

Academic Integrity and Honesty

Policy and Procedure

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SECTION 1 – INTRODUCTION

PURPOSE

The Australasian College of Health and Wellness (ACHW) protects academic integrity through effective policies and measures to ensure the integrity of student assessment and prevent, detect and address academic misconduct by students, contractors or staff, including cheating and plagiarism.

SECTION 2 – POLICY

PRINCIPLES

ACHW upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavors. Students of ACHW will conduct themselves in their academic studies honestly and ethically and are expected to carefully acknowledge the work of others in all their academic activities. This policy describes academic misconduct and outlines ACHW's response to instances of academic misconduct that have been detected.

Use of the *Model Policy for the Prevention and Detection of Plagiarism* as a reference source is acknowledged.

POLICY AND PROCEDURE

Types of academic misconduct

Academic misconduct involves cheating, collusion, plagiarism or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negates the academic integrity of the student or another student and/or their work.

Plagiarism occurs when students fail to acknowledge that the ideas of others are being used. It specifically occurs when:

- ï other people's work and/or ideas are paraphrased and presented without a reference;
- ï other students' work is copied or partly copied;
- ï other people's designs, codes or images are presented as the student's own work;
- ï phrases and passages are used verbatim without quotation marks and/or without a reference to the author or source;
- ï lecture notes are reproduced without due acknowledgement

Cheating occurs when a student seeks to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment.

Collusion (unauthorised collaboration) involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.

Notification to students

All Unit Guides will explain the meaning of academic misconduct and will give students clear instructions as to whether they are permitted to work on an assignment jointly and provide clear guidelines relating to all aspects of group work.

The Unit Guide will also provide adequate information to students about referencing requirements and academic conventions for the use of others' work including advice on how to avoid plagiarism.

Prevention and detection of plagiarism

In order to assist in the prevention of plagiarism teaching staff and contractors have a responsibility to explain to students both good scholarly practice and the concept of plagiarism.

The Unit Guide will provide advice to students about referencing requirements and academic conventions for the use of others' work as well as advice on how to avoid plagiarism.

When marking papers teaching staff may detect possible plagiarism by observing changes in formatting within a paper, including a mixture of quotation marks; changes in writing style within a paper; suddenly improved writing style; a paper veering away from the topic; lack of recent reference sources or unusual or anachronistic references; and common phrases appearing in more than one paper.

If a member of teaching staff believes that plagiarism has occurred, they can search for a key phrase on a search engine (preferably enclosed in quotation marks).

If it is suspected that plagiarism of an internet site has occurred, it would be advisable to print out the material in case the site is changed or removed, to use as reference in discussions with the student.

Students will be required to submit all papers in electronic format so that they can be subject to electronic scanning to detect plagiarism.

Allegation of academic misconduct

When academic misconduct is suspected by teaching staff or contractors, the Head of School should be notified. Allegations of academic misconduct must be based on firm evidence.

The Head of School will put the matter to the student(s) and give them an opportunity to respond to the allegation of academic misconduct. The student(s) should be called to a meeting where they are given particulars of the suspected academic misconduct and given a chance to defend the allegation. The student(s) should be informed of the penalties that may be applied if the allegation of academic misconduct is upheld. In cases where it is impracticable for a student to attend such a meeting, particulars of the alleged academic misconduct should be put to the student in writing, and the student should be asked to respond within ten business days from receipt of the written communication.

The Head of School is required to decide whether the allegation of academic misconduct is upheld or rejected and, if upheld, whether the academic misconduct was likely to have been intentional or unintentional.

There are a number of factors that might be taken into consideration when deciding whether the alleged academic misconduct was unintentional, such as:

- ï the student is in the first year of the course and has not received a prior warning;
- ï the student is from an educational background where different norms apply for the acknowledgement of sources;
- ï a negligible amount has been plagiarised;
- ï the student has made an inadequate attempt at referencing;

An indication that alleged academic misconduct was intentional may occur:

- i when the student in the cohort was given information on how to acknowledge extracts and quotations and the student was present and received written information and knew that the use of material without acknowledgement was unacceptable;
- ii when the student had received a prior warning about academic misconduct

Penalties

Once an allegation of academic misconduct has been investigated and found to be upheld a determination will be made within ten business days of the appropriate penalty. Each finding of academic misconduct will be treated on its own merits. To detect repeated infringements of academic misconduct details will be entered in the central register and canvassed before a penalty is determined.

Unintentional academic misconduct

Where the Head of School determines that academic misconduct was not intentional they may take one of the following possible actions:

- i warn the student and mark the assessment item without penalty (deduction of marks); or
- ii warn the student and mark the assessment item with penalty; or
- iii warn the student, request resubmission, and mark the assessment item with or without penalty.

Warnings and penalties must be communicated in writing to the student and will be kept on the student's file. The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

Intentional academic misconduct

Before the Head of School determines that the finding of academic misconduct was intentional they must consider the student's response (if any) to the allegation. If the student fails to respond to an allegation of academic misconduct or cannot convince the Head of School that the academic misconduct was unintentional, the Head of School will determine the appropriate penalty for the finding of intentional academic misconduct, which may be one or more of the following:

- i the student may be required to undertake additional or alternative assessment (the maximum mark possible being a Pass grade);
- ii a grade of Fail may be recorded for the assessment item;
- iii a grade of Fail may be recorded for the unit;
- iv the student may be withdrawn from the course for a specified period;
- v the student may be excluded from the course and expelled from ACHW

The most serious penalties may be considered in the case of repeated academic misconduct.

The basis on which the academic misconduct has been determined to be intentional and the penalty that has been determined must be communicated in writing to the student and a copy kept on the student's file. The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

Recording incidences of academic misconduct

All proven cases of academic misconduct are entered into a central register to allow for verification of repeated infringements. This register is maintained by the Head of School.

Further education

In the case that a finding of academic misconduct has been determined, and the student is not expelled from ACHW, the student will be required to attend the next scheduled tutorial on referencing techniques.

Appeals

A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Head of School within ten business days of the student receiving written notification of the decision. The Head of School will respond in writing to the appeal within twenty business days and may confirm or vary the decision. All decisions of the Head of School in regards to appeals under this policy will be reviewed by the Teaching and Learning Committee. If a student remains dissatisfied with the outcome of their appeal they may utilise ACHW’s grievance handling procedures.

SECTION 3 – REFERENCE AND SUPPORTING INFORMATION

DEFINITIONS

Word/Term	Definition
Plagiarism	Plagiarism occurs when students fail to acknowledge that the ideas of others are being used when writing and presenting their academic work
Academic Cheating	Cheating occurs when a student seeks to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment.
Collusion	Collusion is unauthorised collaboration which involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.
Appeal	The avenues available to a student to ask for reconsideration of a decision made by ACHW when they have upheld a decision that finds the student guilty of either plagiarism, cheating or collusion

SUPPORTING DOCUMENTATION

Document name	Document type	Location
ACHW Grievance Policy	Policy	ACHW website - https://www.achw.edu.au/policies-procedures/

SECTION 4 – DOCUMENT DETAILS

POLICY OWNER

Name:	Academic Integrity and Honesty Policy and Procedure
Endorsed by:	Director ACHW
Approved by:	Head of Compliance
Date Approved:	10/07/2017
Implementation Owner	Head of Quality Assurance
Maintenance Owner	Head of Quality Assurance
Review Date	15.01.2021

CHANGE HISTORY

Version	Approval date	Approved by	Approved by	Change
V1.0	10.07.2017	Head of Compliance	Director ACHW	Initial document review after purchase of MHMHE
V2.0		Approved by Academic Board on 10.03.2020		General review