

## Academic Integrity Policy

### ex. Local: Academic Integrity (06.002)

This national policy applies to all ākonga, kaimahi, and associates in any and all academic activity provided at, by, or on behalf of Te Pūkenga.

This policy is an overarching policy that sits across business division processes. In accordance with the Transitioning (Grandparenting) Former Subsidiaries Policies, business division and procedures will continue to apply to the extent they are consistent with this policy. When business division policies and procedures are not consistent with this policy, then this policy takes precedence.

#### Purpose:

The purpose of this policy is to provide guidance in developing and promoting Te Pūkenga-wide learning, teaching assessment, and research practices that model and positively support academic integrity.

The link to the policy is: [Academic Integrity Policy](#)

**The Procedures** for implementing the policy are the local business procedures as outlined in the rest of this document.

## PROCEDURES AND GUIDELINES

### 1.1 Academic staff will:

- Support students to reference sources appropriately and assist understanding of all aspects of this policy
- Teach and conduct academic research and writing according to ethical standards
- Promote and inform students about academic integrity through the inclusion of clear guidelines in course outlines
- Clearly identify assessment methods and expectations relating to academic integrity
- Update and change assessments regularly to minimise the potential for academic misconduct
- Ensure assessments include the use of text-matching software e.g. *Turnitin* to deter academic misconduct
- Follow the processes detailed in this policy and these procedures when doubts about authenticity of student work are raised.

### 1.2 Students will:

- Engage with learning about and actively demonstrate academic integrity as a core element of their learning and assessment process
- Use their understanding and learning of academic integrity and acceptable academic practice in completing and submitting assessment
- Seek additional assistance if in doubt about assessment expectations and academic integrity
- Te Pūkenga requires students to be honest and act with integrity in their learning and assessments. To meet this expectation, students are required to:
  - a. present their own original work for assessment
  - b. acknowledge contributions from other sources by using the referencing format required for the programme (failure to do this correctly may be regarded as plagiarism); this includes direct copying, paraphrasing, summarising, and the rearranging of, another person's words or idea/s
  - c. not cheat in tests or examinations
  - d. ensure they follow all instructions and the correct procedures (e.g., no use of mobile phones or personal electronic devices)
  - e. not collude on assessments with other students
  - f. collaborate only as permitted (e.g. group work projects)
  - g. not over- or misrepresent the individual contributions of members of any group assignment
  - h. not knowingly help others to cheat
  - i. not present another person's assessment as their own (this includes purchased and AI generated assessments)
  - j. not act or behave in a way that prevents others from completing their assessments
  - k. keep written and electronic work secure to prevent others from accessing and copying

## **2.0 PRINCIPLES OF INVESTIGATION where academic misconduct is suspected**

- 2.1 Processes will be transparent and fair.
- 2.2 Decisions will be made without bias.
- 2.3 Confidentiality will be maintained.
- 2.4 Allegations will be taken seriously and acted on promptly.
- 2.5 All parties are entitled to a support person.
- 2.6 Parties will be kept informed of progress of any investigation.
- 2.7 All evidence collected in an investigation will be weighed and carefully considered before deciding whether there is substance to an allegation.
- 2.8 Parties to an allegation will have the opportunity to read/see and respond to evidence collected in an investigation before a decision is made.
- 2.9 All parties to an allegation will be notified of the decision and the reasons for the decision and their options regarding settlement, the decision including review and appeal.
- 2.10 Each step covered by this policy will be documented, including dates, who was present, what was discussed, and what decisions, if any, were reached.
- 2.11 Investigations and decisions will be made as soon as practicable and within ten working days unless extenuating circumstances prevail.

## **3.0 WHERE ACADEMIC MISCONDUCT IS SUSPECTED**

- 3.1 Any student, tutor / lecturer, assessor / examiner who suspects that all or part of a student's work (essay, assignment, presentation, test / examination or project) is the result of academic misconduct is expected to report this promptly to the Pathway Manager or Academic Lead for investigation.
- 3.2 Reporting all academic misconduct will ensure serious or repeated academic misconduct is managed under the Student Disciplinary Regulations.
- 3.3 The Pathway Manager / delegate will notify the Manager with responsibility for Academic Quality that an investigation is underway by either the Pathway Manager or Academic Lead

## **4.0 INVESTIGATION**

- 4.1 All allegations of academic misconduct will be investigated as set out in the *Te Pūkenga (New Zealand Institute of Skills and Technology) trading as North Tec (hereafter NorthTec) Student Disciplinary Regulations*
  - The investigator will conduct a preliminary investigation to determine whether academic misconduct is likely to have occurred and if it was intentional or unintentional. This may include the use of detection tools such as text-matching software (e.g. *Turnitin*), interviews with relevant staff and all students who may have been involved.
  - The student (s) will be requested to attend an interview. The request must outline the allegation and include a copy of this policy. The student is to be encouraged and given sufficient time to seek advice, advocacy and support.
  - Where an allegation involves an international student, a representative from the International Team will be involved in the investigation.
  - Where more than one student is involved in the same investigation, each student will be interviewed separately.

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- Where academic misconduct is admitted or established, the interviewer determines whether the academic misconduct was intentional or unintentional, based on the information available (seriousness, academic level of the course, student(s) involved and the amount of information given to students to decrease the likelihood of academic misconduct occurring in the first place, and prior academic misconduct).
- The investigator will prepare a brief report with recommendations [*Refer Academic Integrity Policy and Procedures*].

## **5.0 TIMEFRAMES**

- 5.1 Investigations will be resolved as soon as possible and ideally within ten working days unless extenuating circumstances prevail.

## **6.0 ELABORATION OF DEFINITIONS**

### **6.1 Cheating**

- Copying or trying to copy another student's answers in an examination or test;
- Using any material (paper or electronic) in an examination or test that is not permitted;
- Helping others to cheat;
- Altering or adding to work after marking and claiming it was part of the original work;
- Claiming a qualification the student does not hold;
- Breaching examination or test rules; and
- Purchasing, acquiring or procuring (not necessarily for a monetary fee) academic work which is not a student's own original work including 'Ghost Writing'.

### **6.2 Plagiarism**

- Copying other people's work without acknowledging the source of the work;
- Failure to acknowledge the source of ideas and / or opinions of others e.g. ideas / opinions from texts, articles, or own work (see self-plagiarism), or other students as well as those of tutors / lecturers. Acknowledgement must be attributed to the source of the ideas / opinions in the form of a citation / reference;
- The use of exact words of another without quotation marks or indentation to indicate that the words are quoted; and
- Copying, cutting and pasting from electronic or any other sources, such as websites, without referencing, is considered plagiarism.

### **6.3 Academic Misconduct**

#### **Unintentional Academic Misconduct**

- Should be responded to in an educative manner [*Refer to Academic Integrity Policy and Procedures*]. Students should also not gain any academic advantage from their academic misconduct, but there should not be any academic penalty at this level.

#### **Intentional Academic Misconduct**

- First instance of intentional academic misconduct should be responded to as a disciplinary matter and balanced with an educative approach. Students should not gain any academic advantage from their academic misconduct and should fail this assessment with a further submission required achieving only a maximum of 50% grade

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### **Serious Intentional Academic Misconduct**

- Subsequent or repeated intentional academic misconduct should be responded to as a serious disciplinary matter that may result in the student being removed from their programme of study.

## **7.0 REPORTING**

7.1 The investigator will prepare a brief report for the Manager with responsibility for Academic Quality to include on the central Register. A draft report template is available from Academic Quality. The report will include details:

- Outline of the investigation
- Findings (including level of academic misconduct)
- Recommendations on appropriate disciplinary action
- Action Plan to address departmental or institutional concerns
- Outcome for the student

7.2 A central Register of confirmed breaches of Academic Integrity will be maintained.

(a) The Register will record the details of the breach, the response and action taken.

(b) Unconfirmed breaches may be tracked in the Register for information on trends, but no student details to be recorded.

(c) A summary of the academic integrity matters captured in the Register will be provided to Te Ohu Whakahaere Quality annually for analysis and discussion.

## **8.0 DISCIPLINARY ACTION**

8.1 Where unintentional misconduct is proven, Section 10 of these procedures will apply

8.2 Where Intentional or Serious Intentional Academic Misconduct is proven, the NorthTec Student Disciplinary Regulations apply.

8.3 At the conclusion of the investigation:

- Investigator's recommendations are considered / approved by the Pathway Manager. Student meets with Pathway Manager / Academic Lead to discuss the outcome. The student may invite a support person to attend the meeting.
- Outcome is recorded on the student's file in Registry and in the Student Management System.

8.4 Where Serious Intentional Academic Misconduct is proven, the Regional Executive Director or delegated representative has the authority to discipline students as set out in *North Tec's Student Disciplinary Regulations*.

8.5 A student subject to disciplinary action shall be advised of their rights to appeal any decision affecting them at the time action is taken against them.

## 9.0 APPEAL

9.1 Students may appeal any decision made against them as set out in the *NorthTec's Student Disciplinary Regulations and Ākonga Appeals Policy*.

## 10.0 EDUCATIVE SUPPORT

10.1 Where a student is determined to have committed Unintentional Academic Misconduct, they shall be required to complete some or all of the following:

- Facilitated discussion with the appropriate staff member
- Formal contract for skills development
- Additional work (e.g. new assignment designed to assess whether the student(s) has / have learned the appropriate skills)
- Other actions as may be appropriate on a case-by-case basis.

REVISION HISTORY			
Version	Description of Change	Author	Effective date
1	New	QMS Team	November 2017
2	Review - review policy statements and P & G; expand definitions	PWG	December 2019
2.1	Add 'Ltd' to Northland Polytechnic	QMS Team	May 2020
3	Update Other Related Documents to reflect Te Pūkenga policy	QMS Team	March 2023
4	Update internal procedures to reflect Te Pūkenga policy	QMS team	November 2024