# Academic Integrity Policy and Procedure

| Policy Category | Academic | | |
|---|---|---|---|
| Policy Owner | General Manager IGI | | |
| Responsible for Implementation | Dean | | |
| Review Date (2 years) | October 2025 | | |
| Relevant to | Students and Staff | | |
| Related Documents | Assessment Policy<br>Awarding of Grades Policy and Procedure<br>Academic Progression Policy<br>Academic Progression Procedure<br>Access and Inclusion Support Policy<br>Complaints and Appeals Policy<br>Complaints and Appeals Procedure<br>Enrolment Terms and Conditions<br>Student Code of Conduct<br>Student Records Management Policy | | |
| **Version** | **Authorised by** | **Approval Date** | **Effective date** |
| 1.1 | Academic Board | 10 Oct 2023 | 10 Oct 2023 |

## 1. Purpose

This Policy sets the requirements for IGI students and staff to promote and uphold academic integrity in all academic work.

## 2. Definitions

In the context of this document, the following definitions apply:

| Definitions | |
|---|---|
| **Academic integrity** | The expectation is that teachers, students, researchers and all academic community members act with honesty, trust, fairness, respect and responsibility. |
| **Academic misconduct (or Academic dishonesty)** | A breach of academic integrity to gain (or support others to gain) unfair academic advantage. Examples include but are not limited to cheating, plagiarism, collusion, or data fabrication. |
| **Assessment** | A process to determine a student's achievement of identified learning outcomes may include a range of written, oral, practice, or demonstration. |
| **Course** | Means a collection of academic subjects or units, which may or may not lead to a certificate, diploma, or degree award. |
| **Unit** | A separate subject of study, combined with other units, makes up a course. |

| Definitions | |
|---|---|
| **Verification Viva** | It may be used to demonstrate the alignment of a student's performance and their submitted assessment. A student's performance in a Verification Viva should demonstrate that they understand the material at a level commensurate with that demonstrated in a related assessment task. An oral examination allows students to better explain the material subject to assessment and demonstrate their knowledge and competence. |

# 3. Scope

This Policy applies to all students, academic and general staff, and others associated with or contracted by the International Graduate Institute (IGI) engaged in scholarly activities.

This document exists in the context of all related IGI policies and should be read together with those documents. Matters specific to policies and procedures relating to those related areas are dealt with in their respective policy documents.

# 4. Policy Principles

4.1. IGI is committed to the foundations of academic integrity: honesty, trust, fairness, respect, responsibility, and courage.

4.2. IGI acknowledges that all the academic activities undertaken by its staff and students must comply with accepted standards of integrity and honesty in scholarly work, which is essential in achieving institutional success and a good reputation.

4.3. IGI will foster a culture of academic integrity by providing students and staff with ongoing guidance and training to support them in developing their skills and knowledge.

4.4. Assessment tasks will be designed to develop student's awareness of and capacity for academic integrity and reduce opportunities for academic misconduct, per the IGI Assessment Policy.

4.5. Allegations of academic misconduct will be addressed promptly and managed with procedural fairness, natural justice, and appropriate confidentiality for all parties involved.

# 5. Policy

5.1. IGI students will be provided with guidance and information to ensure they understand academic integrity requirements and the consequences of breaches of academic integrity. Before accepting their offer to study at IGI, prospective students will be given information on academic integrity, IGI expectations, and available support services. Students will also access various academic integrity online resources via IGI's Learning Management System (LMS). All commencing students must complete the Academic Integrity Module (AIM) before submitting their first assessment. Records of student completion of the AIM will be maintained, and students will not be allowed to submit assessments before completing the module.

5.2. IGI students are expected to display honesty and integrity in their academic activities throughout their studies and to take responsibility for the work they submit for assessments and examinations. IGI uses plagiarism detection software to help students develop sound academic practices, particularly regarding referencing material sources and deterring plagiarism.

5.3. Academic integrity will be promoted and practised through learning and teaching activities. IGI's academic staff are expected to actively contribute to an environment where academic integrity is embedded in all academic activities.

5.4. Academic staff must use appropriate acknowledgement practice in their learning and teaching activities when using external materials, such as text, images, videos, and other content, to maintain the academic integrity of a course of study. Copyright, licensing, and intellectual property requirements will be accessible to staff and students.

# 6. Academic misconduct

6.1. Academic misconduct means any breach of academic integrity, as outlined below.

### 6.1.1. Plagiarism

- using someone's work as their own without acknowledgment or permission; submitting work without proper acknowledgement and referencing of the original source, whether intentionally or unintentionally.

### 6.1.2. Recycling or resubmitting work

- submitting work that has already been assessed

### 6.1.3. Fabrication

- making up information when a research task is involved; altering or inventing data, evidence, or ideas that don't exist

### 6.1.4. Collusion

- illegitimate cooperation with other students in producing work that was intended as an individual; sharing test questions and answers; sharing written assignments

### 6.1.5. Exam cheating

- bringing "cheat notes" to an exam; using electronic devices to an exam where they were not authorised; bringing written material to an exam without approval; copying (or attempting to copy) from other students or allowing another study to copy from their work; communicating with other students during the exam.

### 6.1.6. Contract Cheating and Impersonation

- requesting someone else to produce written work (assignments/ essays, reports) and then submitting it as own ("ghost-writing"), or asking someone to sit an exam on one's behalf ("impersonation")

Contract cheating activity is a significant threat to the integrity and reputation of Australia's higher education sector. According to the *Prohibiting Academic Cheating Services Bill 2019*[1] (the Bill) passed by the Australian Parliament on 26 August 2020, it is an offence for any person to provide or advertise academic cheating services relating to the delivery of higher education in Australia, whether that person is in Australia or elsewhere.

The Bill distinguishes between cheating services provided with payment ("commercial cheating services") or without payment. Criminal and civil penalties apply to commercial cheating services; civil penalties only apply to unpaid cheating services.

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[1] https://www.teqsa.gov.au/legislation

The Bill is aimed at those who provide and advertise cheating services and not at students. Students who cheat are subject to their institution's academic integrity policies and procedures.

**6.1.7. Sabotage**

- disrupting or destroying another person's work to prevent the other person from completing an academic activity. Lack of contribution to a group project may also be considered academic sabotage.

**6.1.8. The use of Artificial Intelligence**

The use of artificial intelligence in assessments is permitted only when explicitly allowed by the class lecturer. If used, AI must be cited appropriately and acknowledged, and any attempt to pass off AI-generated work as one's own will be considered a breach of academic integrity. Students will be reminded via the IGI LMS statement that:  Please note that using generative AI, such as ChatGPT, is not authorised for use in assessment tasks," should permission not be granted.

6.2. Allegations of breaches of academic integrity will be managed following the IGI Academic Integrity Procedure and decisions based on well-founded evidence. Unit outlines and the assessment section of the IGI LMS informs students that from time to time, they may be asked to undertake a verification viva following the submission of assessments. Alleged breaches of academic conduct will be handled with fairness and equity, ensuring consistent decisions for similar cases. Past breaches and related decisions for any student will be considered if the alleged breach was substantiated.

6.3. Outcomes and penalties may include a downgrade in the assessment mark or/and final grade; repeating the assessment task or unit; failing the assessment task or unit, and cancellation of enrolment.

6.4. The IGI Academic Misconduct Register (AMR) will record misconduct allegations and academic integrity breaches. Ongoing monitoring processes will be implemented with regular reporting to the Academic Board. These reports will assess the effectiveness of existing practices and systems, mitigate potential risks, and inform process improvements as deemed appropriate.

6.5. Information related to misconduct allegations and academic integrity breaches will be managed per the IGI privacy policies. Access to students' academic records will be restricted to authorised staff.

6.6. Records related to this Policy will be managed in accordance with the IGI Student Record Management Policy, observing the appropriate level of confidentiality. Such records may include responses to allegations of misconduct and documents related to breaches of academic integrity and will be used for reporting and analysis.

# 7. Strategies

IGI will adopt and implement the following strategies for the management of academic integrity risk:

7.1. The General Manager IGI and other senior staff will demonstrate a commitment to developing and installing a culture of academic integrity through leadership, implementing training, benchmarking and monitoring trends.

7.2. Use electronic detection software.

7.3. IGI staff will maintain an understanding of risk factors associated with academic integrity breaches, including cultural factors.

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7.4. IGI academic staff will maintain a current understanding of cheating techniques that can compromise academic integrity.

7.5. Assessments will be designed to lessen the opportunity for academic misconduct.

7.6. IGI will ensure the security of student-submitted assessment/examination materials is maintained through appropriate processes and practices.

7.7. **Staff awareness and Training**: IGI will ensure all staff have a sound knowledge and understanding of academic integrity policies, processes and practices. Initiatives that will be implemented will be as follows:

   a) Academic integrity, including policies and processes, will be included in the staff induction program to ensure all staff are aware of the risks to academic integrity throughout the institutions.
   b) Providing academic staff with resources regarding the warning signs that may indicate academic misconduct and detection strategies to employ.

   c) Course coordinators will ensure their teaching staff are aware of emerging academic integrity issues. They will schedule academic integrity workshops at least annually for academics and other staff as required.

7.8. **Student awareness and training:** IGI will implement student awareness and academic integrity training as follows:

   a) All students will be aware of IGI's expectations through their completion of the IGI Academic Integrity Module (AIM) (see 5.1 above).
   b) Academic learning support workshops will be scheduled throughout the year.
   c) Academic integrity resources will be available 24/7 via the IGI LMS Moodle.
   d) The AIM module will be available via any unit webpage.

# 8. Procedure

## 8.1. Detection

- When a staff member suspects an incidence of academic misconduct occurred, or when an allegation of academic misconduct is brought to their attention, they must, within 24 hours of identifying the issue:
  o Complete an Academic Misconduct form and submit it to the relevant Course Coordinator (CC), and
  o inform the student in writing about the nature of the alleged breach, the evidence pointing to the breach, the process for investigating and making a determination and the possible penalties that may apply if academic misconduct is confirmed.

- The CCs will act as the Academic Integrity Officer, investigate the reported incident, and evaluate the information provided.

## 8.2. Investigation

- The CC will review the documentation regarding the alleged academic misconduct incident and provide the student with an opportunity to respond within ten (10) working days to the alleged allegations.
- Inform the student in writing about the nature of the alleged breach, the evidence pointing to the breach, the process for investigating and making a determination and the possible penalties that may apply if academic misconduct is confirmed,

- Students who wish to dispute the allegations may meet with the Course Coordinator to discuss the available evidence.
- If the student fails to respond to the allegations of academic misconduct within ten (10) working days, the CC will reach a finding based on the available evidence provided.
- The range of possible findings outlined in this Policy are:
  o No academic misconduct has occurred;
  o Minor academic misconduct;
  o Major academic misconduct.

## 8.3. Findings

- The findings will be communicated in writing to the student and include a response and penalty as outlined in Appendix One. In the case of a finding of major academic misconduct, the recommended penalty must be referred to the Academic Dean for approval.
- All decisions will be recorded on the Student file and in the Academic Misconduct Register (AMR) against the student's USI number.
- If a finding of no academic misconduct is found, a record will still be made on the student's file and the AMR to provide background information in a subsequent incident occurs.
- The CC (or delegate) will issue a letter of the decision(s) made following the investigation. The letter will include the following:
  o A summary of the investigation and findings, including where the finding identified no academic misconduct.
  o The educative response and penalty to be applied.
  o Notification that the misconduct has been recorded in the student's file and on the AMR.
  o Notification that if this is the student's first offence of academic misconduct, any subsequent offences will be automatically deemed Major Academic Misconduct.
- Any student registered on the AMR will receive a mandatory referral to academic learning support and IGI's Academic Integrity Module (AIM) to refresh their understanding of what constitutes good practice in relation to academic integrity.
- Confidential records must be maintained for minor and major cases of academic misconduct. An annual report on academic misconduct is sent to the Academic Board.

## 8.4. Determining a Penalty

- When there is a finding of no academic misconduct, the student will be counselled by the Course Coordinator and directed to relevant resources available on the IGI LMS.

### 8.4.1. First offence

- IGI will likely assess the student's first offence as Minor Academic Misconduct using the following criteria unless a more serious academic integrity breach, such as contract cheating, has occurred,
  a) no record of a warning or finding of academic misconduct on their file in the AMR,
  b) the student is a first-year student with a limited understanding of academic integrity practices, and
  c) the degree and extent of plagiarism or other academic misconduct do not warrant a serious penalty.
- The CC will determine an appropriate penalty (see Appendix 1), and the student will be notified in writing and accurate records maintained.

### 8.4.2. Second offence

- If a student has a pre-existing record of academic misconduct or a warning registered on their student file and is found to have engaged again in academic integrity misconduct, the following penalties may be imposed:
    - marks will be deducted based on the severity of the misconduct identified through the plagiarism identification technology or other relevant means, or
    - a zero mark will be awarded for the assessment.
- The CC will determine an appropriate penalty (see Appendix 1), and the student will be notified in writing and accurate records maintained.
- When a penalty leads to a unit fail grade being recorded, the student will be informed that they risk an outcome of unsatisfactory academic progression.

### 8.4.3. Third offence

- If a student has two (2) records of academic misconduct incidences or warnings on their student file or the IGI AMR, they will be referred to the Dean.
- The Dean will determine an appropriate penalty (see Appendix 1), and the student will be notified in writing and accurate records maintained.

## 8.5. Academic misconduct during examinations

Any breach during an examination is usually classified as Major Academic Misconduct. If students are suspected of academic misconduct during an exam, the following procedures apply:
- The exam supervisor/academic staff member may confiscate any item in the student's possession that indicates an attempt at plagiarism or cheating.
- The student will be given an automatic Fail (F) grade and be reported to the Dean for immediate action.
- A student may be refused entry to an exam or expelled from the exam room if the student fails to give the exam supervisor/academic staff anything that indicates potential plagiarism or cheating. The student will be given an automatic Fail (F) grade and be reported to the Academic Dean for immediate action.
- If the exam supervisor/academic staff member suspects that any other form of academic misconduct by a student has occurred in relation to an exam, they will refer the matter to the CC will investigate as outlined in this Policy and Procedure.

## 8.6. Monitoring and improvement

- IGI will collect de-identified data from the AMR on academic integrity by student group, course, unit and assessment method.
- Student feedback will be sought on their experience of processes and practices relating to academic integrity, including access to support services.
- Data collected will be used to monitor academic misconduct trends and will establish data for sector benchmarking.
- The Dean will present a quarterly report on academic misconduct issues to the Teaching, Learning and Student Outcomes Committee.
- The Teaching, Learning and Student Outcomes Committee will regularly submit a report to the Academic Board, including an analysis of academic misconduct incidences, identification of emerging trends, identification of actions to implement, and a review of their effectiveness.
- The Academic Board may, from time to time, via the Chair of the Academic Board's report, seek additional resources as appropriate from the Corporate Board to support academic integrity processes and practices.

## 8.7. Appeals

- A student may appeal against any decision made under this Policy under the IGI Complaints and Appeals Policy and Procedure provisions.

# 9. Responsibilities

9.1. **The Academic Board** maintains oversight of academic integrity, including monitoring potential risks.

9.2. **The General Manger IGI** is responsible for the Policy, ensuring it is implemented with the associated processes throughout IGI learning and teaching activities.

9.3. **IGI Dean** is responsible for the following:

- Implementing this Policy and its associated processes and procedures and the provision of general oversight of academic integrity and preventative, corrective actions undertaken.
- Communicating with students and staff on all aspects of the IGI approach to academic integrity.
- Initiating training as required for both students and staff.
- Management of the AIM module through the academic staff team.
- Reporting to the Academic Board on breaches of academic integrity and preventative and corrective actions undertaken.
- Approving penalties for Major Academic Misconduct breaches.
- Collecting and analysing academic integrity/misconduct data and undertaking analysis and benchmarking activities.
- Regularly report to the academic board and standing committees as required.

9.4. **IGI Course Coordinators** are responsible for the following

- Investigating and determining allegations of academic integrity misconduct.
- Make penalty recommendations regarding Major Academic Misconduct to the Dean for approval.
- Notifying students of outcomes in writing.
- Ensuring that appropriate, accurate records are kept.
- Ensuring the confidentiality of all academic integrity instances is maintained per the IGI Privacy Policy.

9.5. **IGI Academic Staff** are responsible for the following:

- Ensuring all students can access the information regarding academic integrity via the LMS.
- Promoting good practice and contributing to a culture of academic integrity in all academic activities they undertake at IGI.
- Providing support and encouragement to students to demonstrate appropriate academic integrity practices.
- Being vigilant, questioning, and implementing the IGI academic integrity processes and procedures as appropriate.
- Maintaining currency of academic integrity misconduct practices emerging in the education sector.

9.6. **IGI Students** are responsible for the following:

- Being aware of and complying with this Policy and its associated processes and procedures.
- Completing the Academic Integrity Module (AIM) as required.
- Being aware of and avoiding committing breaches of academic integrity.

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- Reporting instances of breaches of academic integrity.
- All submitted assessment tasks must include a signed cover sheet by which students declare their work free from breaches of academic integrity.
- Student work is submitted via a mandatory online plagiarism/originality report submission process.

# 10. Appeals

Any appeals concerning any decision taken concerning this Policy should be made under the IGI Complaints and Appeals Policy, which can be accessed via IGI's website.

# 11. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- TEQSA Guidance Note: Academic Integrity
- TEQSA Academic Integrity guides and resources
- Prohibiting Academic Cheating Services Bill 2019 (the Bill)

# 12. Document History

| Version | Date | Author | Reason | Sections |
|---------|------|--------|--------|----------|
| 1.0 | Jun 2022 | PBL Education | New policy | All |
| 1.1 | Oct 2023 | IGI | Rebrand and review | All |

# Appendix 1: Responses and Penalties for academic misconduct

| Finding | Range of responses and penalties |
|---|---|
| No Academic Misconduct | <ul><li>Event will be recorded on the AMR</li><li>Students will be:<ul><li>Counselled and referred to learning support staff and material available via IGI's LMS.</li><li>Advised that any repeat event of similar practices may result in a finding of academic misconduct and associated consequences</li></ul></li></ul> |
| Minor Academic Misconduct | <ul><li>Event will be recorded on the AMR<ul><li>Student will be referred to learning support staff and material available via IGI's LMS.</li></ul></li><li>The student is required to undertake and submit work in place of any work that was associated with the misconduct and is advised that where the work is an assessment item, any mark or rating awarded for the work may not exceed a score of 50% of the worth of the assessment item.</li><li>The student is given a formal written warning or reprimand, including advice on the possible consequences of any further student academic misconduct.</li></ul> |
| Major Academic Misconduct | <ul><li>Event will be recorded on the AMR</li><li>One or more of the following penalties will be applied:<ul><li>A zero grade is awarded for the assessment in which the misconduct occurred.</li><li>A mark of Fail is recorded for the unit.</li><li>The student's enrolment will be either suspended or cancelled in accordance with the Enrolment Rules Policy (section 5.6.1).</li></ul></li></ul> |

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