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| Institution | Universal Higher Education (UHE) |
| Policy name | Academic Integrity Policy |
| Policy Governance | Academic Board |

1. Introduction

Institutional reputation for quality is based on academic rigour and maintenance of high academic standards. High academic standards are based on the integrity of various processes in governance, learning and teaching, and support services.

2. Policy principles

UHE is committed to maintaining high academic standards in all of its course and subject offerings, and expects students to conduct themselves in a manner which is fair, honest and consistent with the principles of academic integrity, particularly when undertaking assessment.

Courses at UHE promote ethical behaviour, which includes valuing and promoting truth, accuracy, honesty, accountability and the code of practice relevant to the discipline or professional area.

The College is committed to providing clear guidance and assistance to students to ensure that they understand the requirement to maintain academic integrity and are aware of the consequences of a failure to do so.

Any actions or practice by a student which defeat the purpose of assessment are regarded as a failure to maintain academic integrity and will be dealt with as student misconduct.

3. Policy Outcome

This policy is intended to:

- define and articulate the importance of maintaining academic integrity
- assist in identifying failure to maintain academic integrity
- outline what constitutes major or minor cases of failing to maintain academic integrity, and the procedures for dealing with each.

4. Application

This policy applies to students undertaking undergraduate and postgraduate studies at UHE.

5. Failure to maintain academic integrity

Failure to maintain academic integrity includes, but is not limited to, the following.

(a) Cheating in examinations

Cheating in examinations includes any action or attempted action on the part of a student which might gain that student an unfair advantage in the examination. Common methods of cheating include:

- bringing into the examination unauthorised material
- having access to unauthorised written notes either on paper or another object, or on the student's body, during the examination
- unauthorised communication with others during the examination through speaking to others or via electronic means

- copying or reading another student's work during the examination.

(b) Plagiarism

Plagiarism involves representing another person's (or persons') ideas or work as one's own. It may also include resubmitting one's own work for another assessment item.

Common forms of plagiarism include

- direct copying, summarising, or paraphrasing another person's (or persons') work without appropriate acknowledgement of the sources (such acknowledgment must take the form required by the particular discipline)
- using or developing an idea or hypothesis from another person's (or persons') work without appropriate acknowledgement
- representing the work of another person (or persons') as the student's own work
- copying non-word based material such as diagrams, musical score, audio-visual materials, art work, plans etc. and presenting them as one's own work
- using another person's (or persons') experimental results as one's own or without appropriate acknowledgment.

(c) Other forms

Other forms of failing to maintain academic integrity include, but are not limited to

- giving, or providing for sale one's own work to another person, company or web-site etc. for copying or use by another person
- misrepresenting, falsifying, misstating or fabricating data, for the purpose of assessment
- purchasing or otherwise obtaining assessment material through individuals, companies or web-based tools/services
- collusion or collaborating with others where not authorised in the assessment requirements.

6. Identifying and determining minor or major cases of failing to maintain academic integrity

Identifying a failure to maintain academic integrity

Teaching staff will normally identify potential breaches of academic integrity. If a teaching staff member suspects that a student may have breached the academic integrity policy, the subject coordinator should be notified.

To assist in identification of potential breaches, subject coordinators may require students to authenticate their learning on the assessment item (for example, by showing notes/drafts/resource materials used in the preparation of the item, or practical based exercise).

For dealing with cases of failure to maintain academic integrity, it must be determined whether the case represents a minor or major breach.

The Subject Coordinator (in relation to cheating in central examinations) is responsible for determining if a case is minor or major.

The following considerations can be used to assist in assessing whether the breach is minor or major:

- **Extent** – how much of the assessment item is in question (for example, a few sentences or several paragraphs); and what proportion of the marks for the entire subject this assessment item represents (for example, 10% or 50-60%)
- **Level** – the level of the student in their course and how long has the student been at UHE
- **Knowledge** – the student's exposure to the accepted practices, and cultural norms (for both domestic and international students)
- **Discipline** – the accepted practices in the student's discipline and the extent to which these practices have been made clear to the student
- **History** – whether the student has been found to have breached the principles of academic integrity in the past

(a) Minor cases

Minor cases of failing to maintain academic integrity include, but are not limited to:

- incidental plagiarism (inadequate, incorrect or inconsistent citation and/or referencing of sources, paraphrasing too close to the original) including minor copying of material, such as copying up to a few sentences (note that this may sometimes be inadvertent, for example, if a student mistakes a verbatim transcript in their notes as their own words)

Where it is determined that a minor breach of academic integrity has occurred, the Subject Coordinator should grade the student as appropriate to the criteria for the assessment item, and provide an explanation if low marks have been given against specific criteria relating to appropriate referencing or acknowledgment of source material. No penalty is applied.

(b) Major cases

All other cases of failing to maintain academic integrity are dealt with as major misconduct. If a major case of misconduct is proven, the College may impose the penalties as outlined in the Academic Misconduct Policy.

7. Appeals

The Appeals Committee considers appeals on disciplinary matters. A student upon whom a penalty has been imposed under this policy is entitled to appeal to the Appeals Committee.

8. Recordkeeping and reporting

Records must be maintained for minor and major cases of failure to maintain academic integrity.

9. Review

The Academic Integrity Policy will be reviewed every three years, or more frequently as appropriate.