Academic Integrity Policy

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A. Overview

i. The Lead Institute of Higher Education ('the Institute' or 'LIHE') Academic Integrity Policy ('the Policy') reflects the Institute's commitment to promote and ensure academic integrity across all academic activities at the Institute. Academic Integrity is built upon the concepts of honesty, truth, fairness, respect, and responsibility for all academic activities of staff and students. The Institute is committed to take appropriate steps to detect and manage any breaches of academic integrity. The purpose of this Policy is to define and describe the actions that constitute academic misconduct, LIHE's processes for investigating allegations of academic misconduct, and the range of penalties that may be applied where allegations are proven.

ii. Definitions

For definitions, please refer to the 'Dictionary of Terms'.

B. Scope

This Policy applies to all staff and students at LIHE.

C. Policy Principles

This Policy is underpinned by the following principles:

i. LIHE will develop and implement effective and equitable procedures for promoting academic integrity;
ii. All staff and students must maintain Academic Integrity in their academic activities.
iii. Academic staff, in their learning and teaching roles, will be provided with adequate training and support to ensure they understand and demonstrate academic integrity;
iv. Academic staff will educate students in all aspects of academic integrity and ensure that students understand the expectations of them;
v. At commencement and each year students will be instructed on the meaning and importance of academic integrity and what constitutes academic misconduct. They will be given opportunities to apply their knowledge to real-life scenarios and complete an Academic Integrity Module and be provided with a point of contact for queries regarding academic integrity;
vi. The procedures for managing academic misconduct will be applied fairly and consistently, exhibit procedural fairness and will take into account the extent and type of academic misconduct, the student's stage in the course, and any history of breaches in academic integrity or misconduct.
vii. LIHE will take preventative action to mitigate foreseeable risks to academic integrity, including misrepresentation, fabrication, cheating, collusion, plagiarism, contract cheating and misuse of intellectual property, and to prevent recurrences of breaches;
viii. Academic integrity and accountability for academic integrity will be maintained in arrangements with any other party involved in the provision of higher education for the Institute.
ix. All breaches of academic integrity and academic misconduct and the nature of the breach will be recorded and monitored;
x. Data on breaches of academic integrity will be used to inform improvements to teaching, learning and assessment practice.

D. Responsibilities

The Academic Board is responsible for overseeing and monitoring academic integrity. The Dean in consultation with the Student Support Manager will prepare an annual report of incidences of

academic misconduct. Academic Board will review the Dean's annual report of incidences of academic misconduct which includes year on year trends, frequency per unit of study/assessment, potential contributing factors or risks to assessment integrity and will ensure that any underlying contributing factors are addressed to prevent future incidents. Academic Board will report their review to the Governing Council accordingly.

In order to uphold academic integrity, academic staff and students should:

i. Value the importance of individual learning and development through completion of individual assessment;
ii. Refrain from engaging in plagiarism, collusion, cheating, or contracting another person to write their work, or falsifying or fabricating research data;
iii. Acknowledge the work of others, and use the work of others in a way that reflects the author's actual intentions;
iv. Apply correct referencing and citation practices to all work;
v. Remain ethical in academic inquiry;
vi. Support their work with sound scholarship and research drawn from legitimate sources;
vii. Respect the worth, confidentiality and academic freedom of other staff and students.

E. Types of Academic Misconduct

Academic misconduct may be seen in a range of activities, including, but not limited to:

Categories	Description	Examples
Plagiarism	Plagiarism, often referred to as "intellectual property theft", means presenting another's work as one's own.	• Copying word for word from an information source without proper acknowledgement. • Copying from an information source and changing some of the wording. • Extensive paraphrasing of an information source without proper acknowledgement. • Using another person's ideas without proper acknowledgement. • Excessive quotation, that is, where more than 20% of a work is direct quotation. • Use of statistics, tables, graphs, diagrams without identifying the source. • Using one's own previous work without acknowledgement ("self-plagiarism"). • Using audio or visual material, or objects, without acknowledging their origin.
Cheating	Cheating occurs when one tries to gain an unfair advantage over others, by using unauthorised means.	• Gaining, or attempting to gain, access to information about examinations prior to the examination date, or information about assessment tasks, prior to their release date. • Using notes, books, or electronic devices in examinations, except where this is specifically allowed in the examination guidelines. • Copying another's work during an examination, or to be presented for assessment. • Engaging another person to sit an

		examination, or do other assessable work on one's behalf, either as a favour, or for a reward (as in "contract cheating").
		• Having another person redo one's work, on the pretext of "proofreading".
		• Secretly sharing information ("collusion")
		• Offering incentives (e.g. favours, bribes) for favourable treatment.
		• File sharing, that is trading or transferring answers, essays, presentations etc via the internet, often for a fee, favour or mutual exchange.
Fraud	This occurs when a false claim is made about the source or originality of a piece of work.	• Taking another's place in an exam or assessment task. • Engaging another to take one's place in an exam or assessment task.
Misrepresentation	This occurs when an attempt is made to deceive with regard to the content, authorship or production of a piece of work.	• Fabricating research data or results. • Deliberately omitting data. • Dishonestly reporting research methods or results. • Making false declarations. • Making false claims to gain approval or funding. • False claims of authorship. • Deliberate lack of acknowledgement of co-authors or contributors. • Submitting work, whether one's own work or that of another, that has been submitted for previous units or courses, or in other colleges. • Denying or failing to disclose conflicts of interest. • Publishing as original, work that has previously been published.
Improper Behaviour	Improper behaviour is behaviour that interferes with others in the pursuit of their academic endeavours.	• Disruptive behaviour in class or institutional facilities such as libraries, or by electronic means. • Attempting to prevent others from doing research or completing work. • Sabotage of another's work. • Failure to comply with rules or directions, such as in examinations. • Leaking information about another's work. • Any use of social media that compromises academic integrity.
Unethical Behaviour	Unethical behaviour is behaviour that breaches accepted ethical standards.	• Failing to gain ethical approval for research. • Failing to follow research protocols. • Using research for personal gain. • Conducting research not compliant with laws, regulations, or codes of conduct. • Unfair treatment of research assistants or

		subjects.
		• Preferential treatment of some students over others.
		• Using Institute resources to produce work not approved by the Institute.
		• Misuse of confidential information in reports, presentations, or other submissions.
		• Inappropriate use of electronic media for information gathering or dissemination.

F. Detection and Reporting of Academic Misconduct

i.   LIHE uses electronic text matching software to analyse the content of assessment items and provide a report on the originality of the material in relation to previously submitted assignments and published material, including Internet sources.

ii.   Students may also choose to use electronic text matching software formatively by submitting drafts of their assessment via electronic text matching software as a means of checking their work for originality prior to final submission.

iii. Students and staff will have access to the electronic text matching software Originality Report for each assessment item where electronic text matching software is in use.

iv.   Markers will assess all electronic text matching software scores. Based on the assessment of the Originality Report an allegation of plagiarism may be put forward under the academic integrity procedure.

v.   Staff may also become aware of potential instances of plagiarism by means other than electronic text matching software including but not limited to, comparisons with other students' work, comparisons with published or non-published work not identified by electronic text matching software.

vi.   If a lecturer identifies potential forms of plagiarism outside of the electronic text matching software, the same reporting procedure will be used as for suspected plagiarism identified via use of electronic text matching software.

vii. Investigations of alleged plagiarism can be initiated by academic staff at any time, regardless of the electronic text matching software similarity score; as it is a tool to assist staff with identifying possible cases of plagiarism but not the sole tool used. With the advancement of language models such as ChatGPT, there are ChatGPT detection tool and other tools available that can assist with detecting plagiarism. For example, these tools can analyse writing style and identify inconsistencies that may suggest plagiarism.

Other forms of academic misconduct, for example collusion, falsifying information, contract cheating, and exam cheating are treated seriously by LIHE. If a staff member becomes aware of a potential incidence of academic misconduct, they should report the matter to the Course Director. Students, staff and members of the public may also raise concerns regarding the behaviour of students. These concerns will be taken seriously and should be referred to the relevant Course Director for investigation. The Dean in liaison with the Course Director will manage the matter in accordance with this Policy.

G. Level of Academic Misconduct

LIHE classifies academic misconduct based on the seriousness of the behaviour or incident and its impact on academic integrity by considering the following criteria:

i.   the type of breach;
ii.   the extent of the breach;
iii. the experience of the student;
iv.   the intent of the student;

v.   the impact of the breach

Based on the above, the behaviour is classified as minor, moderate, or major academic misconduct:

Level 1
Minor Academic Misconduct

- Minor academic misconduct is behaviour that is determined to have had little impact on academic integrity and is a result of poor academic practice including a lack of understanding or the careless application of academic writing and referencing protocols due to their level of experience as a student. It is generally unintentional behaviour.

Level 2
Moderate Academic Misconduct

- Moderate academic misconduct is behaviour that is determined to have had some impact on academic integrity and can be reasonably interpreted as evidence that the student was aware the behaviour breached the core values of academic integrity. It is generally an intentional behaviour, but an element of carelessness may exist due to the limited experience of the student.

Level 3
Major Academic Misconduct

- Major academic misconduct is a behaviour that is determined to have had a significant impact on academic integrity and can be reasonably interpreted as evidence that the student was aware the behaviour breached the core values of academic integrity. It is generally planned, deliberate and organised behaviour. It may also be a repeated behaviour. Allegations of misconduct in examinations or group work shall be treated as major academic misconduct.

H. Schedule of Penalties

There are three levels of penalties which may be imposed for misconduct:

i.   Level 1

This penalty typically applies to first offence plagiarism, self-plagiarism and misconduct that is deemed not to be a serious offence. It includes any one or more of the following:

a.   a warning to the student;
b.   requiring the student to attend academic support classes in addition to completing the Academic Integrity Module;
c.   allowing the student to resubmit the assessment, possibly with a cap imposed on the maximum possible mark;
d.   a reduced mark for the assessment, including to zero.

    ii.   Level 2

This penalty typically applies to repeat offences or deliberate plagiarism. It includes a formal warning to the student and any one or more of the following:

        a.   requiring the student to complete the Academic Integrity Module;
        b.   requiring the student to attend academic support classes;
        c.   a reduced mark for the assessment, including to zero;
        d.   a fail for the unit;
        e.   a restriction on enrolment.

    iii.   Level 3

This penalty applies to very serious offences, repeated serious offences and fraudulent. It includes a formal warning to the student and any one or more of the following:

        a.   a fail for the unit;
        b.   requiring the student to attend academic support classes and complete the Academic Integrity Module;
        c.   a restriction on enrolment;
        d.   suspension for one or more study periods or expulsion from LIHE;
        e.   revocation of an award conferred on the student (requiring the approval of the Council).

Note that when an international student is suspended, LIHE is required to report the suspension to the Department of Home Affairs. This may affect the student's visa status.

Any staff member who has allegedly breached academic integrity will be managed according to the Human resource Management Policy.

I.   Procedures for Managing Academic Misconduct

    i.   The academic staff must report the allegation of a breach of academic integrity to the Course Director outlining the timing, nature, and evidence of the alleged misconduct.
    ii.   All academic misconduct allegations will be included in the Academic Misconduct Register (AMR) which is managed and monitored by the Dean.
    iii.   The Course Director must determine the Level of the Breach of academic integrity.
    iv.   Students alleged to have breached academic integrity are informed in writing of the nature and Level of the breach by the Course Director.
    v.   The Course Director will provide an opportunity for the student to respond within 5 days from the date of communication as part of the process of establishing student intention and culpability. Students wishing to dispute the alleged misconduct will normally meet with the Course Director to review available evidence within allowed timeframe.
    vi.   If the student fails to respond to allegations of academic misconduct within 5 days, the Course Director will enact a fair decision.
    vii.   Where academic misconduct is established, the Course Director will action the penalty in accordance with 'Schedule of penalties' outlined in this Policy.
    viii. All decisions will be entered in the AMR;
    ix.   The Course Director will issue a letter of outcome on all decisions of misconduct to students communicating the nature of the misconduct and the penalty applied and informing the student that the misconduct has been recorded in the AMR.

J.   Record Keeping

Records of alleged plagiarism and academic misconduct will be maintained on the AMR as well as

student's record as per the *Records Management Policy*. The record must include any warnings, communications, and any outcome of an allegation of plagiarism or academic misconduct including any documentary evidence. All permanent academic staff and other relevant staff must have access to this information when considering any subsequent allegations.

K. Confidentiality

All documentation relating to academic misconduct incidents (alleged and confirmed) considered under this Policy will be kept confidential. It can only be accessed by specified LIHE staff. It will not be recorded on any public document or on a student's academic transcript. It will only be disclosed to persons who have a role in handling student incidents (alleged and confirmed) considered under the Policy, or as otherwise required by law.

L. Appeals

Applicants may appeal a decision by writing to the Student Support Manager within 10 working days from the date decision was sent if they believe there were procedural or administrative errors made in accordance with this Policy. For details, students may refer to the Student Grievance Policy and Procedure.

Version	Approved by	Approval Date
1	Academic Board	9 January 2023
Next Review	**Custodian**	**Effective Date**
Refer to the *Policy Documents Review Schedule*	Dean	9 January 2023
Related Documents	Dictionary of Terms Student Grievance Policy and Procedure Student Code of Conduct Records Management Policy Staff Code of Conduct	
References and Legislations	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021	