ACADEMIC INTEGRITY POLICY

Policy Code	ACA05
Policy Lead	Academic Dean
Approving Authority	Academic Board
Approval date	29 January 2025
Commencement date	06 March 2025
Next Review Date	February 2027
Version	2025.1
Relevant legislation or external requirements	Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 1.3.2-4, 1.4.3-4, 2.4, 3.2.5, 3.3, 5.2, 5.3.7, 6.2.1(j), 6.3.2(d), 7.2.4.d) Australian Qualifications Framework (AQF) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Education Services for Overseas Students Act 2000 (ESOS Act) Fundamental Values of Academic Integrity. (3rd ed.) International Center for Academic Integrity (2018) TEQSA Guidance Note: Academic Integrity
Related ASA Documents	Quality Assurance Framework Student Support Framework Student Code of Conduct Staff Code of Conduct Student Assessment Policy Student Assessment Procedure Examination Policy and Procedure Academic Misconduct Procedure Student Progression and At Risk Policy Student Progression and At Risk Procedure Student Grievance Policy Student Grievance Procedure Artificial Intelligence Policy and Procedure

1.   Purpose

This Policy aims to minimise any instances of student academic dishonesty at the Australian Institute of Higher Education (**ASA**) by providing information on how to act honestly, ethically, and with integrity for the duration of students' study and for academic staff, for the term of their employment. Both staff and students are responsible for maintaining academic integrity.

This policy exists to address any form of academic misconduct. If a breach occurs ASA will investigate allegations of academic dishonesty and take the necessary steps to address the incident and take appropriate action.

2.   Scope

This policy applies to all ASA applicants, students, staff, volunteers and contractors.

3.   Principles

- **Awareness**. Create an awareness in the first instance by providing information to all staff and students in relation to, referencing style, what constitutes plagiarism and academic integrity.

- **Detection**. Ensure that when students submit assessments they use plagiarism detection software or, if unable to do so, seek further advice or support.

4. Definitions

Term	Definition
academic integrity	The expectation that teachers, students, researchers and all members of the academic community act with: honesty, trust, fairness, respect and responsibility[1].
allegation	A claim or report of behaviour that breaches expected standards of behaviour.
artificial intelligence (AI)	Artificial intelligence refers to the ability of systems or computers to do things that would normally require human intelligence. AI is used in many products and services we use daily, from search engines to smartphone assistance.
breach	An instance of a person behaving or acting in a manner as to not comply with the Code of Conduct or general community standards of behaviour.
cancel	The action initiated by ASA that ceases a student's enrolment in a specific course of study.
cheating	Gaining an unfair advantage in an assessment in any form of test or event or obtaining unauthorised material or obtaining unauthorised prior knowledge of examination material before the event.
collusion	Collusion involves engaging in illegitimate cooperation with one or more other students to complete assessable work. This is different to working on group assignments that are set by your teachers. Examples of illegitimate cooperation include working with a friend or group of friends to write an essay or report that is meant to be an individual piece of work. It can also include sharing quiz or test questions and answers with other students, as well as written assignments like reports and essays. Illegitimate cooperation can unfairly advantage a student or group of students over others. Students should also never share their work with others as there is a risk the person you share it with could upload it to an illegal commercial cheating service or circulate it to others.
commence	To start a course. The commencement date is the first day of the study period that a student is enrolled in a unit. This does not include units that have been granted Advanced Standing or exemption.
confidential	Information that is private and restricted top specific individuals.
contract cheating	Contract cheating is a type of illegal commercial cheating. It involves getting someone else to complete part or all of your work and then submitting the work as if you had completed it yourself. This can include asking someone else to sit an exam for you or having them write an essay, report or some other kind of assignment, which is sometimes referred to as 'ghost-writing'. Actions that support illegal contract cheating services are also considered breaches of academic integrity. This includes students uploading teaching materials such as practice exams, lecture slides and assignment questions to 'study notes'.
disciplinary action	A penalty or consequence that is applied due to a breach of conduct or conditions.
exam cheating	Exam cheating includes: • writing 'cheat notes' on your body or materials you take into the exam room • attempting to copy from other students • communicating with other students or people outside the exam venue while the exam is in progress • using electronic devices to access information related to the exam while it is in progress • bringing prohibited items, such as unapproved calculators or textbooks into exams.

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[1] TEQSA Guidance Note - https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic-integrity (13 October 2022)

Term	Definition
fabricating information or data	Fabrication involves making up information for research-focused assessment tasks, such as experimental or interview data. It can also include inventing sources of data, evidence or ideas by citing publications that are incorrect or that simply don't exist.
generative artificial intelligence (GenAI)	Gen AI can understand instructions and produce or deliver meaningful content. It uses the data it was trained on to generate new data that has similar characteristics. Generative AI products are widely available, and they are expected to keep changing and improving quickly. Currently, the most popular generative AI tool is ChatGPT.
group work	For the purposes of this policy, group work is defined as any activity in which a group of two, or more, students are assessed on one of more of: a. the production of a jointly produced piece of work; b. the production of individual work resulting from working within a group; and c. their performance whilst working as part of a group of students.
impersonation	This can include asking someone else to sit an exam for you or having them write an essay, report or some other kind of assignment, which is sometimes referred to as 'ghost-writing'.
intentional	An act that is done on purpose, or deliberately.
plagiarism	Submitting work that is not your own without acknowledging, citing or referencing the original source of the work, is known as plagiarism. It doesn't matter whether this is done accidentally or on purpose, whether they change the words to make them their own or simply copy and paste. When someone is using another person's thoughts and ideas, they must reference the source material.
quarter	A Quarter at ASA is a study period that lasts for 12 weeks and generally includes two units of study.
recycling or resubmitting work	Recycling involves submitting (or resubmitting) work that has already been assessed, without the teacher's permission. For example, someone submitting a report that was graded in their first-year class as part of their work in a third-year class. If someone wants to build on their previous work, they should discuss this first with their teacher.
referencing	Referencing is the acknowledgement of a source of the information used (referred to) in academic work. It helps to make clear to the reader how the work of others has been used to develop the writer's own ideas and arguments.
suspend	To suspend enrolment means to temporarily place studies on hold after enrolment has commenced. ASA refers to suspension of a student's enrolment within disciplinary contexts. ASA refers to Leave of Absence in all other contexts. Students may request a Leave of Absence after referring to the Student Enrolment and Attendance Policy and Procedure for information.
suspension	is when a student's enrolment is suspended.
Viva voce	Viva voce is defined as 'an examination conducted by speech or assessment in which a student's response to the assessment task is verbal, in the sense of being expressed or conveyed by speech instead of writing' (Pearce & Lee 2009).
working day	A working day is any day between Monday to Friday but does not include Saturdays, Sundays or Australian or state public holidays for the state where the relevant campus is located.
workshop	An organised session to teach or further develop specific skills.

5. Policy Statement

ASA upholds the highest standard of academic integrity in all work produced by students and staff in the course of their study or employment (in the case of staff) with ASA. ASA will not tolerate any breach of academic integrity and will take appropriate steps to ensure that all work complies with this policy. Identified breaches of this policy will attract disciplinary action.

This policy addresses a number of different types of academic and research integrity. This list is not exhaustive and is evolving in light of continued technological advances.

The following behaviours that undermine or breach academic integrity (as identified by TEQSA Guidance Note[2]) include:

- plagiarism

- recycling or resubmitting work

- fabricating information

- collusion

- exam cheating

    1. writing 'cheat notes' on your body or materials you take into the exam room

    2. attempting to copy from other students

    3. communicating with other students or people outside the exam venue while the exam is in progress

    4. using electronic devices to access information related to the exam while it is in progress

    5. bringing prohibited items, such as unapproved calculators or textbooks into exams.

- contract cheating and impersonation

- usage of AI or Gen AI for content creation and submission purposes

The reputation of ASA is at risk if any of the above practices undermines, or is likely to undermine, the integrity of assessment of students' work.

Breaches of research integrity include:

- plagiarism

- falsifying or fabricating data

- deliberately omitting data to obtain a desired result

- using data from other researchers without due acknowledgement

- representing observations as genuine when they are not, and

- misleading attributions or authorship

Failure to obtain required prior ethical or regulatory approval for a research project may constitute a breach and must take the necessary action in preventing this from happening.

This policy also addresses the increasing prevalence of artificial intelligence (AI) and generative AI (GenAI) as a source of academic integrity issues. Most student submissions from AI and GenAI, specifically Chat GPT after its release in November 2022 have been detected through

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[2] TEQSA Guidance Note - https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic-integrity (13 October 2022)

platform submissions, such as Turnitin and others. However, this is an evolving space, which requires communication and transparency to students about the potential for unethical usage of these platforms, and the undesired consequences that accompany such application.

6.   Deterrence and Prevention

Reasonable steps will be taken to ensure that students, particularly commencing students and staff, are aware of what constitutes academic dishonesty, the policy and procedures that apply and the repercussions for a breach of policy.

a.   The Student Handbook will set out the rights and responsibilities of students. All students are required to complete an Academic Integrity Module in ASA's Learning Management System (LMS) prior to the formal commencement of their studies. This will occur during quarterly Orientation practices on campus.

b.   ASA will provide students with additional formal opportunities to learn about academic dishonesty. During each academic quarter there will be workshops for all students, focussed on academic integrity issues, and current best practice. Students may attend these sessions to ensure that they are aware of the scope of academic integrity and the consequences of a breach.

c.   ASA will also instruct students about the dangers and pitfalls of the usage of AI and Gen AI as a research and content development tool. During each Orientation, as well as during the teaching quarter, the students will be given a series of seminars regarding proper usage of Gen AI, including referencing protocols, and prompt instruction.

d.   The students will also be directed to all Academic Misconduct and Artificial Intelligence collateral, via enrolment In the Student Learning Hub, in the LMS (Canvas). This includes updated referencing guides, the EVERY Model for content creation, and other supporting materials.

e.   Material will be made available on the ASA website for staff and students including clearly written policies, procedures and guidelines regarding academic integrity.

f.   ASA will provide guidance and feedback for students regarding referencing as part of academic delivery. ASA will apply relevant security practices, including the of viva voce, and the use of software in reviewing assignments. Please refer to the *Student Assessment Policy* and associated *Student Assessment Procedure* for further information.

g.   Students will be required to recomplete with the Academic Misconduct Module, if they have been determined to have engaged in any first instance of academic misconduct, including the usage of Generative AI, contract cheating, and/or the misrepresentation of another student's work.

h.   Every academic staff member is responsible for addressing incidents of academic dishonesty. When dealing with an incident of academic dishonesty by a student, it is essential that staff members follow the relevant procedure set out in the *Academic Misconduct Procedure*.

7.   Records of Academic Misconduct

a.   Alleged instances of academic misconduct and the outcomes will be recorded on the student's profile in the Student Management System (SMS) and recorded in a register. The record must include any warnings, communications and the outcomes of an enquiry including any documentary evidence.

b.   All academic staff and relevant operational staff must have access to this confidential information when considering any subsequent allegations that relate to academic dishonesty.

c.   The Academic Support Officer and the Academic Dean are responsible for updating the student record, as and when allegations are received, and outcomes determined.

d.   The Academic Dean will provide a quarterly report to the Board of Directors and the Academic Board, detailing the occurrence and response to all academic integrity breaches including action taken to address any underlying causes.

8.   Relevant HESFs

This Policy and the associated Procedure comply with the Higher Education Standards Framework (Threshold Standards) 2021. The following are relevant excerpts and specify that:

Standard 1.3 Orientation and Progression […]
2.   Specific strategies support transition, including:
   a.   assessing the needs and preparedness of individual students and cohorts
   b.   undertaking early assessment or review that provides formative feedback on academic progress and is able to identify needs for additional support, and
   c.   providing access to informed advice and timely referral to academic or other support.
3.   Methods of assessment or monitoring that determine progress within or between units of study or in research training validly assess progress and, in the case of formative assessment, provide students with timely feedback that assists in their achievement of learning outcomes. Processes that identify students at risk of unsatisfactory progress and provide specific support are implemented across all courses of study.

Standard 1.4 Learning Outcomes and Assessment […]
3.   Methods of assessment are consistent with the learning outcomes being assessed, are capable of confirming that all specified learning outcomes are achieved and that grades awarded reflect the level of student attainment.
4.   On completion of a course of study, students have demonstrated the learning outcomes specified for the course of study, whether assessed at unit level, course level, or in combination.

Standard 2.4 Student Grievances and Complaints
1.   Current and prospective students have access to mechanisms that are capable of resolving grievances about any aspect of their experience with the higher education provider, its agents or related parties.
2.   There are policies and processes that deliver timely resolution of formal complaints and appeals against academic and administrative decisions without charge or at reasonable cost to students, and these are applied consistently, fairly and without reprisal.
3.   Institutional complaints-handling and appeals processes for formal complaints include provision for confidentiality, independent professional advice, advocacy and other support for the complainant or appellant, and provision for review by an appropriate independent third party if internal processes fail to resolve a grievance.
4.   Decisions about formal complaints and appeals are recorded and the student concerned is informed in writing of the outcome and the reasons, and of further avenues of appeal where they exist and where the student could benefit.
5.   If a formal complaint or appeal is upheld, any action required is initiated promptly.

Standard 3.2 Staffing […]

5. Teaching staff are accessible to students seeking individual assistance with their studies, at a level consistent with the learning needs of the student cohort.

Standard 3.3 Learning Resources and Educational Support

1. The learning resources, such as library collections and services, creative works, notes, laboratory facilities, studio sessions, simulations and software, that are specified or recommended for a course of study, relate directly to the learning outcomes, are up to date and, where supplied as part of a course of study, are accessible when needed by students.
2. Where learning resources are part of an electronic learning management system, all users have timely access to the system and training is available in use of the system.
3. Access to learning resources does not present unexpected barriers, costs or technology requirements for students, including for students with special needs and those who study off campus.
4. Students have access to learning support services that are consistent with the requirements of their course of study, their mode of study and the learning needs of student cohorts, including arrangements for supporting and maintaining contact with students who are off campus.

Standard 5.2 Academic and Research Integrity

1. There are policies that promote and uphold the academic and research integrity of courses and units of study, research and research training activities, and institutional policies and procedures address misconduct and allegations of misconduct.
2. Preventative action is taken to mitigate foreseeable risks to academic and research integrity including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches.
3. Students are provided with guidance on what constitutes academic or research misconduct and the development of good practices in maintaining academic and research integrity.
4. Academic and research integrity and accountability for academic and research integrity are maintained in arrangements with any other party involved in the provision of higher education, including placements, collaborative research, research training and joint award of qualifications.

Standard 5.3 Monitoring, Review and Improvement […]

7. The results of regular interim monitoring, comprehensive reviews, external referencing and student feedback are used to mitigate future risks to the quality of the education provided and to guide and evaluate improvements, including the use of data on student progress and success to inform admission criteria and approaches to course design, teaching, supervision, learning and academic support.

Standard 6.2 Corporate Monitoring and Accountability

1. The provider is able to demonstrate, and the corporate governing body assures itself, that the provider is operating effectively and sustainably, including: […]
   j. the occurrence and nature of formal complaints, allegations of misconduct, breaches of academic or research integrity and critical incidents are monitored and action is taken to address underlying causes, and […]

Standard 6.3 Academic Governance

2. Academic oversight assures the quality of teaching, learning, research and research training effectively, including by: […]

    d.   maintaining oversight of academic and research integrity, including monitoring of potential risks […]

Standard 7.2 Information for Prospective and Current Students […]
2.   Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes: […]
    d.   information to give access to current academic governance policies and requirements including admission, recognition of prior learning, transition, progression, assessment, grading, completion, qualifications, appeals, academic integrity, equity and diversity, intellectual property and withdrawal from or cancellation of enrolment.

9. Version Control

This document has been reviewed and approved by the ASA Academic Board as at January 2025 and is reviewed every three years.

The document, with associated procedure, are published and available on the ASA website https://www.asahe.edu.au/policies-and-forms/.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2025.1	Academic Dean	Updated policy to include the updated consequences of first instances of academic misconduct.	29/01/2025	06/03/2025
2024.2	Academic Dean	Updated policy to include specific detail for appropriate integration of Artificial intelligence technology and its acceptable use at ASA.	21/06/2024	01/07/2024
2024.1	Academic Dean	Updated policy to include HESF references, changes in regulatory compliances. Benchmarked against 6 other Higher Education Providers.	14/02/2024	08/03/2024
Previous version archived. New Policy code and numbering system implemented.				
3.0		Academic Board approval	04/11/2020	
2.0		Academic Board approval	30/06/2020	
1.0		Academic Board approval	2020	