

Student Academic Integrity Policy

Policy Management Details	
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1. Purpose

Protection of intellectual property is a central principle in academic life. Where another person's ideas or words are used, it is right and proper to acknowledge that by appropriate citation. Failure to do so is plagiarism and amounts to stealing. This policy includes the legislative requirement (2020) for academic cheating and related services and information used by students. Integrity of assessment outcomes demands that Unit Coordinators have confidence that what is submitted is a student's own work (in the case of group assessment items the group's own work). **Any breach of academic integrity undermines the academic standards of Leaders Institute and, potentially, the reputation of Leaders Institute and all its graduates.** This policy establishes a framework for managing student academic integrity at Leaders Institute (Leaders). The framework adopts an educative approach in the case of undergraduate students in their first semester of enrolment and specifies penalties for breaches of the policy for undergraduate students after their first semester of enrolment and for all postgraduate students. The policy contributes to quality assurance at Leaders and protects the reputation of Leaders as a higher education provider.

2. Principles

- 2.1. All students will be educated about this policy and standards of good academic practice:
 - 2.1.1. During Orientation; and
 - 2.1.2. As part of the content of **BC100** Professional Business Communication; and
 - 2.1.3. During at least one tutorial in all units offered; and/or
 - 2.1.4. If they are an undergraduate student and breach the policy in their first semester of enrolment; and/or
 - 2.1.5. If they breach the policy at any time during their enrolment by incidental plagiarism.
- 2.2. **Students will be required to acknowledge an Assessment Academic Integrity Declaration that registers their awareness of this Policy.**
 - 2.2.1. **Assessment items should be designed and administered to ensure academic integrity.**
 - 2.2.2. Reference to this policy, a declaration will be noted in all assessment items.
 - 2.2.3. Declaration Form Type

I acknowledge and agree that the examiner of this assessment item may, for the purpose of marking this online assessment item:

- Give access to my responses to another Leaders Institute staff member; and
- Submit his assessment item to a text-matching service. This web-based service will retain a copy of this assessment item for checking the work of other students but will not reproduce it in any form.

I hereby certify that:

- Except where I have indicated through references/citations, the responses to this online assessment will be my own work, based on my personal study and/or research.
- I will not collude with another student or person while completing this assessment item unless group work and collaboration is an expectation of the assessment item.
- I will not copy in part or in whole or otherwise plagiarize the work or responses of other students and/or other persons (including material from the internet).
- I will not make this assessment or my responses available to another student or person.
- I will only access the materials permitted in the exam instructions and limit my internet usage to what is needed to take the exam.

I accept that should I be detected in any breach of the non-disclosure provision identified above; I will be liable for serious penalty under **Student Code of Conduct**. Such penalty may include exclusion from Leaders Institute.

- 2.3. All assessment items except tests and examinations will be submitted via a Turnitin™ portal on the relevant Moodle™ webpage, unless the Program Coordinator has approved otherwise on feasibility grounds.
- 2.4. Students are required to keep copies of all drafts, both handwritten and digital, of their assessment items and produce them if required by their Unit Coordinator.
- 2.5. Where a breach of this policy is detected after a student graduates, the student's testamur may be withdrawn.
- 2.6. All students at Leaders are expected to act honestly in all assessment. Dishonesty in assessment is a kind of academic misconduct. Examples of dishonesty include, but are not limited to:
 - 2.6.1. Plagiarism – takes many forms such as
 - 2.6.1.1. Copying word-for-word phrases, sentences or paragraphs without citing the source (verbatim copying);
 - 2.6.1.2. Copying word-for-word phrases, sentences or paragraphs, changing a few words without citing the source (sham plagiarizing);
 - 2.6.1.3. Paraphrasing phrases, sentences or paragraphs without citing the source (dishonest paraphrasing);
 - 2.6.1.4. Submitting an item that is the same or substantially the same as that submitted by the student in the same or another unit without permission of the Unit Coordinator and without citing the source (self-plagiarising);
 - 2.6.1.5. Submitting an item that is the same or substantially the same as that submitted by another student in the unit either in the same or another offer of that unit (recycling);
 - 2.6.1.6. Submitting an item that is wholly or substantially written by another person, paid or unpaid (contract cheating); and
 - 2.6.1.7. Inadequate, inconsistent or incorrect citation and/or referencing of sources, close paraphrasing and/or copying where there is no evidence of intent and where the plagiarism is not more than 5% of the text (incidental plagiarism).
 - 2.6.2. Collusion – collaborating with one or more other students on an individual assessment task and submitting individual copies of the same or substantially the same work, or part thereof, as original work of the individual student without acknowledgment of the degree

of collaboration and the names of the collaborators OR collaborating with one or more other students on a group assessment task where there is an individual component of the group assessment and submitting copies of the same or substantially the same work, or part thereof, as original work of the individual student without acknowledgment of the degree of collaboration or the names of the collaborators.

2.6.3. Misrepresentation – making false claims in relation to assessment items such as:

2.6.3.1. Submitting an assessment item that was written in whole or in part by another person, although based on the student's ideas (ghost writing)

2.6.3.2. Submitting an assessment item that was wholly or substantially copy edited by another person, paid or unpaid, unless approved by the Unit Coordinator and acknowledged by the student;

2.6.3.3. Overuse of direct quotes, even if appropriately cited, to the extent that the assessment item cannot be considered the work of the student;

2.6.3.4. Providing references that are not cited in the body of the assessment item and/or that cannot be readily identified with the argument put forward; and

2.6.3.5. Falsifying quotes, data, or analyses used in an assessment item.

2.6.4. Cheating – dishonest actions to gain advantage such as:

2.6.4.1. Use of unauthorised assistance, materials or equipment in undertaking an assessment item **including use of any academic cheating service;**

2.6.4.2. Being impersonated by another person, or impersonating another student;

2.6.4.3. Acquisition and/or distribution of any assessment item or assessment item information, or part thereof, not yet released by the Unit Coordinator;

2.6.4.4. Providing or receiving information that is prejudicial to fair and equitable conduct of any test or examination, including providing or receiving information about the content of a test or examination before one or more students have sat the test or examination;

2.6.4.5. Tampering or attempting to tamper with any item used in the assessment of students; and

2.6.4.6. Failing to abide by any reasonable instruction or direction issued by a Unit Coordinator, Lecturer, Tutor in relation to any assessment item or any person supervising a test or examination.

2.6.4.7. Academic cheating service means the provision of work to or the undertaking of work for students, in circumstances where the work:

(a) Is, or forms a substantial part of, an assessment task that students are required to personally undertake; or

(b) Could reasonably be regarded as being, or forming a substantial part of, an assessment task that students are required to personally undertake (Act 78/2020)

Academic cheating services information means information that:

(a) Was obtained, or for the purposes of, this Act 78/2020; and

(b) Relates to the use or provision of an academic cheating service by a person; and

(c) Identifies, or is reasonably capable of being used to identify, the person.

Assessment task means an assignment, essay, examination, practicum, presentation, project or any other assessable part of a course of study, whether mandatory or optional. (Act 78/2020)

2.6.5. Aiding others in breaching Student Academic Integrity Policy, including but not limited to:

2.6.5.1. Allowing one or more other students access to any material to be submitted or that has been submitted by a student in relation to an assessment item; and

2.6.5.2. Assisting another student in breaching the *Student Academic Integrity Policy*.

2.7. Where there is incidental plagiarism or where a student breaches the Student Academic

Integrity Policy in their first semester of enrolment:

- 2.7.1. The student will be required to attend a meeting at a reasonable date and time with the Unit Coordinator and Student Support Officer to refresh their knowledge and understanding of the policy and what constitutes appropriate academic practice;
- 2.7.2. Following the meeting, the student will be offered an opportunity to resubmit the assessment item in question (or sit a supplementary test or examination), by a date determined by the Unit Coordinator;
- 2.7.2.1. When an assessment item is resubmitted, the maximum marks will be 50 per cent of the marks available for that assessment item as specified in the relevant unit outline.
- 2.7.3. Failure to attend the meeting on the designated day/time and/or resubmit the assessment item or sit a supplementary test or examination as appropriate, without good reason supported by appropriate documentation, will result in a mark of zero being confirmed for that assessment item, test or examination.
- 2.8. Where a breach of the *Student Academic Integrity Policy* does not involve incidental plagiarism and where the breach is not in an undergraduate student's first semester of enrolment or where the breach is by a postgraduate student:
- 2.8.1. An allegation of breach of the *Student Academic Integrity Policy* will be made by the Unit Coordinator initially by telephoning the student;
- 2.8.2. The telephone call will be supplemented by a detailed allegation in writing to the student detailing evidence of the breach;
- 2.8.3. The student will have 10 working days from receipt of the written allegation in which to respond;
- 2.8.4. If the student fails to respond within 10 working days, a penalty as specified in Schedule 1 may be applied.
- 2.8.5. If the student acknowledges the alleged breach or if the student's response fails to satisfy the Unit Coordinator that there has not been a breach of the *Student Academic Integrity Policy*, a penalty may be applied as specified in Schedule 1.
- 2.8.5.1. The student must be informed in writing by the decision-maker designated in schedule 1 of the decision regarding a penalty within 5 working days of the decision being made.
- 2.8.6. If the student is aggrieved by the outcome of an allegation of breach of the *Student Academic Integrity Policy*, they have the right to access the *Student Grievance and Appeals Policy*.
- 3. Scope**
- 3.1. This policy applies to all students enrolled at Leaders.

4. Definitions

Academic Cheating Service and Academic Cheating services Information	A service, commercial or otherwise, which provides assistance to students that forms a substantial part of an assessment task that students are required to personally undertake. Assignment-writing websites are academic cheating services. Refer to section 2.6.4.7 and the TEQSA Amendment (Prohibiting Academic Cheating Services Act 2020)
Cheating	Any dishonest action to gain advantage over one or more other students in an assessment item.
Collusion	Collaborating with one or more other students and submitting an item of an individual assessment or part-item of a group assessment without acknowledging the degree of collaboration and the names of the students involved.

Designated Decision-Maker	The person designated to make a decision in relation to the penalty for a breach of <i>Student Academic Integrity Policy</i> . The person is identified by position, not by name. See schedule 1.
Misrepresentation	Making one or more false claims in relation to an assessment item or part of an assessment item.
Plagiarism	Using the ideas or words of one or more other people without appropriate citation.

5. Roles and Responsibilities

- 5.1. All Senior Executive Staff, all academic staff and all students should be familiar with this policy.
- 5.2. The Responsible Officer is responsible for ensuring that policy is applied and reviewed in accordance with dates in the Policy Management Details box.
- 5.3. Unit Coordinators have primary responsibility for detecting and investigating breaches of this policy.
- 5.4. Program Directors have responsibility for managing the overall breaches of discipline of this policy.

6. Related Law/Regulation and Policies

6.1. Law/Regulation

Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Cth)

TEQSA Guidance Note: Academic Integrity

Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Act 78/2020

6.2. Policies

Student Assessment Policy

Student Code of Conduct

Student Grievance and Appeals Policy

Student Learning and Support Policy



Schedule 1

Maximum Penalties for Breaches of the *Student Academic Integrity Policy*

Type of Breach	Severity of Breach	Maximum Penalty	Designated Decision-Maker	Notes
Incidental plagiarism	Minor ¹	Nil	Unit Coordinator	Student may surrender marks where citation and/or referencing is an element in a marking guide or rubric.
Breach by undergraduate student in their first trimester of enrolment	Minor, moderate ² or major ³	Nil	Unit Coordinator	Educative approach is taken. Student may surrender marks where citation and/or referencing is an element in a marking guide or rubric. Student may have a mark of zero recorded if they do not attend a meeting and/or fail to resubmit by the specified date. ⁴ A breach will be noted on the student file.
All other breaches detected prior to graduation	Minor	Nil	Unit Coordinator	Educative approach is taken. Student may surrender marks where citation and/or referencing is an element in a marking guide or rubric. Student may have a mark of zero recorded if they do not attend a meeting and/or fail to resubmit by the specified date. ⁴ A breach will be noted on the student file.

¹ A minor breach does not jeopardise the integrity of assessment. As a guideline, it affects up to approximately 15% of the assessment item in the professional judgment of the Unit Coordinator. A minor breach is considered incidental plagiarism and is likely to reflect poor academic conduct rather than academic misconduct and results from misunderstanding of or limited attention to academic conventions, from carelessness or neglect, rather than intention to deceive. Minor breaches will normally be dealt with in the marking guide or rubric for an assessment item.

² A moderate breach might jeopardise the integrity of assessment. As a guideline, it affects between approximately 15% to 25% of the assessment item in the professional judgment of the Unit Coordinator OR is a repeated minor breach after a student's first trimester of enrolment. A moderate breach is academic misconduct.

³ A major breach jeopardises the integrity of assessment. As a guideline, it affects more than 25% of the assessment item in the professional judgment of the Unit Coordinator OR is a repeated moderate breach. A major breach is academic misconduct.

⁴ There is no penalty, but where the Unit Coordinator is not confident that a submitted assessment item was written by the student concerned, there is no basis for judging whether, or to what degree, a student has met the learning outcomes being assessed.

Type of Breach	Severity of Breach	Maximum Penalty	Designated Decision-Maker	Notes
All other breaches detected prior to graduation (cont.)	Repeated minor, single unit	Failure in the assessment item(s)	Unit Coordinator	A breach will be noted on the student file.
	Repeated minor, multiple units	Failure in the units	Program Director	Breaches will be noted on the student file.
	Intermediate, single unit	Failure in the unit	Program Director	A breach will be noted on the student file.
	Repeated intermediate, multiple units	Failure in the units	Program Director	Breaches will be noted on the student file.
	Major, single unit	Failure in the unit	Program Director	A breach will be noted on the student file.
	Repeated major, single unit	Exclusion for up to one year	Registrar	Breaches will be noted on the student file.
	Repeated major, multiple units	Exclusion for up to two years	Registrar	Breaches will be noted on the student file.
	Intermediate or major after a period of exclusion	Exclusion for up to three years and/or cancellation of enrolment		
Any breach detected after graduation for which the maximum penalty would be exclusion and/or cancellation of enrolment		Withdrawal of testamur	Governing Board, on the recommendation of the Registrar	The graduate should be invited to surrender the testamur. If they decline, legal notice of withdrawal of the testamur shall be served at the last-known address of the graduate. Student's file will be noted.

Student Academic Integrity Policy Supporting Guidelines and Procedures

1. Guidelines for Responses to Breaches of Academic Integrity Policy

- 1.1. Where plagiarism is incidental, a student might surrender marks as indicated in a marking guide or rubric. There should be enough feedback for a student to understand the reasons for the surrender of marks. The student might be referred Student Support for assistance in understanding what is appropriate citation and referencing.
- 1.2. Where plagiarism occurs in a student's first trimester of enrolment or is minor, an educative approach will be taken. The Unit Coordinator or Student Support Officer might coach the student on appropriate academic conventions and review the Student Academic Integrity Policy with the student. The Unit Coordinator might require the student to work through an academic integrity exercise such as James Cook University's [Plagiarism Quiz](#). The Unit Coordinator might require that the student submit a draft of their next assignment prior to the due date for vetting.
- 1.3. Where the maximum penalty for a breach is failure in one or more units, the penalty should be complemented by education as outlined in 1.2 above. In determining the penalty, consideration should be given to 'cascading' effects on course progression and completion.

2. Procedures for Breaches of Academic Integrity Policy

- 2.1. Breaches of academic integrity policy and actions taken will be recorded in a register and a summary of breaches and actions will be reported to Academic Board annually.
- 2.2. Where there is incidental plagiarism or where a student breaches the Student Academic Integrity Policy in their first semester of enrolment:
 - 2.2.1. The student will be required to attend a meeting at a reasonable date and time with the Unit Coordinator and Student Support Officer to refresh their knowledge and understanding of the policy and what constitutes appropriate academic practice. Where feasible, the date of the meeting should be well before the next summative assessment item is due.
 - 2.2.2. Following the meeting, the student will be offered an opportunity to resubmit the assessment item in question (or sit a supplementary test or examination), by a date determined by the Unit Coordinator. The resubmission date should consider the size of the assessment item in question and the overall workload of the student. Where feasible, the due date should be before the next summative assessment item is due.
- 2.3. Where a breach of the *Student Academic Integrity Policy* does not involve incidental plagiarism and where the breach is not in an undergraduate student's first semester of enrolment or where the breach is by a postgraduate student:
 - 2.3.1. An allegation of breach of the *Student Academic Integrity Policy* will be made by the Unit Coordinator initially by telephoning the student. The Unit Coordinator should provide enough detail for the student to understand the substance of the alleged breach and should be given an opportunity to respond immediately if they wish to.
 - 2.3.2. If the student does not answer or return the call within two working days a written allegation will be provided within five working days of the attempt to telephone the student.
 - 2.3.3. The telephone call will be supplemented by a detailed allegation in writing to the student detailing evidence of the breach. This should be provided to the student within five working days of the telephone call.
 - 2.3.4. The student will have 10 working days from receipt of the written allegation in which to respond. The student should provide as much detail as possible in their response, including drafts of the work in question.
 - 2.3.5. If the student fails to respond within 10 working days, a penalty as specified in Schedule 1 may be applied. Where the Designated Decision Maker is the Program

Director or Registrar, the Unit Coordinator will prepare a recommendation.

2.3.6. If the student acknowledges the alleged breach or if the student's response fails to satisfy the Unit Coordinator that there has not been a breach of the *Student Academic Integrity Policy*, a penalty may be applied as specified in Schedule 1. Where the Designated Decision Maker is the Program Director or Registrar, the Unit Coordinator will prepare a recommendation.

2.3.6.1. The student must be informed in writing by the decision-maker designated in schedule 1 of the decision regarding a penalty within 5 working days of the decision being made.

2.3.7. If the student is aggrieved by the outcome of an allegation of breach of the *Student Academic Integrity Policy*, they have the right to access the *Student Grievance and Appeals Policy*. The student should provide as much detail as possible in support of their case, including drafts of the work in question.