

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	December 2025
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	<ul style="list-style-type: none"> Student Grievances and Appeals Policy and Procedure Student Support & Services Policy and Procedure Academic Appeals Policy and Procedure Student Code of Conduct Staff Code of Conduct Academic Integrity Procedure Academic Staff Professional Development Policy and Procedure Professional Staff Professional Development Policy and Procedure

1. PRINCIPLES

Ozford Institute of Higher Education 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

3.1 *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."

3.2 *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 Artificial Intelligence (AI), 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.

3.3 *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.

3.4 *Cheating*

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

3.5 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 .

3.6 Collusion

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

3.7 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, using artificial intelligence (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 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.
- 4.4 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).
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 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.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HESF Threshold Standards (2021), 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 (2021) 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 Officers of the Institute.

7. ACKNOWLEDGEMENTS:

This policy was initially developed with reference to the relevant policies and procedures of the following institutions:

Avondale University, *Academic Integrity Policy*, October 2018;

Tertiary Education Quality and Standards Agency, Guidance Note: Academic Integrity v1.2, March 2019;

Bond University, Academic Integrity Policy, January 2020;

Griffith University, Student Academic Misconduct Policy, April 2015;

Monash University, Assessment and Academic Integrity Policy and Procedures, January 2021;

University of Melbourne, Student Academic Integrity Policy, October 2021

University of Wollongong, Academic Integrity Policy, March 2021

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
Related legislation/ regulation/standard	HESF (Threshold Standards) 2021 Domain 5 Institutional quality assurance		