

## HEPP01 Academic Integrity Policy and Procedure

### PURPOSE

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

### SCOPE

This policy and procedure are for all staff and students of Southern Cross Education Institute (Higher Education), 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 the particular disciplinary conventions and scholarly standards expected at the higher education level.
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 and includes cheating, collusion, and plagiarism.
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 your own work, or the act of assisting someone else to commit plagiarism.
Major Breach	Major breaches of academic integrity include: <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</li> <li>evidence indicates that the scale of the breach is significant</li> </ul>
Minor Breach	Minor breaches of academic integrity include, but are not limited to: <ul style="list-style-type: none"> <li>plagiarism involving inadequate, incorrect, or inconsistent citation and/or referencing of sources</li> <li>paraphrasing material that is too close to the original</li> <li>minor copying of material e.g., a few sentences</li> </ul>
Plagiarism	To take and use another person's work, ideas and/or creations and to present as one's own by failing to give appropriate acknowledgement.
SCEI-HE	Southern Cross Education Institute - Higher Education

## POLICY

1. 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 our strategic plan. These standards apply to all staff and students, and the Institute actively demonstrates its commitment to them by recognising scholarly work and penalising all forms of academic dishonesty.
2. SCEI-HE is committed to upholding the highest standards of academic integrity. Its staff are therefore required to:
  - 2.1. offer formal induction to the students to increase their awareness of ethical academic conduct.
  - 2.2. teach their students ethically sound reasoning, research practice and independent scholarship according to ethical standards; and
  - 2.3. uphold academic integrity by teaching and assisting them to practice academic honesty, particularly in regards to plagiarising their work.
3. SCEI-HE's students are responsible for:
  - 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:
    - 3.2.1. ensuring that their work is in no way falsified or plagiarised
    - 3.2.2. acknowledging appropriately the work of others by using approved referencing conventions as per the requirements of each assessment e.g., APA or Harvard
    - 3.2.3. taking reasonable steps to prevent other students from copying or plagiarising their work, including:
      - 3.2.3.1. not leaving their work unattended and accessible to others
      - 3.2.3.2. log off computers and remove USB Flash Drive from computer port when finished
      - 3.2.3.3. if working on computers and stepping away temporarily, ensure the computer is locked and work is not accessible by others
    - 3.2.4. recording all bibliographic information for referencing when using other resources
4. SCEI-HE's academic staff are responsible for:
  - 4.1. designing assessment tasks that will minimise opportunities for plagiarism, collusion and/or cheating
  - 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:
  - 5.1. providing appropriate education about academic integrity and academic dishonesty, and to integrate these into its course design practices; 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. 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 dealt with under the HEPP02 Academic Misconduct Policy and Procedure.

## PROCEDURE

1. Failure to maintain academic integrity
  - 1.1. If a teaching staff member suspects that a student may have breached the academic integrity policy, the course coordinator is to be notified.
  - 1.2. To assist in identification of potential breaches, the teaching staff member or the course coordinator may require the student to authenticate their development of the assessment by providing the notes, drafts, reference materials used.
  - 1.3. The course coordinator may also require that a student use text matching software e.g., Turnitin, 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 will be incorporated into the quality assurance system.
  - 1.8. Whistleblowing 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 to the HEPP03 Student Complaint and Grievance policy and procedure.
  - 2.2. The Academic Board will organise a Standing Appeals Committee to deal with the appeals. The chairperson of the Standing Appeals Committee should be appointed by the Academic board and should be independent to management.
3. Record keeping
  - 3.1. Records must be maintained for minor and major cases of failure to maintain academic integrity, and in accordance with HEPP02 Academic Misconduct Policy and Procedure.

## 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  
 HEMIS14 Student Charter

## LEGISLATIVE CONTEXT

Tertiary Education Quality and Standards Agency Act 2011 (Cwth)  
 Higher Education Standards Framework (Threshold Standards) 2015  
 The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018 - Standard 8 (Specifically 8.8.1)  
 The Education Services for Overseas Students (ESOS) Act 2000

## RESPONSIBILITIES

- CEO
- Academic Director
- Course Coordinators
- Academic teaching staff
- All students

<b>Author</b>	Academic Director
<b>Created</b>	February 2016
<b>Amended</b>	March 2019 (Academic Director), May 2020 (Compliance Lead)
<b>Approved</b>	Academic Board, 10 February 2021
<b>Effective date</b>	February 2016
<b>Version</b>	1.1;1.2;1.3
<b>Review date</b>	February 2023