

UNIVERSITY OF CANBERRA

STUDENT ACADEMIC INTEGRITY POLICY

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A. Introduction

Purpose

1. This policy informs students and staff of the responsibilities of students for upholding University standards on ethical scholarship. It sets out the responsibilities of staff in providing guidance and feedback to students on academic integrity. Procedures are provided for staff to deal with breaches by students of University policy and rules on academic conduct.

Scope

2. This policy applies to students studying in coursework units in all modes of teaching at any location. Its procedures are for use in situations where:
 - the assessor of an assignment has evidence to suggest that a student may have engaged in plagiarism or other forms of academic misconduct;
 - the Examinations Officer or Unit Convenor has identified or been notified of an alleged misconduct in an examination.

Information on misconduct relating to higher degrees by research is in:

- *Guidelines for Responsible Practice in Research and Dealing with Problems of Research Misconduct*

Legislation

3. The policy is governed by the *Student Conduct Statute 1992* and the *Student Conduct Rules 2009*.

B. Principles

4. Academic integrity, based on the principles of ethical behaviour and a respect for knowledge, is fundamental to the academic environment at the University. Good scholarship involves building on the work of others but this use must be acknowledged and proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices which contravene academic values. The University is committed to honest behaviour and ethical scholarship.

Forms of academic dishonesty

5. The University regards academic dishonesty as a serious offence and a penalty will be imposed on anyone found guilty of such conduct. The two main forms of academic dishonesty are plagiarism in assignments and misconduct in examinations.
6. **Plagiarism** means claiming and using the thoughts or writings or creative works of others without appropriate acknowledgment or attribution. It includes:

- a) copying part or all of another student's assignment;
 - b) allowing another person to write some or all of an assignment;
 - c) copying paragraphs, sentences or parts of sentences directly from texts or the internet without enclosing them in quotation marks or otherwise showing them to be copied - even if the source is acknowledged, this is still plagiarism;
 - d) using concepts or developed ideas, even if paraphrased or summarised, from another person, from texts or the internet without acknowledging the source;
 - e) copying graphics, architectural plans, multimedia works or other forms of intellectual property without appropriate acknowledgment.
7. The University recognises that some acts of plagiarism may arise from genuine ignorance or lack of skill in using academic conventions for referencing. This is considered *unintentional plagiarism*.

[Staff should take into account that many students, including some from other cultures, will not be familiar with the conventions for referencing which are expected in Australian universities.]

8. **Misconduct in an examination** includes the following forms of dishonesty:
- a) using a substitute or acting as a substitute to undertake an examination;
 - b) using unauthorised materials or prohibited electronic devices, such as mobile phones, in an examination;
 - c) not complying with the University's instructions for students for an examination.
9. **Other forms of academic misconduct** covered by this policy include:
- a) the fabrication or falsification of data or results of laboratory, field, or other work;
 - b) submitting for an assessment item any work previously submitted for an assessment item relating to that unit (except with the approval of the University staff member who administers the unit of study) ;
 - c) assisting another student to commit an act of academic dishonesty.

C. Procedures

Dealing with plagiarism

Note: In the case of offshore or off-campus students, any discussion with the student may occur by e-mail or telephone which would be arranged through the local agent or Course Convenor.

10. The assessor has evidence suggesting plagiarism.
11. If the assessor is the Associate Dean (Education), then the assessor should seek advice from, and/or refer the matter to the Dean of Faculty. In all other cases the assessor, if not the Unit Convenor, refers the matter to the Unit Convenor. Only the Unit Convenor may discuss the matter with the student.
12. The Unit Convenor makes a judgment on the basis of the evidence as to whether plagiarism may have occurred. In making this judgment, the Unit Convenor may:
- consult the Student Academic Misconduct Register on previous cases of plagiarism, with permission of the Deputy Vice-Chancellor (Education);
 - consult the Faculty's records on previous cases of unintentional plagiarism, with permission of the Faculty Associate Dean (Education);
 - discuss the matter with the student and with the Associate Dean (Education).

13. The Unit Convenor provides a written report to the Associate Dean (Education) if he or she considers the action may constitute plagiarism.
14. If the Associate Dean (Education) confirms that plagiarism may have occurred, the Associate Dean (Education) will conduct a Summary Inquiry. (See Appendix 4.)

Dealing with misconduct in an examination

15. The Examinations Officer is authorised to take action to prevent misconduct in centrally scheduled examinations. The responsibility includes determining the immediate action to be taken when an alleged misconduct is discovered.
16. Where necessary, the Examinations Officer will send a report on an alleged breach to the Associate Dean (Education) of the Faculty in which the student is enrolled. The Examinations Officer will also provide a copy of the report to the Unit Convenor of the unit in which the alleged breach took place.
17. The Associate Dean (Education) will discuss an alleged case of misconduct informally with the student, where possible. If the Associate Dean (Education) confirms that academic misconduct may have occurred, the Associate Dean (Education) will conduct a Summary Inquiry. (See Appendix 4.)

Summary and Committee Inquiries

18. The Associate Dean (Education) will determine an outcome from the Summary Inquiry in accordance with the *Student Conduct Rules 2009*. (See Appendix 4.)
19. The Associate Dean (Education) will recommend that the Vice-Chancellor refers the matter to the Student Conduct Committee if the seriousness of the alleged offence warrants a Committee Inquiry. (See Appendix 4.)

[Circumstances which might warrant such a referral include submitting an assignment prepared by another student or downloading an entire essay from the internet.]

20. Upheld cases of academic misconduct will be entered into the Student Academic Misconduct Register if the student does not appeal within 14 days of the issuing of the notice on the outcome of the Summary or Committee Inquiry. Where the outcome of an inquiry is that a student has unintentionally, rather than intentionally, plagiarised, a record will be kept by the Faculty Office but the case will not be entered on the Student Academic Misconduct Register.

Appeals

21. A student may appeal to the Student Conduct Committee against the finding of a Summary Inquiry or to the Appeals Board against the decision of a Committee Inquiry. (See Appendix 4.)
22. The student should apply in writing to the Student Conduct Officer no later than 14 days after the day on which a notice is issued to the student.
23. If the appeal is unsuccessful, the case will be entered into the Student Academic Misconduct Register, except in the case of unintentional plagiarism (see Section 20 above).

Student Academic Misconduct Register

24. The Student Academic Misconduct Register will:
 - a) be maintained by the Office of the Deputy Vice-Chancellor (Education)
 - b) record cases of academic misconduct

- c) record for each case:
 - the name of the student and unit
 - the date and nature of the offence
 - the outcome of the investigation
 - d) retain records of academic misconduct of individual students until their graduation.
25. In the case of plagiarism, only acts of intentional plagiarism will be recorded on the Academic Misconduct Register. Records of unintentional plagiarism will be kept by the Faculty Office.

D. Responsibilities

University

26. The University has responsibility to:
- a) set in place policies and procedures relating to academic integrity;
 - b) provide training for staff to minimise opportunities for academic dishonesty, and to help staff deal with any instances;
 - c) provide advice for students to avoid plagiarism;
 - d) provide students accused of academic misconduct proper opportunity to answer allegations;
 - e) provide and advertise a process for students to appeal decisions involving academic misconduct;
 - f) maintain records of established academic misconduct in a Student Academic Misconduct Register.

Executive staff

27. The Vice-Chancellor is responsible for referring more serious cases of academic misconduct to the Student Conduct Committee for a Committee Inquiry.
28. The Deputy Vice-Chancellor (Education) is responsible for maintaining the Student Academic Misconduct Register.

Associate Deans (Education)

29. Associate Deans (Education) have a responsibility to:
- a) investigate alleged cases of academic misconduct;
 - b) ensure that allegations of academic dishonesty are based on firm evidence;
 - c) follow University policy and procedures when dealing with cases of academic dishonesty;
 - d) conduct Summary Inquiries;
 - e) refer more serious cases to the Vice-Chancellor for possible consideration by a Committee Inquiry;
 - f) notify the Deputy Vice-Chancellor (Education) of cases of academic misconduct for recording in the Student Academic Misconduct Register, except in the case of a finding of unintentional plagiarism.

Unit Convenors

30. Unit Convenors have a responsibility to:
- a) explain to students both good scholarly practice and the concept of plagiarism;
 - b) ensure students are informed of referencing requirements and academic conventions for the use of others' work, as appropriate for the discipline area;
 - c) inform students of obligations regarding acknowledgment of collaborative work, and give clear guidelines for group work;
 - d) give clear feedback about referencing problems;

- e) refer students to sources of advice on writing such as the Academic Skills Program and Library information sessions on referencing;
- f) ensure Unit Outlines contain:
 - links to information on referencing and to Faculty style guides
 - information on any unit-specific materials permitted in examinations.
- g) notify the Associate Deans (Education) of cases of alleged academic misconduct;

31. Unit Convenors who intend to use text-matching software through an external service must:

- a) state in the Unit Outline that the service will be used;
- b) obtain written permission from each student on the assignment coversheet before using the service to check the student's work.

Students

32. Students have a responsibility to:

- a) read, understand and respect the policy and rules concerning academic integrity;
- b) familiarise themselves with the conventions of referencing in their discipline;
- c) familiarise themselves with conduct and materials permitted in examinations;
- d) avoid all acts which could be considered instances of academic dishonesty.

E. Relevant information

Context

33. This policy was approved in 2006 and subsumes the previous UC plagiarism policy and procedures (approved in 2002). It provides additional information to deal with other forms of academic misconduct, including cheating in examinations. The policy was amended in 2008 to take into account the new *Student Conduct Rules 2007*, which replaced the *Misconduct in Examination Rules 2002* and the *Regulation of Student Conduct Rules 2002*. The policy was further amended in 2010 to ensure compliance with the 2009 revision of the *Student Conduct Rules* and to enable Faculties to record cases of unintentional plagiarism.

Responsibilities

34. Responsibilities for implementing this policy are set out in Section D.

- Policy owner: Deputy Vice-Chancellor (Education)
- Policy custodian: Deputy Vice-Chancellor (Education)
- Policy contact: Secretary, University Education Committee

Other related documents

35. Documents related to this policy are:

- *Examination Policy*
- *Assessment Policy*

Definitions

36. The following definitions are relevant to this policy:

Assessor	The person who undertakes the assessment of an assessment item, for example, a lecturer, tutor or demonstrator.
Examination	<ul style="list-style-type: none">• A final examination as a supervised examination based on, for example, a test, quiz or essay paper set for students to complete in the official examination period at the end of each semester.• An intra-semester examination is an examination held by an Faculty during a teaching period.

Plagiarism	Claiming and using the thoughts or writings or creative works of others without appropriate acknowledgment or attribution.
Unintentional plagiarism	Plagiarism which arises from lack of knowledge or understanding of the concept of plagiarism, or lack of skill in using the relevant academic conventions.
Misconduct	<p>The <i>Student Conduct Rules 2009</i> define misconduct as:</p> <ul style="list-style-type: none">• cheating or plagiarism;• copying or submitting another person's work;• submitting for an assessment item any work previously submitted for an assessment item relating to that unit (except with the approval of the University staff member who administers the unit of study);• failing to comply with University instructions in relation to an assessment item;• acting or assisting another person to act dishonestly in relation to an examination.
Prescribed authority	<p>The <i>Student Conduct Rules 2009</i> define the 'prescribed authority' as:</p> <ul style="list-style-type: none">• a Deputy Vice-Chancellor, or• a Dean or Associate Dean, or• a head of an administrative or business unit of the University appointed by the Vice-Chancellor for such purposes, or• a Director of a program offered by the University in conjunction with a partner institution overseas who is employed by the partner institution and identified in an agreement with that institution. <p>For cases of academic misconduct, the appropriate prescribed authority would normally be the Associate Dean (Education) of the relevant faculty.</p>
Summary Inquiry	Inquiry undertaken by the prescribed authority, taking submissions or evidence from the parties and making a decision from a limited range of options, as defined in the <i>Student Conduct Rules 2009</i> .
Committee Inquiry	An inquiry undertaken by a Committee established for this purpose, and conducted under the <i>Student Conduct Rules 2009</i> .

F. Appendices

1. Advice and resources

Advice to students

1.1 The Student Equity and Support Officer and the Students' Association are available to advise students concerned with possible breaches of University policy and rules on academic integrity. Offshore or off-campus students should contact their local agency or Course Convenor to facilitate such contact.

Resources

Minimising plagiarism

1.2 The following resources are available for staff and students:

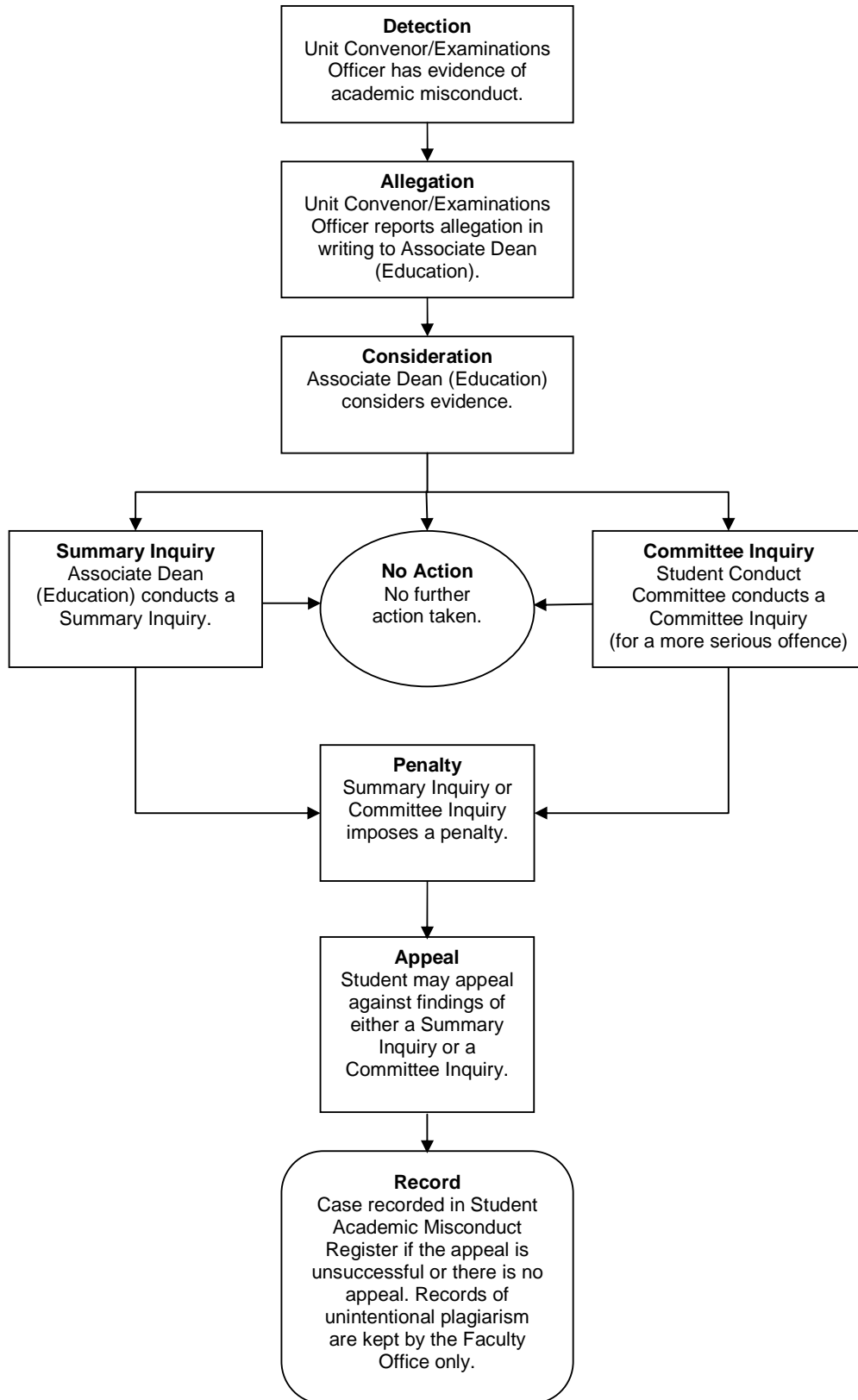
- The TLC website provides links for staff to information on minimising and detecting plagiarism.
- The Academic Skills Program website and Library citation guides provide information for students on the conventions of referencing and give useful examples.
- Where appropriate, staff should encourage students to attend an Academic Skills Program workshop or Library information session on acknowledging sources.
- Staff should encourage students to consult the appropriate style manual or purchase the University's guide to documenting sources.
- Unit Outlines provide links for students to information on referencing and to Faculty style guides.

Conduct in examinations

1.3 The following information is available on conduct in examinations:

- The *Examination Policy* provides information on conduct as well as materials permitted in examinations. Advice on the use of electronic devices is given.
- Unit Outlines set out information on any unit-specific materials permitted in an examination.

2. Flowchart on dealing with academic misconduct



3. Determining if plagiarism is unintentional

The following questions are relevant in determining if plagiarism is unintentional:

- What year is the student enrolled in?
(A third year student should be familiar with referencing conventions, while a first year student enrolled in first semester may require guidance.)
- Is the student known to have committed previous acts of plagiarism?
(A student who has been reprimanded or penalised in the past would have difficulty arguing a subsequent act was unintentional.)
- Has the student's standard of work changed dramatically?
(This could be a sign of dishonest practice.)
- Has the student sought advice on honest academic practice from University staff?
(This would suggest that the student has recognised his or her own lack of knowledge and has acted in good faith.)
- Has the student completed tasks in their course which explicitly address and provide feedback on the principles of honest academic practice?

4. Inquiry and appeals process

Stage 1: Summary Inquiry

- 4.1 The prescribed authority, normally the Associate Dean (Education), will write to the student at least a week before the date of the Summary Inquiry. The letter will specify the alleged misconduct and state the date, time and place of the Inquiry.
- 4.2 The student may, but is not required, to attend the Inquiry in person. A student enrolled in a University course delivered online may participate in the inquiry by video or teleconference.
- 4.3 The student may submit written evidence no later than two days before the day of the Inquiry.
- 4.4 The prescribed authority will determine one of the following outcomes as a result of the Inquiry:
- (a) declare no action is required as the allegation of misconduct is not proven.
 - (b) where the student is found to have committed the alleged misconduct (but the misconduct does not warrant a Committee Inquiry):
 - require the student to resubmit an assessment item or to undertake additional assessment towards the unit; or
 - fail or reduce the student's mark for the assessment item; or
 - recommend to the Faculty Assessment Board that the student be failed in the relevant unit; or
 - order the suspension of the student's enrolment from the unit for a specified period or the termination of the student's enrolment in the unit; or
 - reprimand the student, with a warning that all incidents of academic misconduct are recorded in the Student Academic Misconduct Register and a second offence will be treated more seriously.
 - (c) In the case of plagiarism, the prescribed authority may conclude that the plagiarism was unintentional (see Appendix). Such a finding should be reflected in the penalty that is applied and in the record made in the Academic Misconduct Register.
- 4.5 The prescribed authority will recommend that the Vice-Chancellor refer the matter to the Student Conduct Committee if the seriousness of the offence warrants a Committee Inquiry (See clauses 4.7- 4.13.)

[Circumstances which might warrant such a referral include submitting an assignment prepared by another student or downloading an entire essay from the internet.]

- 4.6 The prescribed authority will notify the Deputy Vice-Chancellor (Education) of upheld cases of academic misconduct for entering into the Student Academic Misconduct Register:
- if the student does not appeal within 14 days of the issuing of the notice on the outcome of the Summary Inquiry, or
 - the matter is not considered further under a Committee Inquiry.

However, if an act of plagiarism is deemed to be unintentional, a record will be kept by the Faculty Office only.

(The *Student Conduct Rules 2009* detail the full Summary Inquiry procedures.)

Stage 2: Committee Inquiry

- 4.7 Committee Inquiries are conducted by the Student Conduct Committee. This is chaired by a professor and consists of an academic and an administrative member of staff and a student member of the University Council. The membership of the Committee Inquiry may not include the Associate Dean (Education) who conducted the Summary Inquiry.
- 4.8 The Chair of the Student Conduct Committee will write to the student at least a week before the date of the Committee Inquiry. The letter will set out the alleged misconduct, the referral of the

matter to the Committee, and state the date, time and place of the Inquiry.

- 4.9 The student may, but is not required, to attend the Committee Inquiry in person. The student may be assisted or represented by either a student or academic or general staff member of the University (not a qualified lawyer).
- 4.10 The Vice-Chancellor may nominate an academic or general staff member of the University (not a qualified lawyer) to represent the University. The nominated person will advise the Committee on the student's breach of conduct.
- 4.11 The Committee may still exercise its powers if either the student or his or her representative does not appear at the Inquiry.
- 4.12 If the Committee finds the student has committed a breach of conduct, action taken will include one or more of the following:
- reprimand the student, with a warning that all incidents of academic misconduct are recorded in the Student Academic Misconduct Register and a second offence will be treated more seriously;
 - order the suspension or exclusion of the student; or
 - take action as set out in 4.4(b).
- 4.13 The Committee secretary will notify the Deputy Vice-Chancellor (Education) of upheld cases of academic misconduct for entering into the Student Academic Misconduct Register:
- if the student does not appeal within 14 days of the issuing of the notice on the outcome of the inquiry.

(The *Student Conduct Rules 2009* detail the full Committee Inquiry procedures.)

Appeals process

Appeals against a decision of a Summary Inquiry

- 4.14 A student may appeal to the Student Conduct Committee against the finding of a Summary Inquiry or against any reprimand or order as a result of the finding.
- 4.15 The student should apply in writing to the Student Conduct Officer no later than 14 days after the day on which the Associate Dean (Education) issues a notice to the student.
- 4.16 The appeal will be in the nature of a rehearing.
- 4.17 The Appeals Committee will confirm, vary or set aside any findings, recommendations or reprimands issued by the prescribed authority at the Summary Inquiry.
- 4.18 The student will be notified in writing of the Committee's decision and the reasons for the decision. The decision will be final.
- 4.19 If the appeal is unsuccessful, the Committee secretary will notify the Deputy Vice-Chancellor (Education) of the case for entering into the Student Academic Misconduct Register

(The *Student Conduct Rules 2009* detail the full appeal procedures.)

Appeals against a decision of a Committee Inquiry

- 4.20 A student may appeal to an Appeals Board, consisting of three members of Council, against the finding of a Committee Inquiry or against any reprimand or order as a result of the finding.
- 4.21 The student should apply in writing to the Student Conduct Officer no later than 14 days after the day on which the Committee issues a notice to the student.
- 4.22 The appeal will be in the nature of a rehearing.

4.23 The Appeals Board will confirm, vary or set aside any orders, reprimands or findings of the Committee.

4.24 The student will be notified in writing of the Board's decision and the reasons for the decision. This decision will be final.

4.25 If the appeal is unsuccessful, the Committee secretary will notify the Deputy Vice-Chancellor (Education) of the case for entering into the Student Academic Misconduct Register, except in the case of unintentional plagiarism, where a record will be kept by the Faculty Office only.

(The *Student Conduct Rules 2009* detail the full appeal procedures.)