



ACADEMIC INTEGRITY POLICY

Approving authority	Academic Board
Approval date	5 December 2013 Revised 18 March 2015
Purpose	This policy outlines the obligations on students to conduct themselves in an ethical and proper manner in all academic matters and to ensure the integrity of teaching, learning and related activities.
Responsibility for implementation	Head of School
Next scheduled review	March 2017
Document Location	R:\OIHE\Policies
Associated documents	Student Grievances and Appeals Policy Student Support & Services Policy

Acknowledgements:

This policy was developed based on best practice in other higher education providers. The policy draws heavily on the Avondale College of Higher Education Academic Integrity Policy available at:

<http://www2.avondale.edu.au/web/avpolicies/temp/779.pdf>, accessed 31 July 2013

Other sources include:

Bond University's Plagiarism and Academic Dishonesty Policy (Issue Two) available at:

http://www.bond.edu.au/prod_ext/groups/public/@pub-qa-gen/documents/policy/bd3_009332.pdf, accessed 31 July 2013

Griffith University's Student Academic Misconduct Policy available at:

[http://policies.griffith.edu.au/pdf/Student Academic Misconduct Policy.pdf](http://policies.griffith.edu.au/pdf/Student%20Academic%20Misconduct%20Policy.pdf), accessed 31 July 2013

Monash University's Plagiarism Policy and Procedures available at <http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>, accessed 30 November 2013

1. Principles

- 1.1 Oxford Institute of Higher Education (hereafter referred to as "the Institute") places the highest importance on academic honesty and integrity.
- 1.2 The Institute will ensure that all students understand why academic integrity is paramount and plagiarism is not acceptable and the consequences of plagiarising the work of others.
- 1.3 The Institute will investigate incidents of academic misconduct and plagiarism among its student cohort in a consistent manner, and will apply penalties which are appropriate, fair and just.
- 1.4 The Institute is committed to promoting academic integrity among students and staff and ensuring all assessment of student learning is undertaken in accord with the highest levels of academic integrity. The Institute provides an educational component to students about the principles and skills of academic integrity and how to cite sources correctly and avoid plagiarism. Staff are committed to developing an assessment regime that minimises the opportunities for plagiarism and cheating.



2. Definitions

2.1 *Academic Misconduct*

Academic misconduct refers to cheating, plagiarism and any other conduct by which a student seeks to gain an academic advantage for them or for any other person which they are not entitled to; or where this conduct unfairly disadvantages another student.

2.2 *Plagiarism*

Plagiarism is the use of someone else's ideas or words as if they were your own. Plagiarism is one form of academic dishonesty, and students are expected to avoid it by: doing their own work when independent work is required; acknowledging all sources of information and ideas; and acknowledging all group members when group assignments are required.

Students must refrain from:

- a) Duplication: submitting an assignment, for assessment, which has been previously submitted in another unit at the Institute or at another institution
- b) Copying: copying another student's work or using the same words of the original text without acknowledging the source and placing direct quotes within quotation marks
- c) Copying or quoting from another source without acknowledging that source and appropriately identifying all quoted material; and
- d) Paraphrasing another person's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained, without acknowledging the source of the paraphrase. (Extensive paraphrasing, even when acknowledged is not good academic practice and will reduce the value and grade of the work.)
- e) Collusion: lending an assignment to other students, paying another person to perform an academic task, acquiring another person's academic work for plagiarising purposes, offering to complete another person's work or seeking payment for completing another person's work and working with others but passing off the work as one's own.

Further, students are required to attach a signed cover sheet to all assignments which declares that:

- They have read this Institute policy and understand the consequences of engaging in academic misconduct and/or plagiarism.
- They have not plagiarised the work of others or engaged in unauthorised collaboration in preparing the assignment.
- The assignment is their own work and has not been previously submitted at the Institute or elsewhere.

2.3 *Cheating*

Cheating refers to a student's attempts to gain an unfair advantage by circumventing assessment requirements and rules in examinations and other assessment tasks.

3. Policy

Academic misconduct, plagiarism and cheating are regarded as undermining a cornerstone of the Institute's academic operations, academic integrity and the reputation of both the Institute and its students and as such are not acceptable behaviour by students or staff. It is policy that all alleged



instances of plagiarism should be reported to and investigated by the Head of School in accordance with the procedures and the level of the alleged breach which is believed to have occurred as set out in this policy document.

4. Procedures

Set out below are procedures which will be followed where the types of academic misconduct or plagiarism covered by this policy are suspected or alleged.

4.1 Plagiarism

<i>Level of Plagiarism</i>	<i>Procedure and Penalties</i>
<p>Level 1: Poor scholarship or inexperience rather than culpable plagiarism.</p> <p>Level 1 offences are dealt with by the lecturer/tutor and unit convenor (if the unit convenor is a different person).</p>	<ul style="list-style-type: none"> • The lecturer/tutor or unit convenor will provide the student with advice on avoiding plagiarism. • The mark for the work should reflect the academic quality of the work taking any poor practice in referencing, etc. into account. For example: <ul style="list-style-type: none"> ○ Reduced marks may be allocated for inadequate citation of material (e.g. material copied from online sources without acknowledgment); ○ Reduced marks for an element of submitted work may be allocated for joint work which is submitted without acknowledgement of co-contribution or for submitted work which has clearly been jointly prepared where this this is not authorised.
<p>Level 2: Minor cases, where the suspected plagiarism is a first offence, may include:</p> <ol style="list-style-type: none"> a) over-reliance on sources without sufficient evidence of the student’s own work; b) an element in a piece of work which makes a small contribution to the mark for the course; c) more significant cases where there are mitigating special circumstances; d) moderate significant cases at an early stage of an undergraduate student’s career. <p>Level 2 offences are managed by the lecturer /tutor and the unit convenor in consultation with the Head of School.</p>	<p>Level 2 plagiarism will be reported by the lecturer/tutor and the unit convenor to the Head of School. The Head of School will:</p> <ul style="list-style-type: none"> • send the student a written warning including advice on avoiding plagiarism <ul style="list-style-type: none"> ➤ provide a copy of the written warning to the responsible Institute officer for inclusion in the student’s file. ➤ ensure that relevant details of the incident have been recorded by the responsible Institute officer in the Institute’s academic misconduct/plagiarism database, which is maintained and updated for the purpose of detection of multiple offences. <p>As with Level 1 above, the mark for the work should reflect the academic quality of the work, recognising, for example, that the referencing may be poor, or that not all the work is the student’s own.</p>



<p>Level 3: More significant cases, including cases of extensive or concurrent plagiarism by the student or for a repeat offence.</p> <p>Examples:</p> <ol style="list-style-type: none">work where large sections have been copied from online sources without acknowledgment;cases where plagiarism has been detected in more than one piece of work submitted by a student;work where the plagiarised element would contribute significantly to the mark for the course. <p>Significance</p> <p>Significance must be judged by the Head of School on a combination of the following factors:</p> <ol style="list-style-type: none">Level and stage in the academic career.Advice given to students on the course about avoiding plagiarism.The marking conventions of the discipline.The opportunities for re-submission.The impact of failure in that assessment.The extent of the plagiarism. <p>Level 3 offences are escalated to the Head of School who will determine the significance of the offence and apply an appropriate penalty. The more serious cases or repeat will be referred to the Student Discipline and Appeals Committee at the discretion of the Head of School.</p>	<p>Level 3 plagiarism is reported to and managed by the Head of School who will decide on the appropriate reduction of the student's mark(s) by an amount to reflect her/his assessment of the extent of the seriousness of the matter.</p> <p>The Institute's database recording cases of plagiarism/academic misconduct will be updated accordingly.</p> <p>A written account setting out details of the incident and the action taken will be prepared by the Head of School HE and will be added to the student's file.</p> <p>Penalties (listed from minimum to maximum)</p> <p>Below are penalties which may be applied with the approval and oversight of the Head of School:</p> <ul style="list-style-type: none">Re-marking of the original work with the plagiarised section removed. Marks allocated as a reflection of the academic quality of the remaining work. [Care should be taken in applying this penalty. The 'volume' of plagiarised work should not be used as the sole indicator of the significance of the case. Consideration should also be given to the validity of the remaining work and the ability for it to be marked in an edited form when plagiarised sections have been removed]. Any additional attempts or re-submissions of the work, where this is normal practice for the discipline, should be restricted to a pass mark.A written warning.Reduction of face value mark in bands of 10%, to reflect the significance of the plagiarism e.g. a mark of 57% might be reduced to 47% where the assessment item has been plagiarised by 30% or less.A mark of zero for that assessment where the assessment item has been plagiarised by 50% or more.A mark of zero for that unit where the assessment item has been plagiarised by more than 80%.Serious cases or repeat offences may be referred to the Student Discipline and Appeals Committee and at the discretion of the Committee students may be required to show cause why they should not be excluded.
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4.2 Cheating in Examinations

Cheating in examinations is another form of academic misconduct and undermines academic integrity. Students' attempts to circumvent assessment requirements by seeking to obtain an unfair advantage in examinations will be taken seriously. In supervising examinations invigilators and/or other persons in authority will:

- 4.2.1 Refer suspected instances of cheating in examinations to the Head of School and these reports will be referred to the Student Discipline and Appeals Committee.
- 4.2.2 Take action where candidates have unauthorised materials in their possession.

4.3 Penalties for cheating in examinations

- 4.3.1 Where there is clear evidence a student is using unauthorised material in the examination venue the Head of School has the right to remove the student from the venue.
- 4.3.2 Cheating in any form during an examination will normally result in a failing grade being recorded for the unit in question and at the discretion of the Head of School they may be required to show cause why they should not be excluded.
- 4.3.3 Further instances of cheating in examinations will result in a fail grade for the unit and the student shall be asked to show cause why they should not be excluded from their course of study for a period of 2 years. Any student excluded from one course of study will not be permitted to transfer any internal advanced standing to another course of study.

4.4 Other academic misconduct

Other forms of academic misconduct as outlined in this policy are taken very seriously and will be dealt with according to the nature of the misconduct at the discretion of the Head of School with serious and repeat cases being reported to and dealt with by the Student Discipline and Appeals Committee.

- 4.4.1 Suspected instances of other forms of academic misconduct will be referred to the Head of School in the first instance.
- 4.2.1 The Head of School may seek the advice of the Vice President on whether the alleged academic misconduct constitutes a breach of policy.
- 4.2.2 The Head of School at their discretion may impose a penalty or in serious or repeat cases may refer suspected instances of other academic misconduct to the Student Discipline and Appeals Committee.

4.5 Penalties for other academic misconduct

- 4.5.1 Award a mark of zero if the misconduct relates to a specific assessment task.
- 4.5.2 Award of fail in a unit related to the misconduct.
- 4.5.3 A student may be asked to show cause why they should not be excluded from their course of study for a period of 2 years. Any student excluded from one course of study will not be permitted to transfer any internal advanced standing to another course of study.

5 Exclusion

A student who under the procedures above is required to show cause why they should not be excluded from the course, will be required to do so in writing within a 10 working days from the date of the letter of notification to them. The Student Discipline and Appeals Committee will



consider the case and normally the student will be required to present their case in person before the Committee.

6 Appeals

The student may appeal the decision of a Head of School or Student Discipline and Appeals Committee regarding the finding of misconduct or plagiarism or the penalty imposed.

Appeals arising from decisions made by the Head of School are heard by the Student Discipline and Appeals Committee. The Student Discipline and Appeals Committee will consider all relevant documentary evidence and will also usually take evidence from the teaching staff and student. The Student Discipline and Appeals Committee may also seek advice from any other party considered relevant to the case.

A student may seek assistance from an external authority if they are not satisfied with the decision reached (Refer Academic Appeals Policy).