

TL013 Academic Integrity

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Introduction

Context

TAFE Gippsland is committed to ensuring high standards of academic scholarship are reinforced where learners present ideas and information in assessments that are independent, well researched and their own.

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.

Purpose

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

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

Scope

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

Policy Statements

- 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 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 the Student Handbook, orientation and induction programs.
- This policy and procedure 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.
- Individual educators will:
 - provide learners with course-specific examples of good practice demonstrating academic integrity and referencing techniques.
 - ensure that only assessment accompanied by a completed copy of the Assessment Cover Sheet (and sent from a recognised email address in the case of email submission), is accepted.
 - be vigilant in the detection of plagiarism.
 - be aware of, and respect, the practices of other cultures / cultural backgrounds.
 - provide transparent and consistent feedback to learners about issues relating to referencing and academic integrity.
 - set a good standard of academic integrity through their own teaching practice.
 - ensure learners understand the difference between cooperative learning, group work and collusion.
- Individual learners will:
 - Ensure that all sources of information are appropriately acknowledged.
 - Take all reasonable precautions to ensure work cannot be copied.

Procedure

Instances of academic misconduct, including plagiarism are treated as serious incidents of misconduct under the TAFE Gippsland policy and procedure Managing Learner Misconduct and disciplinary action taken.

Step	Action	Responsibility
1	Determine in the first instance if the alleged action is poor academic practice or academic misconduct	Educator
2	Instance of poor academic practice: <ul style="list-style-type: none"> • provide detailed feedback to learner and guidance to improve practices • refer the learner to the APA Reference Guide and Support Services Learning Support Skills, monitor improvements in academic scholarship 	Educator

Step	Action	Responsibility
	Refer TL011 Student Support Services policy and procedure	
3	Instance of academic misconduct suspected. Evidence collected and Program Manager made aware of the academic misconduct	Educator
4	Evidence presented to learner and matter discussed in the first instance, to establish fact. Where the learner is under the age of 18 years, advise the parent/guardian that a matter of academic misconduct is under consideration.	Educator and Program Manager
5	Where the academic misconduct is substantiated refer learner, and parent/guardian where relevant, to TL012 Managing Learner Misconduct and discuss the disciplinary procedure: <ul style="list-style-type: none"> • Verbal warning • Written warning • Behaviour Contract • Suspension • Expulsion • Formal Investigation • Appeals procedure 	Program Manager
6	Where the academic misconduct is not substantiated confirm with the learner that the matter is closed and the learner's records will not have any mention of alleged academic misconduct	Program Manager
7	Update the learner file details relating to the instance of academic misconduct	Program Manager

Learner misconduct and disciplinary procedure

Action	Responsibility
Learner conduct is managed as per TAFE Gippsland Learner Code of Conduct and TAFE Gippsland policy and procedure Managing Learner Misconduct (TL012)	

Grievances, appeals and complaints

Action	Responsibility
As per TAFE Gippsland Complaints, Appeals and Reviews Procedure (CM 006)	

Records Management

Action	Responsibility
As per TAFE Gippsland Records Management Procedure (CM 002)	

Ensuring the wellbeing of learners under the age of 18 years

Action	Responsibility
TAFE Gippsland is committed to promoting and protecting at all times the best interests of learners under the age of 18 years involved in its programs. This commitment is defined and implemented in accordance with the TAFE Gippsland Child Protection Procedure (HR 017), the Reporting Child Abuse Policy and Procedure (HR 023), the Child Safe Code of Conduct and the Institute Child Safe Policy.	

Reference and Supporting Information

Definitions

Term	Definition
Academic Integrity	The principles of academic integrity encompass the basic values of honesty, trust, fairness, respect and responsibility in all academic activities.
Poor Academic Practice	Poor Academic Practice occurs when a student submits any type of assessment that does not properly acknowledge the origin of words, ideas, images, tables, diagrams, maps, code, sound and any other sources used in the assessment.
Academic Misconduct	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 a learner preventing another learner from accessing material required for study or assessment purposes.
Plagiarism	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

Term	Definition
Cheating	<ul style="list-style-type: none"> 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: 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.) Use of another person (or organisation) to prepare or produce research, content or any other material used for academic assessment purposes. Submission of identical work (or a significant portion of) used in another subject or course by the learner Unauthorised communications with other learners during the exam or assessment. 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. Communicating material to other learners in an assessment leaving answers exposed for other learners to copy. Copying another learner's work and submitting it as the learner's own Hiring or asking another person to do an assessment on their behalf.
Intentional Plagiarism:	Plagiarism associated with intent to deceive.
Unintentional Plagiarism	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).
Collusion:	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
Deception	Deliberately choosing to mislead, delude or collude in representing and/ or submitting academic work that is not the learner's own. It is equates to cheating and is, therefore, considered academic misconduct.
Cooperative Learning:	Is the informal process of learners interacting to enhance their learning outcomes and is encouraged.
Group work:	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

Supporting Documents

Referencing Guide APA

TL 012 Managing Learner Misconduct

TL 012 Learner Code of Conduct

TL036 Assessment

CM006 Complaints Appeals and Reviews

CM023 Privacy policy

TL 013 Plagiarism Guidelines

Responsibility

Director, Academic Governance

Please Note: For further information or assistance regarding policies and procedures, contact: qa@tafegippsland.edu.au | URL: www.tafegippsland.edu.au

Document Version Control Table

Item	Summary of Update	Version Control	Revised Date
1	Original Document Issue	V1.0	17/02/2015
2	Rebranded from Federation Training to TAFE Gippsland	V2.0	16/07/2019
3	Updated to clarify that copying of our training resources is plagiarism	V3.0	02/07/2020
4	Comprehensive review and redevelopment aligned to current strategy and approaches to academic integrity. Renamed from Plagiarism	V4.0	01/10/2021