ethically sound reasoning, research practice and independent scholarship according to

ethical standards.

3. SCEI-HE's students are responsible for the following:
  - 3.1 having a clear understanding of academic integrity and academic dishonesty;
  - 3.2 fully integrating this understanding into any work submitted for assessment, including:
    - ensuring that their work is in no way falsified or plagiarised;
    - acknowledging appropriately the work of others by using approved referencing conventions as per the requirements of each assessment;
    - taking reasonable steps to prevent other students from copying or plagiarising their work, including:
      - not leaving their work unattended and accessible to others;
      - logging off computers and removing USB Flash Drives from computer ports when finished;
      - if working on computers and stepping away temporarily, ensuring the computer is locked and work is not accessible by others.
    - recording all bibliographic information for referencing when using other resources.
4. SCEI-HE's academic and teaching support staff are responsible for the following:
  - 4.1 considering the design of assessment tasks so that opportunities for plagiarism, collusion and/or cheating are minimised; and
  - 4.2 providing students with clear guidelines of what constitutes plagiarism, collusion and/or cheating and how to avoid it.
5. SCEI-HE as a whole is responsible for the following:
  - 5.1 providing appropriate education about academic integrity and academic dishonesty, and to integrate these into its course design practices where appropriate; and
  - 5.2 having appropriate measures in place to detect fraudulent or unethical research, plagiarism, cheating or collusion.
6. Relationship to Academic Misconduct:
  - 6.1 Academic teaching staff and students who engage in academic dishonesty, plagiarism, cheating, collusion or fraudulent or unethical research and teaching practices will be subject to disciplinary procedures of the Institute.
  - 6.2 Academic misconduct will be addressed under the *HEPP02 Academic Misconduct Policy and Procedure*.

### Monitoring and Review

7. Given the importance of academic integrity in maintaining the reputation of SCEI-HE, and the higher education sector generally, on-going monitoring will occur at each assessment interval, with a more structured reporting event as part of the moderation process.

The institutional systems used to monitor academic breaches include the use of TurnItIn on all text-based assessments, feedback from placement partners, Moodle discussion boards and other areas that offer insight to student and staff research and assessment processes. General academic breach information (deidentified) will be used to inform the process of educating students about academic integrity and to improve learning and teaching practices.

Documentation developed and held by SCEI-HE regarding academic breaches will include the number and type of incidents and student case management files that will assist in providing a strong assurance that each incident has been effectively resolved and that continuity across cases has been maintained.

As part of the staff development process academic teaching and teaching support staff will be supported in participating in academic integrity training.

Where SCEI-HE engages with other parties within academic boundaries, clear accountability guidelines will be established from the outset, followed by a documented record of implementation and monitoring. The Academic Board will have oversight of the processes and protocols established and how they are applied. The register of incidents will be provided to the Academic Board for their confirmation that correct protocols have been followed and their direction on any corrective actions.

## PROCEDURE

### 1. Failure to maintain academic integrity

- 1.1 If an academic teaching staff member suspects that a student may have breached the *HEPP01 Academic Integrity Policy and Procedure*, the Course Coordinator is to be notified within 48 hours.
- 1.2 To assist in identification of potential breaches, the academic teaching staff member, or the Course Coordinator may require the student to authenticate their development of the assessment by providing notes, drafts, and reference materials used. For group work, students may also be required to provide materials that substantiate authorship of sections of an assessment.
- 1.3 The use of text matching software (TurnItIn) is a mandatory part of assessment submission. The Course Coordinator may refer to the TurnItIn authentication report to assist in verifying that original work has been submitted.
- 1.4 For dealing with cases of failure to maintain academic integrity, it must be determined whether the incident represents a minor or major breach.
- 1.5 The Academic Director, in consultation with the Course Coordinator will rule if an incident is minor or major.
- 1.6 Procedures for dealing with incidence of breaches of academic integrity at the minor or major level are outlined in the *HEPP02 Academic Misconduct Policy and Procedure*.
- 1.7 Internal auditing and moderation is incorporated into the quality assurance system.
- 1.8 Operational transparency should be encouraged and protected to maintain an environment of academic integrity.

### 2. Appeals

- 2.1 A student upon whom a penalty has been imposed under this policy is entitled to appeal to the Teaching and Learning Committee on the grounds listed in *HEPP02 Academic Misconduct Policy and Procedure* and in accordance with the *HEPP03 Student Complaint and Grievance Policy and Procedure*.
- 2.2 The Academic Board will authorise a Standing Appeals Committee to manage appeals. The chairperson of the Standing Appeals Committee will be appointed by the Academic Board and should be independent from the management.

### 3. Record keeping

All cases of failure to maintain academic integrity are to be listed on the Academic Misconduct Register, and in accordance with *HEPP02 Academic Misconduct Policy and Procedure* all records of cases must be maintained for a minimum of 7 years or until the parties have graduated, whichever is longer.

## RELATED DOCUMENTS

HEPP02 Academic Misconduct Policy and Procedure  
HEPP03 Student Complaint and Grievance policy and procedure  
HEPP04 Assessment Policy and Procedure  
HEPP05 Academic Appeals Policy and Procedure  
HEPP07 Student Code of Conduct  
HEPP31 Examinations Policy and Procedure  
Academic Misconduct Register  
[TEQSA Guidance Note – Academic Integrity](#)  
[TEQSA Guidance Note – Protecting academic integrity](#)  
[TEQSA – Reporting a suspected academic cheating service form](#)  
[TEQSA Artificial Intelligence](#)

## LEGISLATIVE CONTEXT

[Australian Qualifications Framework](#)  
[Education Services for Overseas Students \(ESOS\) Act 2000](#)  
[Higher Education Standards Framework \(Threshold Standards\) 2021](#)  
[Tertiary Education Quality and Standards Agency Act 2011](#)  
[The National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)



## RESPONSIBILITIES

CEO  
Academic Director  
Course Coordinators  
Academic teaching staff  
All students

## DOCUMENT AND RECORD CONTROL

<b>Created</b>	February 2016 (V1.0)
<b>Amended</b>	Mar 2019 (V1.1), May 2020 (V1.2); Feb 2022 (V1.3); Sep 2022 (V1.4); Oct 2023 (V1.5)
<b>Reviewed by</b>	-
<b>Approved by</b>	Academic Board (12 October 2023)
<b>Version</b>	1.5
<b>Effective date</b>	October 2023
<b>Next planned review</b>	February 2024