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	August 2021
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	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

1. PRINCIPLES

1.1 Ozford Institute of Higher Education (hereafter referred to as "the Institute") places a very high importance on academic honesty and integrity.

1.2 The Institute will ensure that all students and staff understand why academic integrity is paramount and plagiarism and any other forms of academic dishonesty is not acceptable and the consequences of any form of violation of academic integrity .

1.3 The Institute will investigate incidents of academic misconduct and plagiarism among its student and staff in a consistent manner, and will apply penalties which are appropriate, fair and just.

1.4 The Institute is committed to 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 provides an educational component to students about the principles and significance of academic integrity and how to cite sources correctly and avoid plagiarism. Staff are also encouraged to develop an assessment regime that minimises the opportunities for plagiarism and cheating.

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.

3. DEFINITIONS

3.1 Academic Misconduct

Academic misconduct refers to contract cheating, plagiarism, submitting an assessment prepared by others, collusion, copying from other persons' work, cheating in exams, fabrication or falsification of information, offering or accepting bribes or favours for grades or for admission and any other conduct by which a student or staff may seek to gain an unfair academic advantage over others.

3.2 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 dishonesty, 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.

Students must refrain from:

a) duplication: submitting an assignment, for assessment, which has been previously submitted in another unit at the Institute or at another institution;

b) copying: copying another student's work or using the same words of the original text without acknowledging the source and placing direct quotes within quotation marks;

c) copying or quoting from another source without acknowledging that source and appropriately identifying all quoted material;

d) paraphrasing (word for word copying) another person's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained, without acknowledging the source of the paraphrase. (Extensive paraphrasing, even when acknowledged is not good academic practice and will reduce the value and grade of the work.); and,

e) collusion: lending an assignment to other students, paying another person to perform an academic task, acquiring another person's academic work for plagiarising purposes, offering to complete another person's work or seeking payment for completing another person's work and working with others but passing off the work as one's own.

Further, students are required to attach a signed cover sheet to all assignments which declares that:

- they have read this Institute policy and understand the consequences of engaging in academic misconduct and/or plagiarism;
- they have not plagiarised the work of others or engaged in unauthorised collaboration in preparing the assignment; and,
- the assignment is their own work and has not been previously submitted at the Institute or elsewhere.

3.3 Cheating

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

4. POLICY

4.1 Academic misconduct, plagiarism and cheating are regarded as undermining a cornerstone of the Institute's academic operations, academic integrity and the reputation of both the Institute and its students and as such are not acceptable behaviour of students or staff.

all alleged instances of plagiarism should be reported to and will be investigated by the Academic Dean who will determine the level of the alleged breach which is believed to have occurred.

4.2 The chain of responsibility for the prevention, detection and resolution of violation of academic integrity flows from the Academic Board to the Academic Dean to the academic and support staff of the Institute.

4.3 The Institute will establish effective written and oral warning system for students and staff against any possible violation of academic integrity and remedies of such violation.

4.4 The Library, IT, and photocopying protocol of the Institute should have sufficient built-in mechanism for preventing any breach of copyright law and other violations of academic integrity.

4.5 All current and prospective students of the Institute will be informed in writing the expectations of the academic integrity policy and possible penalties for violation of academic integrity as part of their signed agreement of accepting a place to study at the Institute.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;

5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;

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 HES 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 College of Higher Education Academic Integrity Policy, July 2013;

Other sources include:

Bond University's Plagiarism and Academic Dishonesty Policy (Issue Two), July 2013;

Griffith University's Student Academic Misconduct Policy, July 2013;

Monash University's Plagiarism Policy and Procedures, November 2013;

TEQSA Guidance Note on Academic Integrity, October 2017.

University of Melbourne, Student Academic Integrity Policy, October 2017

University of Wollongong, Academic Integrity Policy, April 2018

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	28 November 2017	Initial issue	AB
2.0 (Revised)	14 August 2018	Reflecting the requirements of the HESF standards and changes in academic leadership structure	AB
Related legislation/ regulation/standard	HES Threshold Standards (2015) 5.2 (Academic and Research Integrity)		