

# Academic Integrity Policy

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<b>Date last amended:</b>	8 March 2023
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<b>Approved by:</b>	Stanley College Academic Board
<b>Authorised Officer:</b>	Dean, Higher Education
<b>Supporting documents, procedures and forms of this policy</b>	Academic Integrity Procedure <a href="#">Academic Misconduct Register</a> Student Grievance and Complaint Policy and Procedure Code of Conduct
<b>Related Legislation</b>	<a href="#">Copyright Act 1968</a> <a href="#">Higher Education Standards Framework ,2021</a> <a href="#">Part A: Standard 5.2 (Academic and Research Integrity)</a> <a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a>
<b>Audience</b>	Public

## 1. PURPOSE

1.1 This policy sets out the guidelines for academic integrity for students and staff at Stanley College.

1.2 Academic Integrity incorporates the following:

- a. Academic Freedom
- b. Academic Misconduct
- c. Intellectual Property

## 2. SCOPE

2.1 The policy applies to all students and staff at Stanley College.

2.2 This policy does not apply to general misconduct by students which is dealt with under the *Student Code of Conduct*.

## 3. DEFINITIONS

<b>Academic Freedom</b>	The principle that staff and students are free to conduct research, undertake learning and teaching on issues in their area of academic expertise without unreasonable interference or restriction.
<b>Academic Integrity</b>	Academic integrity stands for maintaining ethical standards of academic work including in learning, teaching and research, in line with fundamental values and principles of honesty, trust, fairness, respect and responsibility. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception.
<b>Academic Misconduct</b>	Academic misconduct includes, but is not limited to, conduct that involves academic fraud, plagiarism and any other dishonest conduct to gain academic or general advantage, or conduct that otherwise contravenes the provisions of this policy and related documents.
<b>Acknowledgement</b>	The acceptable practice of respecting and proper referencing of others' work including words, ideas, designs, interpretations and influence of others.
<b>Cheating</b>	<p>Occurs before, during or after an assessment or examination when a student seeks to obtain an unfair advantage or to assist another student to do so. It includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Bringing items into an examination that are not permitted such as a textbook, notebook, dictionary, calculator, laptop, notes, manuscript, bag, mobile phone or other materials or device or means of special assistance, except those items specifically authorized by the lecturer who set the examination</li><li>• Colluding with others either in the examination venue or outside the venue including by electronic means</li><li>• Deliberately viewing other students' work either in an examination, or in other circumstances without their permission</li><li>• Fabricating or falsifying data or inventing references</li><li>• Submitting the same work or recycling work without prior permission of the unit lecturer</li><li>• Presenting work, which is the outcome of directly working with others, as their own (collusion), without knowledge</li><li>• Allowing another person to complete an assessment or examination on behalf of a student</li><li>• Accessing/obtaining an advance copy of an examination paper unless otherwise authorised</li><li>• Knowingly helping others to cheat</li></ul>
<b>Collusion</b>	Refers to a situation when two or more students, or a student and any other person(s), work together on individual assessment work to cheat, plagiarize or engage in academic misconduct. This includes a student giving or sharing an

	assessment written by someone else and writing an assessment together. Collusion comprises any way of submitting assessment work as if it reflects individual effort while in reality it includes the work of another person, as determined by Stanley College. It is not academic misconduct if the assessment instructions specifically identify the work as a collaborative or group assessment; however, collusion occurs if two or more students fail to abide by directions from the examiner regarding the permitted level of collaboration on an assessment.
<b>Contract Cheating</b>	Occurs when students employ or use a third party to undertake their assessed work for them and these third parties may include: <ul style="list-style-type: none"> <li>• Essay writing services</li> <li>• Friends, family or other students</li> <li>• Private tutors</li> <li>• Copyediting services</li> <li>• Agency websites</li> <li>• 'Reverse classifieds'</li> </ul>
<b>Creator</b>	A staff member, student or external consultant of Stanley College who is the inventor, author, composer, sculptor, designer, compiler, film-maker, programmer, photographer or other originator of intellectual property which is the subject of this Policy.
<b>Fabrication</b>	Refers to results or data that do not exist and have been made up.
<b>Falsification</b>	Refers to results or data that have been manipulated to reach a specific conclusion. It refers to content of assessment items and also to other documentation (e.g. medical certificates used in an attempt to obtain extensions or approval for special circumstances).
<b>Free Intellectual Inquiry</b>	The freedom to conduct research, teach, speak, and publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead.
<b>Intellectual Property</b>	All property protected by statutory and other property rights (including rights to require information to be kept confidential) protected by Australian law and international agreements applying to Australia. Specifically, it includes: <ul style="list-style-type: none"> <li>• Copyright for original material in literary, artistic, dramatic or musical works, films, broadcasts, multimedia and computer programs</li> <li>• Patents for new or improved products or processes</li> <li>• Trademarks comprising the signs and trading identities of businesses</li> <li>• Designs for the shape or appearance of manufactured goods</li> <li>• Confidential information and any modifications and enhancements to confidential information, consisting of know-how, trade secrets or other proprietary information and background knowledge</li> </ul>
<b>Moral Rights</b>	The rights conferred on creators by the <i>Copyright Act 1968 (Cth)</i> in relation to their literary, dramatic, musical or artistic works and films.
<b>Originator</b>	Any person who creates, whether or not in conjunction with another person, any intellectual property.
<b>Plagiarism</b>	Using another person's ideas, designs, words or works without appropriate acknowledgement. This means that unacknowledged use of quotations, ideas,

	sentences, paragraphs or other extracts from materials including but not limited to books, articles, the internet, or another student's work is plagiarism.
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#### 4. POLICY PROVISIONS

##### Academic Integrity Principles

4.1 Academic integrity is integral to the learning, teaching and scholarship of Stanley College and is a shared responsibility across the College.

4.2 At Stanley College:

- a. Academic freedom is valued;
- b. Preventive action is taken to mitigate foreseeable risk to academic integrity at Stanley College; and
- c. Allegations of academic misconduct are addressed effectively.

4.3 Academic integrity allows students and staff the freedom to build new ideas and knowledge, while respecting and acknowledging the work of others.

##### Academic Freedom

4.4 Academic freedom includes the rights of all staff and students to:

- a. Pursue critical, responsible and open inquiry and (where appropriate) to teach, assess, develop curricula, publish and research in accordance with the highest ethical, professional and legal standards;
- b. Disseminate outcomes of scholarly activity in teaching, publications, public debates and media discourse;
- c. Encourage other students and staff to uphold academic integrity and discourage other students from any form of academic misconduct;
- d. Promote academic integrity in its courses as they are developed or reviewed, through the integration of learning experiences and assessment tasks that allow students to develop and demonstrate good academic practices as they progress through the course, and
- e. Take a fair and consistent approach to the identification and investigation of possible cases of academic misconduct and actions to address substantiated allegations of academic misconduct.

4.5 In exercising academic freedom, staff and students will:

- a. Remain at all times subject to the law, the terms of engagement with Stanley College and College policies and procedures, including the *Code of Conduct*;
- b. Act in a professional, ethical and legal manner;
- c. Conduct scholarly activity in accordance with the principles of academic rigour and ethics without any interference or suppression;
- d. Refrain from identifying themselves as Stanley College staff or students when speaking, writing or otherwise communicating on matters outside their area of academic expertise;
- e. Engage in intellectual inquiry and scholarly activities; and
- f. Have the right to question ideas and knowledge, even if they are controversial.

4.6 Stanley College recognises the importance of engaging in free intellectual inquiry, including:

- a. Challenging accepted ideas;
- b. Encouraging vigorous debate; and
- c. Supporting the pursuit of scholarly activity.

4.7 Stanley College staff members have the right and duty to exercise their own professional judgement in engaging in teaching and scholarly activities, and to disseminate the results of that activity, without undue interference from any other party provided that the rights of other parties are respected and there is no breach of any relevant legislation. Diversity of thought and expression is viewed as an important facet of expanding the body of knowledge, developing critical thinking and enhancing the opportunity to learn from alternative worldviews.

4.8 Students are encouraged to develop a capacity for critical judgement and independent search for truth. Freedom to learn depends upon appropriate opportunities and conditions in the classroom and the wider community of scholars.

4.9 Students have the right to freedom of speech and they should be encouraged to examine and discuss all questions of interest to them, and express opinions publicly as well as privately.

### **Promoting Academic Integrity**

4.10 Stanley College assists students in respect to academic integrity by providing information on how to act with integrity, as well as discouraging all forms of academic misconduct including plagiarism, contract cheating, fabrication and falsification of data. The likely outcomes or penalties for academic misconduct are detailed in the *Academic Integrity Procedure*.

### **Academic Misconduct**

4.11 Academic misconduct involves any action or attempted action by a student or any listed parties in the document that may result in an unfair academic advantage for the student or staff, or an unfair academic advantage (or disadvantage for other students or staff).

4.12 Stanley College is committed to ensuring that academic integrity is integral to the values of the College, and that it produces ethical graduates. Stanley College expects all staff and students to act with integrity and honesty when developing, creating and using information and ideas, and to conduct themselves with the highest ethical standards in all aspects of academic work. In particular, Stanley College expects that:

- a. Staff and students ensure that their academic work is their own original work; and
- b. The ideas of others are acknowledged appropriately.

4.13 Stanley College adopts preventative strategies to mitigate the risk of academic misconduct. This includes:

- a. Designing assessment tasks that lessen the opportunity for cheating or plagiarism;
- b. Understanding what constitutes academic misconduct and assessment requirements
- c. Communicating assessment requirements to students; and
- d. Ensuring the security of student-submitted assessment materials.

4.14 Academic misconduct includes, but is not limited to:

- a. Cheating;
- b. Accessing, purchasing, exchanging or offering for purchase any item to be submitted as an assessment task;
- c. Behaving deceitfully or dishonestly in examinations;
- d. Fraudulent behaviour in the preparation of assessable items or during in-class assessments;
- e. Using or possessing prohibited equipment or material during an examination;

- f. Sending, receiving or accessing or endeavouring to send, receive or access any source of stored electronic information during the examination that unfairly assists the student in a fraudulent manner (unless specified by the examiner);
  - g. Drawing or writing on materials, other than the exam papers provided, during an examination;
  - h. Facilitating Academic Misconduct; or assisting another student to commit an act of academic misconduct;
  - i. Misrepresentation;
  - j. Interference;
  - k. Plagiarism; and
  - l. Collusion.
- 4.15 Students who are alleged to have engaged in Academic Misconduct will be subject to a process of investigation. The processes for detection, assessment and determination of academic misconduct are detailed in the *Academic Integrity Procedure*. If the allegation is upheld, the student may be subject to the imposition of remedial actions or penalties, which Stanley College will specify in accordance with the severity of the misconduct.
- 4.16 Stanley College will ensure quality assurance activities are undertaken by monitoring the occurrence and nature of instances of academic misconduct and take action to address underlying causes.
- 4.17 The Stanley College [Academic Misconduct Register](#) records warnings and the outcomes of any accusations of plagiarism, cheating, collusion or other forms of academic misconduct. A student's involvement in academic misconduct will be retained on the register while still enrolled in any course and academic staff will have access to this information when considering any subsequent allegations of academic misconduct.
- 4.18 Academic misconduct will be responded to in a fair, consistent and timely manner. Specific processes have been outlined in the corresponding *Academic Integrity Procedure*.

### **Plagiarism**

- 4.19 Plagiarism is the reproduction of someone else's words, ideas or findings and presenting them as one's own ideas without proper acknowledgement and includes:
- a. Direct copying or paraphrasing from someone else's published work (either electronic or hard copy) without acknowledging the source (or authors).
  - b. Using facts, information and ideas derived from a source without acknowledgement.
  - c. Assisting another person to commit an act of plagiarism.
  - d. Submitting a paper to be graded or reviewed that students have not written on their own.
  - e. Copying answers or text from another classmate and submitting it as their own.
  - f. Citing data without crediting the original source.
  - g. Using or analysing data from another source without acknowledgement.
  - h. Using another's idea and presenting it as original work without acknowledging the originator.
  - i. Submitting a presentation or file from another creator with only minor alterations.

- 4.20 The seriousness of the misconduct is determined, in part, by whether the conduct is regarded as intentional or unintentional:
- Intentional plagiarism is carried out knowingly with an intent to deceive, and is therefore considered as serious misconduct.
  - Unintentional plagiarism may occur due to lack of familiarity with academic writing practices, and is therefore considered to be less serious at the first occurrence.

### **Cheating**

- 4.21 Cheating is taken to include producing assignments (required explicitly or implicitly to be independently produced) in collaboration with and/or using the work of other people. It also includes cheating in examinations or tests by:
- Copying or attempting to copy from another student (or external party).
  - Attempting to use unauthorised material either in written or electronic format.
  - Verbally communicating with another student or attempting to communicate with another student, fabricating information, data, research or other elements.
  - Bringing items into an examination that are not permitted

### **Contract Cheating**

- 4.22 Contract cheating occurs when students employ or use a third party to undertake their assessed work for them and these third parties may include:
- Essay writing services
  - Friends, family or other students
  - Private tutors
  - Copyediting services
  - Agency websites, or
  - 'Reverse classifieds'

### **Falsifying and fabricating information**

- 4.23 Falsification and fabrication of information includes:
- Fabricating references or using incorrect references
  - Falsifying lab or experimental data or observations

### **Record Keeping**

- 4.24 Stanley College will take the necessary steps towards maintaining records of educational strategies, resources and execution processes to promote academic integrity and security of records. For example, Stanley College will establish and maintain a centralised management system to keep secure and confidential records of cases of alleged academic misconduct and the outcome of investigations. Appropriate measures will be taken to protect personal student data, historical information and confidential details of the students.

### **Reporting**

- 4.25 Stanley College's Learning and Teaching Committee will report to the Academic Board on the statistics and trends relating to academic misconduct received and addressed by staff, and strategies to promote academic integrity and minimise opportunities for academic misconduct.

## **Ownership of Intellectual Property**

### **4.26 Staff**

- a. Stanley College owns any intellectual property developed or contributed by its staff member, including confidential information and/or any inventions or works created by the staff during the course of employment with Stanley College. The provisions of this Policy are deemed to be part of the terms and conditions of employment of all staff.
- b. Stanley College owns the entire copyright throughout the world in all works produced by its staff member.
- c. All staff members are required to immediately disclose to Stanley College (and to no other person) all the details of any inventions or works created by them during their employment.
- d. In the case of external consultants who are engaged in course development and review for Stanley College, this provision will form part of the contractual arrangements with the College.
- e. Ownership of intellectual property in projects involving third parties will be determined by the third party agreement with those parties to the project.
- f. Stanley College acknowledges its obligation and responsibility to ensure all staff are aware of the rights and obligations relating to intellectual property, moral rights and the application of this Policy.
- g. Any staff member whose scholarly activities as an employee of Stanley College, undertaken using the College's facilities and resources, leads to an intellectual property outcome which might be reasonably be regarded as being of potential commercial value, is obliged to advise the President in writing prior to any publication, dissemination or commercialisation of the intellectual property. The President will advise the staff member promptly whether or not the College wishes to commercialise the intellectual property.

### **4.27 Students**

- a. Stanley College does not claim ownership of intellectual property which students generate through their studies or associated activities within the College.
- b. However, where extensive use is made of Stanley College facilities and/or intellectual property, the College may seek shared ownership of intellectual property with a student.
- c. Any sharing of ownership of intellectual property would involve an agreement which assigns a student's ownership rights to the College.
- d. Stanley College retains the right to use student work for educational and/or promotional purposes through appropriate agreements with the student.
- e. If a student is also employed part-time by Stanley College as a staff member, the College owns any intellectual property they create during their employment. Students are advised to separate, where possible, the work that they do as a student from work they do as an employee.

### **4.28 Moral Rights**

- a. Stanley College will take all reasonable steps to respect the right of an originator to be acknowledged as the creator of intellectual property, and to ensure that others respect that right.
- b. Where the College uses intellectual property created by an originator, it must take reasonable steps to consult with the originator before modifying or adapting that intellectual property.



- c. Where an originator wishes not to be acknowledged as the creator of intellectual property which has been modified or adapted, the College will take reasonable steps to respect that wish, and to ensure that others respect it.
- d. An originator must take reasonable steps to ensure due acknowledgement of the College's contribution of facilities and resources used in the creation of intellectual property in any subsequent use of it that they may make.

#### **Artificial Intelligence**

- 4.29 The use of Artificial Intelligence (AI) is permitted as an educational/study tool at Stanley College. It may, however, only be used in any assessment within a unit where written approval has been granted by the unit coordinator/lecturer. Improper use of AI-generated material in assessments will lead to the occurrence of academic misconduct.