

# Academic Integrity Policy

## Policy Objective

To provide a systemic approach to academic integrity and breaches of academic integrity.

The policy is intended to promote honesty in learning and assessment and respect for the work of others.

This policy is to be read in conjunction with **TLN013PRO – Academic Integrity** procedure.

## Scope

This policy applies to all TAFE Gippsland staff and learners regardless of the location of the campus, or the mode of delivery.

## Commitment

TAFE Gippsland is committed to ensuring high standards of academic scholarship are reinforced and learners present ideas and information in assessments that are independent, well researched and their own and without use of any computer systems able to perform tasks normally requiring human intelligence.

It is critical that:

- a clear standard is articulated regarding the submission of work for assessment and reinforcement of the principles of academic integrity; and
- learners and staff understand what constitutes academic integrity, cheating and plagiarism.

TAFE Gippsland is committed to quality teaching and assessment and the achievement of the goals of the TAFE Gippsland Education Plan.

TAFE Gippsland will meet the *Standards for RTOs (2015)* and other regulatory requirements relating to academic integrity.

Academic misconduct, either intentional or unintentional is a practice which runs counter to the very purpose of VET.

There is an expectation that learners will prepare and submit work which is their own without access to computer systems able to perform tasks normally requiring human intelligence and which, where appropriate, acknowledges the work of others.

TAFE Gippsland takes the integrity and honesty of its learners very seriously. Acts of academic misconduct are completely unacceptable and will not be tolerated.

Academic misconduct is considered as a serious incident and disciplinary procedures apply.

Learning support is available to all learners to ensure learners can receive assistance to develop academic writing, research and attribution/citation skills.

Learners will be made aware of this policy through published materials, orientation and induction programs.

This policy will form part of staff induction at the teams levels and published on Staff Point.

Information regarding academic integrity will be published on the TAFE Gippsland website.

TAFE Gippsland requires that learners use the American Psychological Association (APA) referencing standard to acknowledge original sources.

An APA Referencing Guide for learners will be published on the TAFE Gippsland Library website.

Learners will make a declaration for each assessment task that the work submitted is theirs and theirs alone.

Learners are entitled to appeal a decision regarding academic misconduct and request a review of the outcome of the decision.

## Roles and Responsibilities

### Program Manager

The Program Manager is responsible for communicating with relevant parties regarding disciplinary action where academic misconduct is substantiated.

### Educators

Individual educators are responsible for:

- providing learners with course-specific examples of good practice demonstrating academic integrity and referencing techniques;
- ensuring that only assessment accompanied by a completed copy of the student declaration (and sent from a recognised email address in the case of email submission), is accepted;
- being vigilant in the detection of plagiarism or potential use of computer systems able to perform tasks normally requiring human intelligence;
- being aware of, and respect, the practices of other cultures / cultural backgrounds;
- providing transparent and consistent feedback to learners about issues relating to referencing and academic integrity;
- setting a good standard of academic integrity through their own teaching practice; and
- ensuring learners understand the difference between cooperative learning, group work and collusion.

### Learners

Individual learners are responsible for:

- completing declarations confirming assessments are the students own work;
- ensuring that all sources of information are appropriately acknowledged; and
- taking all reasonable precautions to ensure work cannot be copied.

## Related Legislation/Regulation

Nil.

## Related Policy and Procedures

- TLN013PRO – Academic Integrity procedure
- TLN012POL - Managing Learner Misconduct policy
- TLN012COC - Learner Code of Conduct
- TLN036POL - Assessment policy
- CMT006POL - Complaints Appeals and Reviews policy
- CMT023POL - Privacy policy

## Related Documents

- [Referencing Guide APA](#)
- TLN013REF - Plagiarism Guidelines reference

## Definitions

<b>Academic Integrity</b>	The principles of academic integrity encompass the basic values of honesty, trust, fairness, respect and responsibility in all academic activities.
<b>Academic Misconduct</b>	Any conduct that is dishonest or unfair in connection with any academic work undertaken. This includes, but is not limited to; tests, examinations, or other supervised assessment activity; the preparation or presentation of any assessed item of work; the conduct of research or any other similar academic activity. It includes collusion, plagiarism, deception and cheating, and assisting or enabling another learner to perform these activities. Academic misconduct also extends to using computer systems able to perform tasks normally requiring human intelligence and preventing another learner from accessing material required for study or assessment purposes.
<b>Cheating</b>	<p>The dishonest use of information or misleading or deceptive submission of work in any academic context may take the form of but is not limited to:</p> <ul style="list-style-type: none"> <li>• Use of and/or copying from electronic accessories (translators, diaries, dictionaries, personal digital assistants [PDAs], programmable calculators, mobile phones, mp3 players, smart watches etc.) as observed during an assessment. (This does not apply where formal arrangements have been made in advance to cater for special needs.)</li> <li>• Use of another person (or organisation) to prepare or produce research, content or any other material used for academic assessment purposes.</li> <li>• Submission of identical work (or a significant portion of) used in another subject or course by the learner</li> <li>• Unauthorised communications with other learners during the exam or assessment.</li> <li>• Copying from someone else's test or assessment, Using unauthorised material such as textbook, notebook, cheat notes or any other written materials during an assessment.</li> <li>• Communicating material to other learners in an assessment leaving answers exposed for other learners to copy.</li> <li>• Copying another learner's work and submitting it as the learner's own</li> <li>• Hiring or asking another person to do an assessment on their behalf.</li> </ul>
<b>Collusion:</b>	Means an agreement between a learner and another person(s) to deceptively present academic work outside stipulated requirements such as when two people work together on an assignment/assessment which is designed to be done individually. It is acceptable to get help from or provide help to others. It is also acceptable to discuss ideas, strategies and approaches to a particular piece of academic work. However, it is not acceptable to submit work not undertaken independently. Group work must be undertaken according to instructions given in the same manner
<b>Cooperative Learning:</b>	Is the informal process of learners interacting to enhance their learning outcomes and is encouraged.

<b>Deception</b>	Deliberately choosing to mislead, delude or collude in representing and/ or submitting academic work that is not the learner's own. It equates to cheating and is, therefore, considered academic misconduct.
<b>Group work</b>	Is the authorised act of a group of learners producing either a common assessable work or an individually assessed piece of work as part of a larger project
<b>Intentional Plagiarism:</b>	Plagiarism associated with intent to deceive.
<b>Plagiarism</b>	The presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons
<b>Poor Academic Practice</b>	Poor Academic Practice occurs <b>when a student submits any type of assessment that does not properly acknowledge the origin</b> of words, ideas, images, tables, diagrams, maps, code, sound and any other sources used in the assessment.
<b>Staff</b>	Means TAFE Gippsland employees or workers, Board members, volunteers and persons performing work at the direction, on behalf of or in connection with TAFE Gippsland (including contractors, subcontractors, secondees, agents and temporary staff).
<b>Unintentional Plagiarism</b>	Plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (this is still a breach of this Policy).

## Version Control

Item	Summary of Update	Version	Review Date
1	Original Document Issue	1.0	17/02/2015
2	Rebranded from Federation Training to TAFE Gippsland	2.0	16/07/2019
3	Updated to clarify that copying of our training resources is plagiarism	3.0	02/07/2020
4	Comprehensive review and redevelopment aligned to current strategy and approaches to academic integrity. Renamed from Plagiarism	4.0	01/10/2021
5	Review and adoption of new template and naming conventions and inclusion of references use of any computer systems able to perform tasks normally requiring human intelligence. Separation of Policy and Procedure.	4.1	13/01/2023

## Appendices

Nil.