

ACADEMIC INTEGRITY POLICY

Approving Authority	Academic Board
Purpose	This policy outlines the obligations of students and staff to conduct themselves in an ethical and proper manner in all academic matters and to ensure the Integrity of teaching, learning, and related activities.
Responsible Officer	Academic Leadership Team (Academic Dean and/or Head of Academic Programs)
Next Scheduled Review	August 2031
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated Documents	Academic Appeals Policy and Procedure Academic Staff Professional Development Policy and Procedure Professional Staff Professional Development Policy and Procedure Staff Code of Conduct Policy and Procedure Student Code of Conduct Policy and Procedure Student Grievances and Appeals Policy and Procedure Student Support and Services Policy and Procedure Academic Integrity Procedure

1. PRINCIPLES

Ozford Institute of Higher Education (hereafter referred to as ‘the Institute’) is committed to upholding and promoting academic Integrity among students and staff and ensuring all assessment of student learning is undertaken in accordance with the highest levels of academic Integrity.

The Institute’s primary obligations related to academic integrity are found in Standard 5.2 of the Threshold Standards. The Institute must:

- *uphold and promote academic and research integrity across the sector, including maintaining accountability in third-party arrangements*
- *ensure providers have policies and procedures in place to prevent, respond to, and resolve claims of academic and research misconduct.*

Protecting academic and staff research integrity is important in preserving both the Institute’s integrity and the credibility of its qualifications and its staff’s research. Academic and staff research integrity is a priority for all higher education providers as it serves to maintain the reputation and international standing of the Australian higher education system and the benefits of Australian research to individuals and society.

2. SCOPE

This policy applies to all students and staff of the Institute in respect of their preparation, dissemination, and submission of any form of academic and scholarly work, including assessment items.

3. DEFINITIONS

Academic Integrity

Academic Integrity refers to the expectation that teachers, students, researchers, and all members of the academic community act with honesty, trust, fairness, respect, and responsibility. Breaching academic integrity is also known as "academic misconduct" or "academic dishonesty."

Breaches of academic integrity in regard to courses of study include:

- plagiarism and failures of correct acknowledgement practice
- contract cheating or paying for another person to prepare an assignment.
- submitting (for assessment or review) work prepared by another person.
- collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others.
- unauthorised use of artificial intelligence (AI) in preparation or presentation of work.
- all forms of cheating in examinations and other assessment tasks.
- offering or accepting bribes (money or sexual or other favours), e.g. for admission or for grades, and
- fabrication or falsification of information or student identity.

Any of these practices undermine the integrity of assessment of students' work and thus place the credentialing authority of the Institute at risk and, in consequence, its reputation as well.

Academic Fraud

Seeking an unfair academic advantage through submission of fraudulent documentation (including, but not limited to, medical certificates) to support a student's academic consideration request. Students who falsify documents of this kind may be committing a criminal offence and the matter may be referred to the State or Federal Police.

Academic Misconduct

Academic misconduct generally refers to a breach of Academic Integrity, intentional or unintentional. It involves any activities and practices that:

- Undermine the integrity of assessments;
- Misrepresent academic outcomes; or
- Seek to gain an unauthorised or unfair academic advantage over others.

Examples of such breaches are cheating, contract cheating, plagiarism, submitting an assessment prepared by others or by AI without authorisation, collusion, copying from other persons' work, cheating in exams, fabrication or falsification of information, and offering or accepting bribes or favours for grades or admission.

Plagiarism

Plagiarism refers to claiming someone else's ideas or words to be one's own without acknowledging the source. Plagiarism is one form of academic misconduct, and Students and Staff are expected to avoid it by

doing their own work, acknowledging all sources of information and ideas and acknowledging all group members when group work is concerned.

Cheating

Cheating refers to attempts to gain an unfair advantage by circumventing assessment requirements and rules in examinations and other assessment tasks. It includes:

- Communicating with or copying from another person/s during an examination;
- Using or possessing prohibited equipment or material during an examination;
- Sending, receiving or accessing (or endeavouring to send, receive or access) any source of electronic information during the examination unless specified by the examiner;
- Accessing or obtaining an advance copy of an examination paper unless otherwise authorised;
- Any other breach of examination conditions as set out in the relevant assessment instructions, Unit outline and/or examination rules.

Contract Cheating

Contract cheating occurs when a student seeks a third party to complete part or all of an assessment item and subsequently submits the item as if the item is completed by the student. This includes:

- essay writing services
- friends, family or other students
- private tutors
- copyediting services
- agency websites, or
- ‘reverse classifieds’

Third party services include marketing-savvy commercial providers who contact students via social media, online platforms and other advertising forums of cheating services about their academic services such as:

- academic custom writing
- online labour markets
- pre-written essay banks
- file sharing sites, and
- paid exam takers.

Collusion/Facilitating Academic Dishonesty

Collusion refers to unauthorised collaborations in preparation for the presentation of work, including knowingly allowing personal work to be copied by others.

Assisting another student, intentionally or recklessly, to commit an act of academic misconduct;

Unauthorised collaboration with other students on assessable work;

Unauthorised file sharing, including uploading or posting a copy of a Unit outline, assessment task (including student response), examination item or any other Unit or course materials to a website or server without

express permission of the University, for any other reason than personal use. Permission should be sought from the Unit Coordinator for Unit materials or the Legal Services Unit for all other material;

Removing or endeavouring to remove from the examination session any question or answer paper, other than paper provided for use by the student during the course of the examination, or other material which is the property of the University, unless authorised by the examination supervisor and examiner. In the case of online examinations, copying, recording, downloading, using screenshot functionality or photographing examination questions or materials without examiner authorisation.

Generative Artificial Intelligence (Gen AI)

GenAI uses generative models to produce text, images, videos, or other forms of data. In education, this can include but not limited to developing personalised learning materials, assessments, and interactive learning experiences, transforming how learning and teaching is conducted.

Gen AI Principles

In support of the Gen AI Learning and Assessment strategy, the Institute has developed the following Gen AI principles enable its community to engage with AI ethically and effectively.

1. *Only Use Gen AI to enhance your work.*
2. *Use Gen AI for Academic Work only when authorised.*
3. *Use must adhere to the Institute's Ethical use of Gen AI.*
4. *Use must include consideration of the limitations of Gen AI.*
5. *Use must protect the Institute's Privacy, IP and Commercial Agreements.*

Misrepresentation/Fabrication

Falsifying or intentionally misrepresenting data, images or information in an assessment task;

Citing references to non-existent or incorrect sources;

Making an untrue statement about attendance or participation in an activity required for assessment purposes (including a professional learning placement).

Misuse of Generative Artificial Intelligence Technology

Using work (e.g. assignment, essay, exam paper, research paper, creative project, data) generated by an unauthorised artificial intelligence (AI) tool in an assessment without permission from the Unit coordinator;

Using work generated by an artificial intelligence (AI) tool in an assessment where this is permitted, but without appropriate acknowledgement.

Other Academic Misconduct

Any other conduct by which a student or staff may seek to gain an unauthorised and unfair academic advantage over others. It includes the unauthorised use of file-sharing, where exam questions and assignments are exchanged internally or uploaded or downloaded through a third-party platform, unauthorised use of AI software or paraphrasing tools, as well as organising another person to complete an assessment item for the student.

4. POLICY

4.1 The Institute has responsibility to ensure its staff and students act with honesty, trust, fairness, respect and responsibility as they engage in learning and teaching in courses and units of study. The Institute :

- is committed to providing a learning environment that instils the values of academic integrity in all students and staff, and, to that end, provides educational resources, support and guidance for students and staff.
- aims to maintain the highest standard of academic integrity and to ensure that academic integrity support and processes are continuously improved.
- recognises that responsibility for maintaining academic integrity is shared by all members of the Institute community, including all students and staff.
- provides mechanisms to receive concerns or complaints about potential academic integrity breaches and investigate and resolve potential breaches; and
- ensures breaches are investigated in an effective way in accordance with procedural fairness and the welfare of all parties to an investigation.

4.2 The Academic Board is responsible for oversight of academic and research integrity, including the monitoring of potential academic integrity risks. This requires that the occurrence and nature of misconduct and breaches of academic or research integrity are monitored, and that action is taken to address underlying causes.

4.3 All Staff and Students at the Institute are expected to uphold and maintain Academic Integrity during their employment or studies. Staff and Students must refrain from taking part in actions that constitute academic misconduct. This includes any actions that have the purpose or are likely to have the effect of seeking to gain an unauthorised or unfair academic advantage over others.

Any Academic misconduct undermines the Institute's academic operations and the reputation of both the Institute and its Students and, as such, is not acceptable behaviour of Students or Staff.

4.4 The Institute's Academic Integrity standards are centred around the following principles:

- all assessment and learning activities are undertaken with honesty and in a manner that is fair, respectful and ethical;
- students are expected to comply with the conditions set for each assessment task including using GEN AI responsibly in compliance with the Institute's **GEN AI Principles**;
- the work submitted for assessment is the work of the student, unless otherwise permitted by the Institute's Academic team;
- work submitted for assessment are not falsified in any way;
- all collaborations in creating work for assessment are acknowledged; and
- work previously submitted for assessment cannot be re-submitted for another assessment task without permission the Institute's Academic team.

4.5 All Students must comply with the Institute's **GEN AI Principles** which have been developed to enable the Institute's community to engage with AI ethically and effectively. Students are expected to be able to perform tasks based on the skills and knowledge acquired from their studies, without sole reliance on Gen AI. When GEN AI is used by students as part of assessment, it is expected to

be used with honesty and in a manner that is responsible, ethical and be appropriately acknowledged.

4.6 Staff need to employ correct acknowledgement practices in their teaching when using text, images, videos and other artefacts sourced from others or when using GEN AI. The academic integrity of a course of study may be questioned if unacknowledged use is made of external materials. Such acknowledgement practices may be accommodated in or modified by prevailing copyright, licensing and intellectual property requirements.

4.1 The Institute will promote academic integrity by:

- providing resources and support on academic integrity for prospective and current students and staff, including reference to the student resources provided by the Tertiary Education Quality and Standards Agency (TEQSA).
- providing resources and support to Academic staff to assist them in providing guidance and feedback to students to develop their knowledge and skills related to academic integrity; as well as responding to allegations of academic misconduct including utilising and referring to the tools and guidance provided by the Tertiary Education Quality and Standards Agency (TEQSA);
- designing learning outcomes, course content and assessment tasks that appropriately educate students about academic integrity and promote and uphold academic integrity standards. and
- monitoring, reviewing, and reporting on strategies to promote Academic Integrity and minimise academic misconduct across the Institute.

Academic Misconduct

4.7 A student will be in breach of this Policy (engage in academic misconduct) if they attempt or succeed in obtaining an academic advantage in an assessment task by unauthorised, unscholarly or unfair means for their own gain or for the benefit of others.

4.8 Academic misconduct includes, but is not limited to:

- Plagiarism
- Cheating in an Assessment (including in-class test or quiz or examination whether in person or online)
- Contract Cheating
- Collusion/Facilitating Academic Dishonesty
- Misrepresentation/Fabrication
- Misuse of Generative Artificial Intelligence Technology
- Academic Fraud.
- Any other action or attempted action by a student that may result in an unfair academic advantage for the student, or an unfair academic advantage or disadvantage for other students.

4.9 The Institute will monitor and act on any information about contract cheating services and related resources reasonably likely to encourage or facilitate academic misconduct.

4.10 Suspected academic misconduct will be investigated and may be subject to disciplinary action. Academic staff are responsible for determining if academic integrity has been breached in an

assessment they are marking. All alleged instances of academic misconduct must be reported to the Academic Leadership team.

- 4.11 The Student Discipline and Appeals Committee will investigate and report on matters relating to student discipline relating to academic misconduct, especially in relation to plagiarism and other behaviour designed to provide an unfair advantage to a student. The Committee will ensure these incidents are dealt with consistently and fairly and will apply penalties that are appropriate, fair, and just.
- 4.12 Students may seek assistance from an external authority if they are not satisfied with the decision reached by the Student Discipline and Appeals Committee. (Refer to the ***Academic Appeals Policy and Procedure***).
- 4.13 The Institute will maintain a centralised management system to keep secure and confidential electronic records of cases of alleged academic misconduct and the outcomes of investigations.
- 4.14 Annually, there will be reporting on the occurrence and nature of misconduct and breaches of academic or research integrity are monitored, and that action is taken to address underlying causes to the Academic Board.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the TEQSA Compliance Frameworks, the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by the Governing Board (GB), the Academic Board (AB) or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the TEQSA Compliance Frameworks approved by the GB;
- 5.3 internally reviewed by the Responsible Officer every five years from the date of approval (if not earlier); and
- 5.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed responsible officer(s) of the Institute.

7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Avondale University, Academic Integrity Policy and Procedure, 2024 ([Academic Integrity Policy & Procedure - Avondale Policies - Confluence \(atlassian.net\)](#))
- Bond University, Academic Integrity webpage 2026 ([Academic Integrity | Bond University | Gold Coast, Queensland, Australia](#))
- Griffith University, Student Academic Misconduct Policy, 2024 ([Academic integrity](#))

- Monash University, Assessment and Academic Integrity Policy and Procedures2024 ([Assessment and Academic Integrity Policy \(monash.edu\)\)](#);
- [University of Melbourne, Student Academic Integrity Policy, 2026 \(Student Academic Integrity Policy \(unimelb.edu.au\)\)](#)
- [University of Wollongong, Academic Integrity Policy, 2024 \(<NAME> POLICY \(uow.edu.au\)\)](#)
- Tertiary Education Quality and Standards Agency, Guidance Note: Academic Integrity v1.2, March 2019 ([Guidance note: Academic integrity | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](#))

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	28 November 2017	Initial issue	AB
2.0	August 2018	Reflecting the requirements of the HESF standards and changes in academic leadership structure	AB
3.0	July 2020	Internal Review	AB
4.0	December 2022	Minor update – updated definition of Academic Integrity and Contract Cheating	AB
4.1	June 2023	Internal Review	AB
4.2	September 2023	Internal review – minor formatting changes and add external referencing	EMT
5.0	August 2026	Internal Review	EC/AB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act (ESOS) 2000 Education Services for Overseas Students Regulations 2019 The National Code of Practice for Providers of Education and Training to Overseas Students 2018		

Notes:

AB = Academic Board

EMT = Executive Management team