Student Academic Integrity (HE) Policy

1. Purpose

The purpose of the Student Academic Integrity (HE) Policy is to provide a framework for promoting academic integrity and maintaining academic standards in learning.

2. Principles

This policy will adhere to the following principles by expecting academic staff to:

- Promote and maintain academic integrity incorporating honesty, respect and responsibility in all learning activities
- Ensure students are aware of academic integrity standards and expectations and have access to appropriate resources
- Ensure students are aware of the implications of academic misconduct
- Report all alleged academic misconduct occurrences and investigate using the principles of procedural fairness and natural justice.

3. Scope

This policy applies to all Melbourne Polytechnic Higher Education courses, academic staff and students.

4. Academic Integrity Promotion

Academic staff will include information about academic integrity at Orientation sessions and continue educating students on developing and maintaining academic integrity practices in their work throughout the semester. Students will have access to various resources to guide them in the preparation of original work and to ensure appropriate referencing systems are used when acknowledging the original work of others and sources of information. When submitting work students will declare the work submitted is their own work without assistance from any unauthorised person or source. Works include but are not limited to assignments, essays, reports, presentations, quizzes, tests and examinations.

5. Academic Integrity Breaches

Breaches of academic integrity include academic fraud, plagiarism, cheating and collusion. All alleged academic misconduct occurrences will be reported and investigated to determine their authenticity, seriousness and to determine any penalty to be imposed. All allegations will be investigated using the principles of procedural fairness, natural justice and confidentiality. Decisions will be applied consistently and take into consideration whether the breach was intentional or unintentional.

6. Complaints and appeals

A student dissatisfied with the outcome of an alleged academic misconduct occurrence can lodge an appeal using the *Student Complaints and Appeals Policy and Procedure*.

7. Definitions

For the purpose of this policy the following definitions apply:

Academic Fraud: A form of misconduct that enables a student(s) to obtain an unfair academic or general advantage through false representation.

Academic Integrity: Producing and presenting academic work in an honest, ethical, respectful and responsible way.

Academic Misconduct: Conduct that gives a student an unfair academic advantage. Such conduct may include, but is not limited to, academic fraud, cheating, collusion and plagiarism.

Cheating: Behaviour which is engaged in by a student or another person on behalf of a student to provide that student or group of students with an academic advantage such as paying another person to prepare an assignment.

Collusion: Agreement between individuals (students/other persons) to act together secretly or without permission to achieve an unfair advantage such as copying another person's work.

Plagiarism: The use of all or part of another person or entity's work without appropriate acknowledgment of the author or source.

Procedural Fairness: Decision-making that is fair and reasonable without bias and provides an opportunity for parties to be heard in an open and fair manner.

Referencing systems: a set of rules describing how to acknowledge the thoughts, ideas and works of others in a particular way.

8. Responsibility and Accountability

Task	Responsibility	Notes
Ensure academic staff are aware of the student academic integrity policy and procedures	Head of School	Schedule training sessions
Educate students about academic integrity expectations and requirements as part of Orientation and throughout the semester	Head of Program and academic staff	Liaise with library staff for assistance
Encourage students to complete the Academic Integrity module on Moodle	Head of Program and academic staff	By week 3 of semester
Generate a report of students who have completed/not completed the Academic Integrity module on Moodle and forward to Head of Program to remind students of the importance of completing this module	Educational Technologies, Learning Environments	Week 4 of semester
Provide students with information on appropriate referencing style and research skills	Head of Program and academic staff	Liaise with library staff for assistance

Advise students of the various resources available to assist with maintaining academic integrity including text-matching software	Head of Program and academic staff	
Report every alleged breach of academic misconduct to the Head of Program	Academic staff	Refer to: Higher Education Incident Report form Student Academic Integrity (HE) Procedure
Record academic integrity breaches and outcomes in the School Misconduct Register	Head of Program and Course Administrator	
Submit a report to Academic Board detailing the number of students who have completed the Academic Integrity module along with academic integrity breaches and outcomes to review trends and improve teaching and learning practices. Refer to this report as part of the Annual Course Review.	Head of Program and Course Administrator	Each semester

9. Supporting Documents and Templates

Assessment (HE) Policy
Assessment (HE) Procedure
Higher Education Incident Report Form
Student Academic Integrity (HE) Procedure
Student Complaints and Appeals Policy
Student Complaints and Appeals Procedure
Student Discipline Policy

10. Policy Control

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