

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 Dean
Next Scheduled Review	September 2026
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.

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 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.

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'

The 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

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

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 Ozford Institute of Higher Education (hereafter referred to as "the Institute") places a very high importance on academic honesty and Integrity. All staff and students at the Institute are expected to uphold and maintain academic Integrity during their employment or studies.
- 4.2 Any Academic misconduct undermines the Institute's academic operations, Academic Integrity, and the reputation of both the Institute and its students and, as such, is not acceptable behaviour of students or staff.
- 4.3 Staff need to employ correct acknowledgement practice in their teaching when they are using text, images, videos and other artefacts sourced from others. 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, which will be accessible to staff and students who need to be aware of those requirements.
- 4.4 All current and prospective students of the Institute are informed in writing about the expectations of the academic integrity policy and possible penalties for violation of academic integrity as part of their signed written agreement.
- 4.5 The Institute will provide all current students and staff with resources and support in maintaining academic integrity, including reference to the resources provided by the Tertiary Education Quality and Standards Agency (TEQSA).
- 4.6 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.
- 4.7 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 Dean.
- 4.8 The Institute will investigate and resolve incidents of academic misconduct and plagiarism among its student and staff in a consistent manner. It will apply penalties that are appropriate, fair, and just.
- 4.9 The IT system and photocopying protocol of the Institute have sufficient built-in mechanisms for preventing any breach of copyright law and other academic integrity violations.
- 4.10 The Academic Board is responsible for maintaining oversight of academic and research integrity, including the monitoring of potential risks. This requires that there is regular reporting to the Academic

Board 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.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HESF Threshold Standards, 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 HESF Threshold Standards approved by the GB;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier); and
- 5.4 referenced to the applicable HESF threshold Standard 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, 2023 ([Academic Integrity Policy & Procedure - Avondale Policies - Confluence \(atlassian.net\)](#))
- Bond University, Academic Integrity Policy, 2020 ([Academic Integrity Policy \(bond.edu.au\)](#))
- Griffith University, Student Academic Misconduct Policy, 2020 ([Student Academic Misconduct Policy \(windows.net\)](#))
- Monash University, Assessment and Academic Integrity Policy and Procedures 2023 ([Assessment and Academic Integrity Policy \(monash.edu\)](#));
- University of Melbourne, Student Academic Integrity Policy, 2022 ([Student Academic Integrity Policy \(unimelb.edu.au\)](#))
- University of Wollongong, Academic Integrity Policy, 2023 (<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	AB

Version	Date approved	Description	Approved by
		changes in academic leadership structure	
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
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