POLICY S1.5

STUDENT ACADEMIC INTEGRITY AND HONESTY

1.0 INTRODUCTION

1.1 Context

Academic integrity and honesty are fundamental to any academic/scholarly activity such as teaching, learning and research - and are core to the values of the Australasian College of Health & Wellness (ACHW). Academic misconduct by students can have a negative effect on all aspects of the organisation, including the overall student experience, the progress of students, the reputation of ACHW, and its courses, students and staff. Academic misconduct can also negatively impact on graduates as they enter the workforce. ACHW ensures its practices are informed and guided by TEQSA resources and guidance notes as made available by TEQSA.

1.2 Purpose

This policy provides the principles under which academic integrity is managed at ACHW to ensure the integrity of student assessment, and to prevent, detect and address any form of academic misconduct by students.

1.3 Scope

This policy applies to all students of ACHW and its third-party partners irrespective of location, activity, premises, or mode of study.

This policy applies to academic and professional staff in terms of the actions required to demonstrate and promote academic integrity to students, and to manage academic misconduct by students. Refer to the corporate policy Staff Code of Conduct for information on academic integrity /academic misconduct by staff.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. Students are responsible for maintaining academic integrity in all their academic endeavours and are responsible for complying with this policy and its procedure.

2. All students and staff are responsible for protecting and uphold the values of academic integrity, and for reporting any incident of actual or alleged academic misconduct for investigation.

3. Students have a responsibility to protect their work and not knowingly allow their work to be copied or used in any way to benefit another student in ways which amount to academic misconduct.

4. Staff are responsible for complying with this policy and its procedure in the demonstration and promotion of academic integrity and in the procedure for management of academic misconduct by students.

5. ACHW is responsible for providing training and information to students, academic and non-academic staff regarding academic integrity and academic misconduct.

3.0 POLICY

3.1 Principles

1. Academic integrity relies on the application of respect, honesty, ethics, trust and responsibility in all scholarly endeavours, and this is the standard expected of all students.

2. The entire ACHW community must uphold and defend academic integrity and report any incidents of academic misconduct - see definitions - to the Head of School, ACHW or direct report.

3. Students will conduct themselves with academic integrity in their studies, placements, and other related activities and are required to carefully acknowledge the work of others in all their activities.

4. The ACHW will support and protect the privacy of the student being reported for academic misconduct and the individual who reports an incident of academic misconduct. Any bullying, harassment or other inappropriate behaviour by students or staff towards the student under investigation, or the person reporting academic misconduct, will be considered to be misconduct in itself, will be a breach of the relevant Code of Conduct, and will incur disciplinary procedures under the relevant policy.

5. Information and training on academic integrity, including what is considered to be academic misconduct, is provided to students and to staff through policies and procedures, Unit Guides, training sessions and resources, including websites.

6. Systems and processes for exams will ensure the security and integrity of examinations, including those conducted online.

7. Processes for addressing academic misconduct by students are under-pinned by the principles of natural justice, fairness and privacy and are detailed in the Managing Academic Misconduct Procedure.

4.0   DEFINITIONS

- **Academic Integrity** - The application of honesty in all scholarly endeavours.

- **Academic Misconduct** - Academic misconduct involves cheating, contract cheating, collusion, plagiarism, the use of artificial intelligence platforms or paraphrasing tools to generate writing, or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negatively impacts the academic integrity of the student or another student and/or their work. Academic misconduct also includes disclosing private details of a client; submitting fraudulent material such as medical certificates, transcripts, parchments or any other required material that is shown to be fraudulent; offering bribes of any sort to gain admission or better grades; and falsifying identity or data.

- **Artificial Intelligence** - Generative artificial intelligence (AI) such as ChatGPT simulates human intelligence, language and decision-making in generating text, images, video and audio.

- **Cheating** - Acting dishonestly or unfairly in order to gain an unfair advantage in an examination or other assessment, for example, using a cheat sheet in an examination, or contracting another person to do an assignment and the student then submitting it as their own work (contract cheating).

- **Collusion** - Collusion is unauthorised collaboration which involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism.

- **Natural Justice** - The right to a fair hearing. Principles of natural justice are:

  o All hearings should follow a set procedure and be fair to all people involved.

  o The process and outcome should be transparent.

  o Decisions should be made without bias, taking into account all facts and evidence presented during the hearing.

  o All people involved should be given equal opportunity to present their case.

- **Plagiarism** - Plagiarism means activities where students fail to acknowledge that the ideas of others are being used when writing and presenting their academic work. Plagiarism is a specific and serious form of academic misconduct and includes any of the following, represented as your own work with no attribution to the actual developer of the work: direct copying; close paraphrasing; submitting another student's work as your own; using another person's ideas, work or data; copying computer files, algorithms or code; changing variables in a computer program in order to submit work that has been transformed from another person's work; or in any way appropriating or imitating another's ideas or manner of expressing them, where this is not expressly permitted in the course or unit outline.

- **TEQSA** – means the Tertiary Education Quality and Standards Agency.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Student Diversity and Equity Policy and Procedure

- Student Complaints and Appeals Policy and Procedure

- Assessment and Examination (including Reassessment) Policy and Procedure

- Discipline and Termination of Employment Policy and Procedure

- Bullying, Harassment and Discrimination (Staff and Students) Policy and Procedure

- Managing Academic Misconduct by Students Procedure

- Privacy of Student Information and Records Policy and Procedure

- Staff Code of Conduct

- Student Code of Conduct Policy and its Managing Inappropriate Student Behaviour Procedure

- TEQSA Guidance Note: Academic Integrity

6.0 POLICY OWNERSHIP

Policy Owner	Chief Education Officer Higher Education
Status	Reviewed on September 2025
Approval Authority	ACHW Academic Board
Date of Approval	11/09/2025
Effective Date	15/09/2025
Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Compliance Manager Higher Education
Review Due	December 2027

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S1.0	10 July 2017	Director ACHW	Initial document review after purchase of MHMHE
S1.1	15 January 2021	Director ACHW	General review
S1.2	1 June 2021	Academic Board	Policy and procedure separated. Clearer definitions on what constitutes academic misconduct. Responsibilities clarified. Minor changes and additions to Context, Purpose and Scope.
S1.3	25 June 2024	Academic Board	Added reference and definitions to Artificial Intelligence and contract cheating
S1.4	13 January 2025	Executive Director	Changes to staffing
S1.5	11 September 2025	Senior Compliance Manager Higher Education	Minor administrative changes • Update to staff titles • Template slightly revised following benchmarking