

Academic Integrity Policy

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Related Documents	<i>Academic Integrity Procedure</i> <i>Legislative and Regulatory Compliance Plan</i> <i>National Code Compliance Plan</i> <i>Quality Assurance Framework</i> <i>Staff Code of Conduct</i> <i>Staff Misconduct Procedure</i> <i>Student Code of Conduct</i> <i>Student Misconduct Procedure</i>		
Version	Authorised by	Approved	Effective Date
1.0	Chief Executive Officer	18/10/2019	1/01/2020

1. Context

This Policy supports the Australian College of Business Intelligence (ACBI)'s commitment to academic integrity.

ACBI will proactively educate and support its students in their academic pursuits, with the aim of producing students with strong ethical foundations who will act with integrity in their academic, professional and personal dealings. This Policy articulates the commitment of ACBI to actively ensure integrity across all academic pursuits and undertakings.

2. Definitions

Academic integrity: a commitment to the values of honesty, trust, fairness, respect, responsibility and courage in all areas of academic activity.

Academic misconduct: acting in any way contrary to the spirit of academic integrity to gain an unfair and unmerited advantage.

Assessment: a process to determine a student's achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration.

Breach: a failure to comply with ACBI's *Academic Integrity Policy* and related policies, procedures, directions or instructions – intentionally or unintentionally.

Collusion: an agreement between two or more parties to mislead or deceive others. Regarding coursework and assessments, the aim of collusion is usually to gain unfair advantage.

Contract cheating: a form of academic misconduct in which students get others to complete their coursework, assessment, or examination, and claiming the work is their own (also referred to as "ghost writing").

Exclusion: the suspension of a student's enrolment for a period of time.

Ghost writing: refer to "contract cheating".

Plagiarism: occurs when work is submitted which includes the words or ideas of others without appropriate attribution or reference to the original author.

3. Scope

This Policy applies to ACBI staff and students, to all ACBI units and courses, and to individual and group tasks.

4. Policy principles

The key principles informing this Policy are:

- academic integrity embedded in all aspects of the curriculum;
- appropriate behaviour in undertaking all academic and professional work including assessment tasks, examinations, and institutional documents;
- access to, and provision of, adequate information and guidance on what is expected and appropriate in terms of academic integrity and standards;
- academic integrity in all its operations and functions and any breach of academic integrity will incur appropriate consequences; and
- handling of allegations of academic misconduct by students and staff in accordance with the principles of procedural fairness.

5. Policy details

A breach of academic integrity includes, but is not limited to:

- contract cheating or ghost writing;
- collusion;
- plagiarism and/or failure to adequately acknowledge sources;
- dishonest conduct;
- making misleading or false claims;
- tampering with records;
- misrepresentation;
- using or attempting to use unauthorised material in an examination or under other assessment conditions; and
- complicity in assisting others conduct themselves in any of these ways.

It is expected that all students and staff maintain the highest possible standards in their academic and professional undertakings. To this end, ACBI is committed to providing guidance and information to support:

- students in conducting themselves with honesty, integrity, and proper ethical behaviour when undertaking any academic activities including assessment tasks and examinations;
- staff in accepting responsibility to create and foster an environment where honesty and academic integrity are understood and valued in all academic pursuits;
- an approach to teaching and learning aimed at minimising opportunities for academic dishonesty;
- education strategies which clearly define and explain academic misconduct and promote academic honesty;
- a consistent, procedurally fair and equitable framework for considering and handling alleged breaches of academic integrity, with standard and appropriate penalties depending on the severity of the breach and access to an appeal process; and

- a process of redress for students who have deliberately acted against this Policy and thereby engaged in academic misconduct.

6. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*.

7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the ACBI website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

8. References

Australian Code for the Responsible Conduct of Research (2007)

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 8

Standards for Registered Training Organisations (RTOs) 2015 (Cth), Standard 1

TEQSA Good Practice Note: Addressing contract cheating to safeguard academic integrity

9. Acknowledgements

In developing this Policy, ACBI acknowledges:

- *VET Student Loans Manual for Providers, version 3.1, April 2019.*