

Student Academic Integrity Policy

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Policy Code	AP024		
Contacts	policy@imc.edu.au		
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1. PURPOSE

The Institute is committed to achieving the highest level of academic integrity in its units and courses and proactively educating and supporting students in their honest and fair academic pursuits. The Institute strives to produce graduates with strong ethical foundations who will act with integrity in their academic, professional and personal dealings.

This policy:

- Guides students in appropriate behaviour in the undertaking of all academic work, including assessment tasks and examinations;
- Provides a fair and transparent process for investigating and dealing with alleged breaches of academic integrity;
- Clarifies the penalties that may be imposed for breaches of academic integrity; and
- Discourages behaviour that is inappropriate and contrary to the principles of academic integrity.

2. SCOPE

This policy applies to all students and all academic staff, including full-time, part-time, and sessional staff. The Institute expects:

- Students to conduct themselves in a manner that is consistent with honesty, integrity, and proper ethical behaviour when undertaking any academic activities, including assessment tasks;
- Staff to accept responsibility to create and foster an environment where honesty and academic integrity are understood and valued in all academic pursuits.

3. DEFINITIONS

Academic Cheating Service means the provision of work to or the undertaking of work for students, in circumstances where the work:

- (a) is, or forms a substantial part of, an assessment task that students are required to personally undertake; or
- (b) could reasonably be regarded as being, or forming a substantial part of, an assessment task that students are required to personally undertake.

Academic Integrity is the moral code of academia. It requires a commitment to honesty, trust, fairness, respect and responsibility in all aspects of academic work.

Academic Integrity Officer is that member of academic staff appointed by the Provost to provide leadership in the implementation and enforcement of the Student Academic Integrity Policy. The Academic Integrity Officer will:

- Ensure that the requirements of the policy are advertised appropriately to IMC students and staff, and provide training in the responsibilities of IMC staff under the policy as appropriate;
- Investigate alleged breaches of academic integrity in accordance with the policy and procedures;
- Convene and chair the Academic Integrity Panel as provided in the policy;
- Maintain the Student Academic Misconduct Register; and
- Report regularly to appropriate committees and boards concerning the resolution of all alleged breaches of academic integrity by IMC students

Academic Integrity Panel is a panel tasked with investigating and acting upon alleged breaches of academic misconduct. It is comprised of at least three people, including the Academic Integrity Officer as Chair, the English Language and Academic Skills Coordinator

and a member of academic staff appointed by the Dean of the School in which the student is enrolled.

Academic Misconduct means conduct by which a student seeks to gain an unfair or unjustified academic advantage in a unit or course. It may be intentional or unintentional. It includes, but is not limited to the following:

- Plagiarism or assisting someone else in committing plagiarism;
- Purchasing an assignment and submitting it as though it is the student's own work;
- Cheating, acting dishonestly or otherwise attempting to gain an unfair advantage in any examination or any other assessment task;
- Colluding with or assisting someone else to cheat, plagiarise or engage in other types of academic misconduct;
- Submitting as a new work an assessment task previously produced and assessed for another unit or a previous semester;
- Misrepresenting, fabricating, or falsifying information or data;
- Using information obtained in breach of a duty of confidentiality;
- Omitting reference to the relevant published work of others to claim personal discovery of new information;
- Claiming joint authorship with other authors without their permission;
- Attributing work to others who have not contributed to the research;
- Failing to acknowledge work primarily produced by a collaborator;
- Making improper use of copyright material.
- File sharing where examination questions or assignments are exchanged internally or uploaded or downloaded through a third party platform.

Academic Misconduct Register means a central database, maintained by the Administration Office, where the records of investigations into allegations of plagiarism and other misconduct are stored. Access to this register is restricted to the Academic Integrity Officer, the Senior Academic Manager or a delegated member of academic support staff, the Provost and Deans, the Chair of Student Grievance Committee, and the Chair of Academic Board.

Cheating means to seek to obtain an unfair academic advantage or assist another student in obtaining an unfair academic advantage. It includes, but is not limited to, the following:

- Submitting falsified, copied or improperly obtained data relating to academic work;
- Submitting an assessment task written for the student by another person or which the student has copied from another person;
- Using an artificial intelligence content writing tool or any other computer software tool, to generate assessable content where its use has not been permitted in writing by the unit coordinator, or if permitted, without full disclosure of the tools, processes and output used;
- Claiming falsely that a student was present at an activity where attendance is required;
- Completing an assessment task outside the conditions specified for that assessment task.

Contract Cheating includes, but is not limited to the following activity:

- Acquiring or commissioning, directly or indirectly, work from a commercial service whether pre-written or specially prepared.

Cheating in Examinations means seeking to obtain an unfair academic advantage while undertaking any examination, including online examinations. It includes, but is not limited to, the following:

- Communicating, or attempting to communicate, in any way, during an examination with any person who is not an examination supervisor;
- Accepting from, or assisting, any person who is not an examination supervisor during the examination;
- Reading, copying or attempting to copy from another student's work in an examination;
- Transmitting information, questions or answers to another person;
- Using or possessing of any unauthorised material, i.e., material that is not specifically nominated by the Unit Lecturer and not listed on the examination paper cover page;
- Using or possessing unauthorised electronic devices, including mobile phones, screen sharing/mirroring, blue tooth storage devices, or other unauthorised communication devices; or
- Permitting another person to attend an examination on a student's behalf or attending an examination on behalf of another student.

Collusion occurs when two or more students act together to cheat, plagiarise or engage in other types of academic misconduct.

Extreme Academic Misconduct is academic misconduct of a severe and deliberate nature and includes, but is not limited to:

- Repeated acts of deliberate academic misconduct across multiple assessment tasks;
- Repeated submission of work as the student's own work which has been prepared by another person or commercial entity, stolen from another student, copied from a book, journal or internet site;
- Repeatedly falsifying data used in major assessment tasks;
- Permitting another person to attend an examination on a student's behalf or attending an examination on behalf of another student.

Plagiarism is intentionally or unintentionally using other persons' work, copying (in whole or in part) the work or data of other persons, or presenting substantial extracts from written, printed, electronic or other media in a student's written work without due acknowledgement. Plagiarism involves giving the impression that a student has thought, written or produced something that has been taken from another. Plagiarism has also taken place when direct use of others' words is not indicated, for example, by inverted commas or indentation, in addition to appropriate citation of the source.

- a) Intentional plagiarism** occurs if a student plagiarises with the deliberate intention of representing the work of others as their own.
- b) Unintentional plagiarism** occurs if a student inadvertently plagiarises due to a lack of knowledge or understanding of the concept of plagiarism or lack of preparation, skill or care.

Plagiarism Declaration Form is a form to be included by the student as part of every task submitted for assessment. It requires the student to affirm that:

- The student has read and understood the Student Academic Integrity Policy and any guidelines provided in the Unit Outline or Study Guide;
- The student has completed the online Academic Integrity Module; and
- The work being submitted is the student's own work, that all sources have been acknowledged in the work, that the information contains no plagiarism, and that the information provided is not knowingly inaccurate.

4. PROCEDURES

See the related document *Student Academic Integrity Procedures* for the details about implementing the principles inherent in this policy document.

5. CONFIDENTIALITY

All investigations of academic misconduct will remain confidential, and all information provided about the allegation will remain confidential and only be used for the purpose for which it was provided unless:

- i. the student gives their express consent for the allegation and the information relating to the allegation not to be treated as confidential;
- ii. the information gives the Institute reasonable grounds for concern about the security of people or property;
- iii. procedural fairness requires the information to be shared;
- iv. access to the information is required by law.

6. APPEALS

- a) Students have a right to appeal against a finding of academic misconduct, or a penalty imposed, within 5 business days of being notified of the outcome of the formal inquiry. The appeal must be in writing and state the grounds upon which the appeal is based.
- b) Appeals against a penalty imposed by the Academic Integrity Panel for unintentional academic misconduct will be considered by the Dean.
- c) Appeals against a decision of the Dean will be considered by the Student Grievance Committee.

7. PROVIDERS OF ACADEMIC CHEATING SERVICES

7.1. Zero tolerance for academic cheating service providers

The Institute has a zero-tolerance for any third-party providers who provide, or attempt to provide, academic cheating services to any of the Institute's students.

The Institute supports the laws in Australia which make it an offence for any person to provide or advertise academic cheating services relating to the delivery of higher education in Australia, whether that third-party is in Australia or elsewhere.

7.2. Criminal and civil offences for academic cheating service providers

Specifically, the Institute support the laws in Australia as provided in the *Tertiary Education Quality and Standards Agency Act 2011 (Cth) (TEQSA Act)*, which creates a number of criminal and civil offences for conduct of this nature which include, but are not limited to, the following behaviours;

a) Providing academic cheating service for a commercial purpose

It is a criminal offence to provide, offer to provide, or arrange for a third party to provide an academic cheating service to a student undertaking an Australian course of study with a higher education provider such as the Institute, for a commercial purpose (the penalty for such an offence is 2 years imprisonment or 500 penalty units, or both) (section 114A(1) of the TEQSA Act);

b) Providing academic cheating service

It is a civil offence to provide, offer to provide, or arrange for a third party to provide an academic cheating service to a student undertaking with a higher education provider such as the Institute, an Australian course of study (the penalty for such offence is 500 penalty units) (section 114A(2) of the TEQSA Act);

c) Prohibition on advertising academic cheating services for a commercial purpose It is a criminal offence to advertise or publish or broadcast an advertisement for an academic cheating service to students undertaking an Australian course of study with a higher education provider such as the Institute, for a commercial purpose (the penalty for such an offence is 2 years imprisonment or 500 penalty units, or both) (section 114B(1) of the TEQSA Act);

d) Prohibition on advertising academic cheating services

It is a civil offence to advertise or publish or broadcast an advertisement for an academic cheating service to students undertaking an Australian course of study with a higher education provider such as the Institute (the penalty for such an offence is 500 penalty units) (section 114B(2) of the TEQSA Act);

e) Injunctions relating to online locations that facilitate provision of, or advertising of, academic cheating services

The Tertiary Education Quality and Standards Agency (TEQSA) may apply, on behalf of the Commonwealth of Australia, to the Federal Court of Australia to grant an injunction that requires a carriage service provider to take such steps as the Court considers reasonable to disable access to an online location of yours that contravenes, or facilitates a contravention of, section 114A or 114B of the TEQSA Act (section 127A(1) of the TEQSA Act). This may also request that the injunction require an online search engine provider to take such steps as the Court considers reasonable so as not to provide a search result that refers users to your online location (section 127A(2) of the TEQSA Act); and

f) Obtaining academic cheating services information

A person, such as the Institute, may disclose academic cheating services information to TEQSA to assist TEQSA in performing its functions under paragraph 134(1)(c), (da) or (j) of the TEQSA Act (section 197C of the TEQSA Act).

7.3. Procedure upon knowledge of academic cheating services

Any person who becomes aware of a person providing, or offering to provide or arrange, academic cheating services to students of the Institute, must inform the Academic Office of the Institute and provide all relevant information, materials and documentation concerning academic cheating services.

Upon receipt of the information, the Academic Office of the Institute will seek to identify the person and investigate the nature of the provision of academic cheating services to students of the Institute and provide all relevant information, materials and documentation concerning academic cheating services to the Academic Integrity Officer.

7.4. Cease and desist letter to contract cheating service provider

Upon an investigation of the matter, the Academic Office may obtain the assistance of the General Counsel to write a legal letter to the third party provider informing that person of the information that the Institute has become aware of and demanding that the third party provider cease and desist all associated actions in relation to the provision of contract cheating services to the Institute's students.

7.5. Reporting academic cheating concern to TEQSA

Upon an investigation of the matter, the Academic Office may also report a concern to TEQSA about contract cheating to concerns@teqsa.gov.au. This will assist TEQSA in performing its functions under the TEQSA Act.

The Academic Office will provide as much detail as possible and include any relevant website address, how the Institute became aware of the website, and any supporting evidence including any legal letters issued by the Institute.

7.6. Academic Office

If you are in any doubt in relation to any part of contract cheating service providers in this policy, please contact the Academic Office who may assist you.

7. RELATED DOCUMENTS

- i) Assessment Policy and Procedure (Coursework)*
- ii) Code of Conduct for Students*
- iii) Examination Policy and Procedure*
- iv) Student Academic Integrity Procedure*
- iv) Student Complaints and Appeals Policy and Procedure*

8. CHANGE AND VERSION CONTROL

Version	Approved by	Approval Date
2015.10	Academic Board	1 October 2015
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