

## ACADEMIC INTEGRITY PROCEDURES

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	These procedures outline the processes to be followed in preventing, detecting and resolving cases of violation of the academic Integrity and honesty.
<b>Responsible Officer</b>	Academic Dean
<b>Next scheduled review</b>	December 2025
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Academic Integrity Policy Academic Appeals Policy and 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

These procedures apply to all cases of academic integrity violations and honesty by students and staff at the Institute.

### 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 submit 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 member 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. PROCEDURES

### 4.1 Promotion and Prevention of Academic Integrity:

- 4.1.1 The Institute provides an educational component to students about the principles and significance of academic Integrity and how to cite sources correctly and avoid plagiarism.
- 4.1.2 The Institute will promote academic integrity by:
- providing online resources and support on academic integrity for prospective and current students and staff;
  - providing resources and support to 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; utilising and referring to the tools and guidance provided by the Tertiary Education Quality and Standards Agency (TEQSA);
  - monitoring, reviewing, and reporting on strategies to promote academic Integrity and minimise academic misconduct across the Institute.
- 4.1.3 Academic Staff members must participate in professional development training on academic integrity and academic misconduct management.
- 4.1.4 Academic Staff members are also encouraged to develop an assessment regime that minimises the opportunities for academic misconduct.
- 4.1.5 When submitting assessments, students are required to complete a statement of authorship and assessment declaration cover page.
- 4.1.6 The Institute utilises plagiarism detection software to deter and detect plagiarism. When marking assignments, projects, and other assessments, staff members have access to such software via Moodle to detect plagiarism.

### 4.2 Management of Academic Misconduct

- 4.2.1 All staff are required to report any alleged academic misconduct to the Academic Dean as soon as possible but usually not later than seven (7) days after the incident.
- 4.2.2 A student alleged to have committed academic misconduct shall be entitled to remain enrolled during the investigation.
- 4.2.3 The investigation could be initiated by either the lecturer, the Academic Dean, or the Academic Dean's delegate as soon as the alleged report is received.
- 4.2.4 In determining the penalty to apply, the Academic Dean will consider several factors including, but not limited to:
- The nature and extent of the misconduct;
  - The impact of the misconduct
  - The level of intentionality;
  - The knowledge, understanding, and previous record of the student
- 4.2.5 Set out below are procedures to follow where the types of academic misconduct or plagiarism covered by this policy are suspected or alleged.

Level of Academic Misconduct	Procedure and Penalties
<p><b>Level 1: Poor scholarship or inexperience</b> rather than culpable plagiarism. Level 1 offenses are dealt with by the lecturer/tutor and unit convenor (if the unit convenor is a different person).</p>	<p>The lecturer/tutor or unit convenor will provide the student with advice on avoiding plagiarism.</p> <ul style="list-style-type: none"> <li>• The mark for the work should <b>reflect the academic quality</b> of the work, taking any poor practice in referencing, etc., into account. For example: <ul style="list-style-type: none"> <li>○ Reduced marks may be allocated for inadequate citation of material (e.g., the material copied from online sources without acknowledgment);</li> <li>○ Reduced marks for an element of submitted work may be allocated for joint work without acknowledgement of co-contribution or for submitted work that has clearly been jointly prepared where this is not authorised.</li> </ul> </li> </ul>
<p><b>Level 2: Minor cases</b> where the suspected academic misconduct is the <b>first offence</b> may include:</p> <ol style="list-style-type: none"> <li>a) over-reliance on sources without sufficient evidence of the student's own work;</li> <li>b) an element in a piece of work that makes a small contribution to the mark for the course;</li> <li>c) more significant cases where there are mitigating exceptional circumstances;</li> <li>d) moderate significant cases at an early stage of an undergraduate student's career.</li> </ol> <p>Level 2 offences are managed by the lecturer /tutor and the unit convenor in consultation with the Academic Dean.</p>	<p>Level 2 plagiarism will be reported by the lecturer/tutor and the unit convenor to the Academic Dean. The Academic Dean or delegate will:</p> <ul style="list-style-type: none"> <li>• send the student a <b>written warning</b>, including advice on avoiding plagiarism</li> <li>• provide a copy of the written warning to the responsible Institute officer for inclusion in the student's file.</li> <li>• ensure that relevant details of the incident have been recorded by the responsible Institute officer in the Institute's academic misconduct database, which is maintained and updated for the purpose of detection of multiple offences.</li> </ul> <p>As with Level 1 above, the <b>mark for the work should reflect the academic quality of the work</b>, recognising, for example, that the referencing may be poor or that not all the work is the student's own.</p>
<p><b>Level 3: Significant cases</b>, including cases of extensive or concurrent academic misconduct by the student or for a repeat offence. Examples:</p> <ol style="list-style-type: none"> <li>a) work where large sections have been copied from online sources without acknowledgment;</li> <li>b) cases where plagiarism has been detected in more than one piece of work submitted by a student;</li> <li>c) work where the plagiarised element would contribute significantly to the mark for the course.</li> </ol> <p><b>Significance</b> Significance must be judged by the Academic Dean on a combination of the following factors:</p> <ol style="list-style-type: none"> <li>a) Level and stage in the academic career.</li> <li>b) Advice is given to students on the course about avoiding plagiarism.</li> </ol>	<p>Level 3 plagiarism is reported to and managed by the Academic Dean or delegate, who will decide on the appropriate <b>reduction of the student's mark(s)</b> by an amount to reflect their assessment of the extent of the seriousness of the matter. The Institute's database recording cases of plagiarism/academic misconduct will be updated accordingly. A written account setting out details of the incident and the action taken will be prepared by the Academic Dean and will be added to the student's file.</p> <p><b>Penalties (listed from minimum to maximum)</b> Below are penalties that may be applied with the approval and oversight of the Academic Dean:</p>

<p>c) The marking conventions of the discipline.  d) The opportunities for re-submission.  e) The impact of failure in that assessment.  f) The extent of the misconduct.</p> <p>Level 3 offences are escalated to the Academic Dean, who will determine the significance of the offence and apply an appropriate penalty. The more severe or repeat cases will be referred to the Student Discipline and Appeals Committee at the discretion of the Academic Dean.</p>	<ul style="list-style-type: none"> <li>• <b>Re-marking</b> of the original work with the plagiarised section removed. Marks are allocated as a reflection of the academic quality of the remaining work. [Care should be taken in applying this penalty. The 'volume' of plagiarised work should not be used as the sole indicator of the case's significance. Consideration should also be given to the validity of the remaining work and its ability to be marked in an edited form when plagiarised sections have been removed]. Any additional attempts or re-submissions of the work, which is standard practice for the discipline, should be restricted to a <b>pass mark</b>.</li> <li>• <b>A written warning.</b></li> <li>• <b>Reduction of face value mark</b> in bands of 10% to reflect the significance of the plagiarism, e.g., a mark of 57% might be reduced to 47% where the assessment item has been plagiarised by 30% or less.</li> <li>• <b>A zero mark is to be awarded for that assessment.</b></li> <li>• <b>A zero mark is to be awarded for that unit.</b></li> <li>• Severe cases or repeat offences may be referred to the Student Discipline and Appeals Committee, and at the discretion of the Committee, students may be required to show cause why they should not be excluded.</li> </ul>
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### 4.3 Cheating in Examinations

4.3.1 Cheating in examinations is another form of academic misconduct and undermines academic integrity. Students' attempts to circumvent assessment requirements by seeking to obtain an unfair advantage in examinations will be taken seriously.

4.3.2 In supervising examinations, invigilators and/or other persons in authority will:

- Refer suspected instances of cheating in examinations to the Academic Dean, and these reports will be referred to the Student Discipline and Appeals Committee.
- Take action where candidates have unauthorised materials in their possession.

### 4.4 Penalties for Cheating in Examinations

4.4.1 Where there is clear evidence a student is using unauthorised material in the examination venue, the Academic Dean has the right to remove the student from the venue.

4.4.2 Cheating in any form during an examination will typically result in a failing grade being recorded for the unit in question. At the discretion of the Academic Dean, they may be required to show cause why they should not be excluded.

4.4.3 Further instances of cheating in examinations will result in a failing grade for the unit, and the student shall be asked to show cause why they should not be excluded from their course of study for a period of 2 years. Any student excluded from one course of study will not be permitted to transfer any internal advanced standing to another course of study.

## 5 EXCLUSION

Any student who under the procedures above (4.2 to 4.4) is required to show cause why they should not be excluded from the course, will be required to do so in writing within a 10 working days from the date of the letter of notification to them. The Student Discipline and Appeals Committee will consider the case and normally, the student will be required to present their case in person before the Committee.

## 6 APPEALS

- 6.1 Students may appeal the decision of the Academic Dean or Student Discipline and Appeals Committee regarding the findings of misconduct or plagiarism or the penalty imposed.
- 6.2 Appeals arising from decisions made by the Academic Dean or by the Student Disciplines and Appeals Committee should be made to the Academic Appeals Committee. The Academic Appeals Committee will consider all relevant documentary evidence and may also take verbal evidence from the teaching staff and students. The Academic Appeals Committee may also seek advice from any other party considered relevant to the case.
- 6.3 Students may seek assistance from an external authority if they are not satisfied with the decision reached by the Academic Appeals Committee. (Refer to the Academic Appeals Policy).
- 6.4 The ultimate external authority for appeals is the Commonwealth Ombudsman. It can investigate complaints about problems that any intending, current, and former student have with private schools, colleges, universities and other education providers in Australia. The Overseas Students Ombudsman is a specialist section of the Commonwealth Ombudsman. The contact details of the Commonwealth Ombudsman are as follows:

Office location:  
 Level 6, 34 Queen Street  
 Melbourne Victoria 3000  
 Phone: 1300 362 072

URL: <http://www.ombudsman.gov.au/making-a-complaint/overseas-students>

## 7. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the HESF Threshold Standards (2021), the procedure will be:

- 7.1 internally approved by the Executive Management Team on development or review.
- 7.2 externally reviewed as part of any independent review of the HESF Threshold Standards (2021) approved by the Governing Board (GB);
- 7.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 7.4 referenced to the applicable HESF threshold Standard and/or other legislation/regulation.

## 8. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible Officers of the Institute.

## 9. VERSION CONTROL

Version	Date approved	Description	Approved by
2.0	18 June 2018	Reflecting the requirements of the HESF standards and changes in academic leadership structure	EMT
3.0	13 July 2020	Internal Review	EMT
4.0	December 2022	Minor update – updated definition of Academic Integrity and Contract Cheating	EMT

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