

Student Academic Integrity (HE) Procedure

1. Purpose

The intent of this procedure is to describe student academic integrity processes and assign responsibility for effective implementation across Higher Education courses.

2. Definitions

For the purpose of this procedure 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.

3. Responsibility and Accountability

3.1 Promoting academic integrity

Task	Responsibility	Notes
Melbourne Polytechnic staff		
Ensure staff are familiar with policies/procedures and resources relating to academic integrity	Head of School	
Include information on academic integrity at student induction sessions during Orientation week	Head of Program and Director Student Experience	Prior to beginning of semester
Explain academic integrity, cheating, collusion and plagiarism along with the implications of academic dishonesty in the third week of semester	Academic staff	Refer to: Student Academic Integrity (HE) Policy Student Discipline Policy

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Include reference to the various declarations (Assignment cover sheet declaration for written assessments and electronic submissions via Moodle) to confirm authenticity of original work		
Provide students with clear expectations of assessment and aspects that will be assessed and valued along with what is considered dishonest and unacceptable behaviour	Academic staff	Week 3 of semester
Encourage students to complete the Academic Integrity module on Moodle by the third week of semester	Academic staff	
Provide students with information on appropriate referencing practices and research skills by the third week of semester	Academic staff	Liaise with library staff for assistance
Advise students of text-matching software on Moodle and how to use the resource to check their written work prior to submission	Academic staff	Prior to first assessment
Generate a report of students who have completed/not completed the Academic Integrity module on Moodle and forward to Head of Program	Educational Technologies, Learning Environments	Week 4 of semester
Remind students of the importance of completing the Academic Integrity module on Moodle	Academic staff	
Respond to students queries regarding accurate acknowledgment of source information to avoid academic integrity breaches throughout the semester	Academic staff	
Advise students that authenticity of work will be evaluated via text matching software or other means	Academic staff	
Students		
Complete Academic Integrity module on Moodle	Students	By week 3 of semester
Observe and comply with Institute academic integrity values and standards	Students	
Present independent work, acknowledge all sources and use text-matching software to check work prior to submission	Students	
Complete and submit Assignment cover sheet for written assessments and complete prompt on Moodle for every electronic submission confirming authenticity of original work	Students	

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Report concerns regarding the academic integrity of another student or any acts of alleged academic misconduct to the Head of Program	Students	
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3.2 Reporting and investigating allegations of academic misconduct

Task	Responsibility	Notes
Advise Head of Program of alleged academic misconduct incident (plagiarism, collusion, cheating)	Academic staff and/or Examination Invigilator	Refer to: Higher Education Incident Report form Student Academic Integrity (HE) Policy
Complete Higher Education Incident Report form and submit to Head of Program	Academic staff	Examination breaches to be reported on the same day as the examination
Investigate alleged breaches of academic misconduct	Head of Program	May include discussion with student/s, other academic staff/invigilator
Determine if the breach was intentional or unintentional	Head of Program	Consider the following: <ul style="list-style-type: none"> • The year level of the student and the length of time they have been enrolled at the Institute; • The level of exposure to accepted standards and cultural norms regarding student academic integrity; • Any previous instances of academic misconduct and the outcomes; • The level of remorse of the student or lack thereof; and • The appropriateness and availability of other preventive or corrective actions such as attending training on plagiarism or referencing.
Forward Incident Report including recommendation to Head of School for consideration	Head of Program	
Determine the outcome and the penalty to be imposed	Head of School	Refer to the Student Discipline Policy Options include: <ul style="list-style-type: none"> • Take no further action; • Stipulate conditions such as counsel student or remind student to use text-

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		matching software; • impose a penalty - for misconduct related to assessment, options include a fail grade for the subject or varying the student's assessment in the subject
Advise the Head of Program and Director of College of the outcome	Head of School	Next working day
Advise the student in writing (via letter or email) of the outcome	Head of School	Within 3 working days of the decision
Record the outcome of the academic misconduct incident in the School Misconduct Register	Head of Program and Course Administrator	
Submit a complaint if not satisfied with the decision	Student	Refer Student Complaints and Appeals Policy
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

4. Supporting Documents and Templates

[Assessment \(HE\) Policy](#)

[Assessment \(HE\) Procedure](#)

[Higher Education Incident Report Form](#)

[Student Academic Integrity \(HE\) Policy](#)

[Student Complaints and Appeals Policy](#)

[Student Complaints and Appeals Procedure](#)

[Student Discipline Policy](#)

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5. Procedure Control

Approving authority	<i>Academic Board</i>
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