



# ACADEMIC INTEGRITY POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

Throughout the duration of their studies, students are expected to conduct themselves in an honest and ethical manner. The purpose of this policy is to ensure that the Eynesbury takes a consistent, equitable and transparent approach to academic integrity amongst its students.

### A.2 Scope

This policy applies to all current students of any of the programs operated by Eynesbury. It does not cover students in Eynesbury Senior College.

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Academic conventions	Established norms of academic behaviour
Academic integrity	Honesty and respect for knowledge, truth and ethical practice in learning, research and assessment
Academic misconduct	A breach of academic integrity
Assessment	A measure of a student's learning progress, skill and knowledge acquisition
Collaboration	Working together with one or more students in order to develop and share knowledge
Collusion	Where students present work as independent work when it has been produced in whole or in part with others unless prior permission for joint or collaborative work has been given by the Course Coordinator, as specified in the Course Outline. Collusion can include: <ol style="list-style-type: none"> <li>i. a student inappropriately assisting with or accepting assistance with the production of an assessment task</li> <li>ii. submitting work which is the same or substantially similar as another student's work for the same assessment task</li> </ol>
Course	A single unit of study that counts towards completion of a program
Discipline	An area or field of academic study
Examination	A formal invigilated academic test within a particular time period, at a specified location and following certain conditions. Taken at the end of a study period.
Paraphrasing	Writing something in a different way that another person has said or written, while keeping the same meaning
Plagiarism	Representing another person's ideas or work as a student's own by copying or reproducing that work without acknowledgement of the source

Program	An approved combination of approved courses in which a student is enrolled
Test	A set of questions or problems designed to assess a student's knowledge, understanding and/or ability
Viva voce	An examination conducted by oral questioning

#### **A.4 Acronyms**

None

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Eynesbury is committed to academic integrity and fairness in assessment. The management of academic integrity is an educative process for students throughout their learning.

#### What does Academic integrity mean?

It is a fundamental principle that all students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately

### B.2 Policy

#### 1 Student information

- 1.1 As part of the information provided to students Eynesbury will draw their attention to the policy and procedures covering academic integrity.
- 1.2 Appropriate education in academic integrity will be made in lectures and other teaching and study support material.
- 1.3 Eynesbury recognises that academic misconduct can occur through students not being familiar with academic conventions. Therefore all allegations will be considered in the context of the following factors:
  - the extent of the misconduct
  - the student's intention and/or motivation
  - contextual factors such as:
    - the stage/level of program
    - the number of previous offences
    - student's learning background
  - academic conventions within the relevant discipline
  - any applicable information about the student

#### 2 Forms of academic misconduct

- 2.1 Plagiarism is a specific and serious form of academic misconduct, and includes:
  - copying the work of other persons without clearly indicating the origin, including both paper-based and electronic sources of material from:
    - websites
    - books
    - articles
    - theses
    - working papers
    - seminar and conference papers
    - internal reports
    - lecture notes or tapes
    - visual materials such as photographs, drawings and designs
  - using close paraphrasing of sentences or whole passages without due acknowledgment in the form of referencing the original work

- submitting work that has been written by someone else
- copying computer files, algorithms or computer code without clearly indicating their origin
- submitting work that has been derived, in whole or in part, from another student's work by a process of mechanical transformation (e.g. changing variable names in computer programs)
- in any way using or imitating another person's ideas and manner of expressing them where such assistance is not expressly permitted

**2.2** Collusion (see Definitions Table).

**2.3** Breaches of the Examination Conditions and Instructions (Refer to the Assessment and Moderation Policy).

**2.4** Falsification or misrepresentation of academic records, or any other document submitted in relation to an academic program.

**2.5** Presentation of data with respect to laboratory work, clinical placements, practicums, field trips or other work, that has been copied, falsified or in any other way obtained improperly.

**2.6** Any other actions that contravene the principles of academic integrity.

### **3 Assignments**

**3.1** A student's username and password is equivalent to their signature when used to submit an assignment electronically and by 'signing' students are acknowledging that they have not breached this policy.

**3.2** Work submitted by a student may be subjected to text-comparison software to identify breaches.

### **4 Investigation of academic misconduct**

**4.1** Eynesbury will appoint appropriately trained Academic Integrity Officers (AIO) to investigate and rule on cases of academic misconduct.

**4.2** Where an academic staff member has concerns that a student may be involved in academic misconduct, they will identify and discuss the issue with an AIO.

**4.3** If the matter needs further exploration, the student may be asked to attend a meeting with the AIO.

**4.4** If it is suspected that academic misconduct took place, the student may be required to take part in a viva voce.

**4.5** If it is determined that no academic misconduct was involved no further action will be taken.

**4.6** If it is concluded that academic misconduct took place the AIO will issue a penalty ranging from a warning to a zero score for that assessment piece (not including final exams) and the student will be advised of the offence and the penalty.

**4.7** If the AIO believes a more severe penalty is appropriate, the recommendation is forwarded to the Academic Director for action.

**4.8** Allegations of cheating in examinations and breaches of the Examination Conditions and Instructions will be investigated by the Academic Director and may constitute academic misconduct.

**4.9** See the attached Penalty Schedules for details of penalties.

## **5 Appeals**

**5.1** A student who is dissatisfied with any decision made under this policy may lodge an appeal under the provisions of the **Student Grievances and Appeals Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Academic Integrity Policy
<b>Policy Owner</b>	Academic Director, EIBT & FSP Director of Studies, Eynesbury College Academy of English
<b>Approving Authority</b>	EIBT Academic Board; EC Academic Board
<b>Initial Issue date</b>	August 2014
<b>Directory Location</b>	Academic Directorate, Policies

### C.2 Version Control

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Review Date</b>	<b>Privilege Level</b>
v1.0	This Policy supersedes the EC-EIBT Academic Misconduct Policy	College Director	8/2014	8/2017	Public
v1.1	<ul style="list-style-type: none"> <li>• definition of 'collusion' changed</li> <li>• clause 2.2 amended</li> <li>• clause 2.7.1 replaced by 2.7 and clause 2.7.2 removed</li> <li>• clause 4 removed</li> </ul>	EIBT Academic Board	10/2014	10/2017	Public
v1.2	Review by EC Academic Board: <ul style="list-style-type: none"> <li>• definition of 'collusion' changed</li> <li>• clause 2.4 deleted</li> <li>• clause 2.6 and 2.7 transposed</li> <li>• headings to clauses 3.1 and 3.2 deleted and numbering 3.1.1 and 3.2.1 deleted</li> <li>• addition to clause 4.1</li> <li>• addition to clause 4.6</li> <li>• addition of new clause 4.7</li> <li>• clause 4.8 (previously 4.7) amended</li> <li>• penalty schedules attached</li> </ul>	EC Academic Board	12/2014	10/2017	Public
v1.2	Noted with no further amendments	EIBT Academic Board	3/2015	10/2017	Public
v1.3	Correct typo in the A4 action column of the Academic Integrity Penalty Guidelines - EIBT  Change SAIBT to EIBT	Quality Manager	4/2015	10/2017	Public

v2.0	<p>Major review</p> <ul style="list-style-type: none"> <li>• Addition of Schedule 3 FSP and Schedule 4 exam breaches</li> <li>• Addition of clause 4.9 referring to the Penalty Schedules</li> <li>• 'Penalty' renamed 'Offence Level' and 'Action' renamed 'Penalty and Action' in all Penalty Schedules</li> <li>• Addition of '... and assessment' to Academic Integrity definition</li> <li>• Offence levels in Schedules re-named</li> <li>• Updates to schedules 1-2</li> <li>• Clause 'examination conditions' changed to 'Examination Conditions and Instructions'</li> <li>• (Refer to Assessment and Moderation Policy) added to clause 2.3</li> <li>• Addition of 'Approving Authority' box to C1</li> <li>• Amendment to 'Examination' definition, 'invigilated' added</li> <li>• Amendment to 'Test' definition, 'check' changed to 'assess'</li> </ul>	<p>EIBT Academic Board EC Academic Board</p>	<p>11/2015 12/2015</p>	<p>12/2018</p>	<p>Public</p>
v2.1	<p>Grammatical change to Academic Integrity definition</p>	<p>EC Academic Board Chair, EIBT Academic Board</p>	<p>12/2015 12/2015</p>	<p>12/2018</p>	<p>Public</p>

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Higher Education Standards</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

*Academic Integrity Procedure currently being documented*

### **D.2 Related Policies**

Assessment and Moderation Policy

Student Grievances and Appeals Policy

## Schedule 1

**Academic Integrity Penalty Guidelines - EIBT****Across all EIBT programs**

<b>OFFENCE</b>	<b>NATURE OF OFFENCE</b>	<b>EXAMPLES</b>	<b>PENALTY AND ACTION</b>
Poor Academic Practice Level 1	<ul style="list-style-type: none"> <li>• Minor</li> <li>• First time</li> <li>• Done in all innocence/ignorance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plagiarism</li> <li>➤ Improper referencing</li> </ul>	Warning. Note in Maze. Advised to complete <i>All My Own Work</i> if they have not already done so.
Poor Academic Practice Level 2	<ul style="list-style-type: none"> <li>• A repeat of Level 1 offence</li> <li>• In breach of any of the principles and practices of scholarship as outlined in <i>All My Own Work</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Plagiarism</li> <li>➤ Improper referencing</li> </ul>	<p>Note in Maze.</p> <p>Adjustment of score for assessment to a maximum of 50%.</p> <p>Required to attend Tertiary Skills Development (TSD) for the remainder of the trimester. Complete the Academic Misconduct Form if appropriate.</p>
Academic Misconduct	<ul style="list-style-type: none"> <li>• Unethical behaviour designed to gain a higher score in an assessment (clear evidence provided)</li> <li>• Aimed at breaking the security and/or the integrity of the assessment system</li> </ul>	<ul style="list-style-type: none"> <li>➤ Deliberate plagiarism</li> <li>➤ Acquisition of assessment material belonging to a staff member</li> <li>➤ Attempts to bribe the assessor</li> <li>➤ In possession of any unauthorised material during assessment</li> </ul>	<p><u>Note in Maze.</u></p> <p><u>0 score</u> for that assessment.</p> <p>Possible termination from EIBT. Complete the Academic Misconduct Form.</p>

## Schedule 2

**Academic Integrity Penalty Guidelines – ECAE****Across all ECAE Programs**

<b>OFFENCE</b>	<b>NATURE OF OFFENCE</b>	<b>EXAMPLES</b>	<b>PENALTY AND ACTION</b>
Poor Academic Practice Level 1	<ul style="list-style-type: none"> <li>• Minor</li> <li>• First time</li> <li>• Done in all innocence/ignorance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plagiarism</li> <li>➤ Improper referencing</li> </ul>	<p>Warning, note in Maze.</p> <p>Adjustment of score or resubmission may be required.</p> <p>Compulsory counselling session with the class teacher.</p>
Poor Academic Practice Level 2	<ul style="list-style-type: none"> <li>• A repeat of Level 1 offence</li> <li>• In breach of the course guidelines in regards to plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plagiarism</li> <li>➤ Improper referencing</li> </ul>	<p>Note in Maze.</p> <p>Resubmission is required (maximum score 50%).</p> <p>Compulsory counselling session with the AIO.</p>
Academic Misconduct	<ul style="list-style-type: none"> <li>• Unethical behaviour designed to gain a higher score in an assessment (clear evidence provided)</li> <li>• Aimed at breaking the security and/or the integrity of the assessment system</li> </ul>	<ul style="list-style-type: none"> <li>➤ Deliberate plagiarism</li> <li>➤ Acquisition of assessment material belonging to a staff member</li> <li>➤ Attempts to bribe the assessor</li> <li>➤ In possession of any unauthorised material during assessment</li> </ul>	<p>Note in Maze.</p> <p>0 score for that assessment.</p> <p>Compulsory counselling session with the AIO.</p> <p>Possible termination from ECAE.</p>

## Schedule 3

### Academic Integrity Penalty Guidelines - FSP

Across all FSP programs including UniStart Stage 1 (offshore) and Stage 2

OFFENCE	NATURE OF OFFENCE	EXAMPLES	PENALTY AND ACTION
Poor Academic Practice Level 1	<ul style="list-style-type: none"> <li>Minor</li> <li>First time</li> <li>Done in all innocence/ignorance</li> <li>Relatively common for students in their first semester</li> </ul>	<ul style="list-style-type: none"> <li>➤ Inadvertent plagiarism</li> <li>➤ No references</li> <li>➤ Poor referencing</li> <li>➤ Infringement of rules governing assessment tasks</li> </ul>	<p>Warning, note in Maze.</p> <p>Compulsory counselling session with the AIO.</p> <p>Resubmission may be required.</p>
Poor Academic Practice Level 2	<ul style="list-style-type: none"> <li>A repeat of Level 1 offence</li> <li>In breach of the course guidelines in regards to plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plagiarism</li> <li>➤ No references</li> <li>➤ Poor referencing</li> <li>➤ Infringement of rules governing assessment tasks</li> </ul>	<p>Note in Maze.</p> <p>Adjustment of score to a maximum score of 50%.</p> <p>Compulsory counselling session with the AIO and complete the Academic Misconduct Form if appropriate.</p>
Academic Misconduct	<ul style="list-style-type: none"> <li>Unethical behaviour designed to gain a higher score in an assessment (clear evidence provided)</li> <li>Aimed at breaking the security and/or the integrity of the assessment system</li> </ul>	<ul style="list-style-type: none"> <li>➤ Deliberate plagiarism</li> <li>➤ Acquisition of assessment material belonging to a staff member</li> <li>➤ Evidence of inappropriate support from another party in the completion of an assessment task</li> <li>➤ Attempts to bribe the assessor</li> <li>➤ In possession of any unauthorised material during an assessment task</li> </ul>	<p><u>Note in Maze.</u></p> <p><u>0 score</u> for that assessment.</p> <p>Compulsory counselling session with the AIO and complete the Academic Misconduct Form.</p> <p>Possible termination from EC.</p>

**Schedule 4**

## Exam Breaches

Across all Eynesbury programs

<b>BREACHES</b>	<b>PENALTY</b>
<ul style="list-style-type: none"> <li>• Unauthorised notes, equipment, or textbook brought into exam</li> <li>• Unauthorised electronic device brought into exam (e.g. mobile phone, iPod, iPad, PDA, calculator, smart watch)</li> <li>• Discrepancy between student's appearance and student ID (<i>or any other form of photo ID</i>)</li> <li>• Departure and re-entry into exam venue</li> <li>• Arriving late for exams</li> <li>• Attempting to communicate in any way with other students during exam</li> <li>• Not stopping when instructed to do so</li> <li>• Leaving the exam room without permission at any time</li> <li>• Borrowing any materials from other students</li> <li>• Moving exam furniture without permission</li> <li>• Possession of food and drink (other than water)</li> <li>• Any other breach as defined by the Academic Director/Director of Studies</li> </ul>	<p>At the discretion of Director of Studies, ECAE and Academic Director, EIBT and EC.</p> <p>Penalties may include:</p> <ul style="list-style-type: none"> <li>• a warning</li> <li>• 0 score for the exam</li> <li>• termination from program</li> </ul>