

ACADEMIC INTEGRITY POLICY

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Policy Name	Academic Integrity Policy (Issue 1)
Applicability	All Students
Policy Owner	Chair of Academic Senate
Contact Person	Chair of Academic Senate
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Related Policies and documents	Student Handbook Part 3 – <u>Discipline Regulations</u> <u>Student Charter</u> Student Support Policy (<u>COR 4.01</u>) Copyright Compliance Policy (<u>TLR 6.01</u>) Research Code of Conduct Policy (<u>TLR 5.06</u>) Research Misconduct Policy (<u>TLR 8.07</u>) Intellectual Property Policy (<u>TLR 6.02</u>) Privacy Policy (<u>COR 1.01</u>)

1. OVERVIEW

This Policy sets out the University's commitment to academic integrity:

- a) recognising that academic integrity is a shared responsibility across the University;
- outlining the roles and responsibilities of the University, <u>Faculties</u>, staff, and students in fostering academic integrity; and
- c) dealing with academic misconduct in an equitable, consistent, transparent, and timely manner.

2. POLICY PRINCIPLES

- 2.1. Academic integrity is vital to learning, teaching and research at the University.
- 2.2. The University is committed to providing an educational approach to academic integrity recognising that students should be supported to develop and demonstrate academic skills.
- 2.3. Academic integrity allows students the freedom to innovate, build knowledge and produce creative works while respecting and acknowledging the work of others.
- 2.4. The University will deal with academic misconduct in an equitable, consistent, transparent, and timely
- 2.5. The University will ensure that records of investigations and outcomes are kept secure and confidential, in accordance with the Privacy Policy.
- 2.6. The University will ensure a continuous cycle of quality improvement to monitor the occurrence and nature of instances of academic misconduct and take action to address underlying causes.
- 2.7. The University will take steps to ensure that academic integrity is maintained in arrangements with any collaborative partner.

3. PROMOTING ACADEMIC INTEGRITY

- 3.1. The University will promote academic integrity by providing resources and support to staff to assist them in providing guidance and feedback to students to develop their knowledge and skills related to academic integrity; as well as responding to allegations of academic misconduct.
- 3.2. The University encourages the completion by all new students of the Academic Integrity Module to support and develop good practices in academic integrity and provides additional educative resources on the Library website and Academic Skills Centre iLearn site.

4. ACADEMIC MISCONDUCT

4.1. Academic misconduct encompasses all forms of academic dishonesty, including cheating, or doing anything which may assist a person to cheat, in relation to assessment. See Bond University <u>Discipline</u>

Regulations Schedule B Student Code of Conduct.

- 4.2. The University will take action in response to allegations of academic misconduct to ensure that:
 - a) academic integrity is upheld;
 - b) that students who observe the principles of academic integrity are not put at a disadvantage;
 - c) that the University's reputation and standards are protected for current and future students and staff
- 4.3. Allegations of academic misconduct by a student undertaking a coursework subject must be managed in accordance with the <u>Discipline Regulations</u>. This includes Higher Degree Research (HDR) students who are enrolled in coursework subjects.
- 4.4. Allegations of research misconduct by an HDR student undertaking a thesis, a research paper, or a research report for publication or presentation, must be managed in accordance with the *Research Misconduct Policy*.

5. ROLES AND RESPONSIBILITIES

To ensure the highest standards of academic integrity:

5.1. Students will:

- a) Familiarise themselves with the principles of academic integrity both generally and for their discipline or program.
- b) Act in accordance with the principles of academic integrity in their learning and research. For example, by:
 - not cheating in examinations or other forms of assessment;
 - not helping others to cheat in examinations or other forms of assessment;
 - only submitting work which properly acknowledges the ideas or words of others and which is otherwise their own work;
 - not lending original work to other students for any reason;
 - ensuring that the findings of their research are interpreted and presented appropriately and based on accurate data.
- c) Seek advice from academic or support staff if they are unsure whether their actions or the actions of others comply with academic integrity principles.

5.2. Academic staff will:

- Cultivate with students a climate of mutual respect for original work.
- b) Inform all commencing students of appropriate referencing techniques in their fields of study and refer them to relevant resources available on the Academic Skills Centre iLearn site and <u>Library</u> website.
- c) Inform students that various means, including <u>academic integrity checking systems</u>, are used to identify instances of academic misconduct.
- d) Report suspected incidents of non-compliance with this Policy in accordance with their Faculty procedures.

5.3. Faculties will:

- Take an equitable and consistent approach to the identification and investigation of possible cases of academic misconduct and actions to address substantiated allegations of academic misconduct.
- b) Ensure that all academic staff are aware of, and provide advice to students, regarding the available sources of assistance for students.
- c) Support academic staff to address allegations of academic misconduct in accordance with published policies and guidelines.
- d) Maintain secure and confidential records relating to the management of allegations of academic misconduct.

6. DEALING WITH ALLEGATIONS OF ACADEMIC MISCONDUCT

- 6.1. Any person may, verbally or in writing, report a possible breach of academic integrity to the Faculty_decision-maker. The University framework for managing allegations of academic misconduct is set out in Attachment 1. The Faculty-level process for dealing with the allegations is outlined in Attachment 2 (Academic Misconduct Management Flowchart). Faculties must adhere to the time limits set out in the Discipline Regulations. Guidance on possible outcomes is provided in the Academic Misconduct Determination & Outcomes Guidelines.
- 6.2. A student may appeal a decision regarding the determination and/or the penalty imposed. The appeals process is detailed in the Discipline Regulations.

7. RECORD KEEPING

- 7.1. Faculties will maintain confidentiality relating to the management of alleged cases of academic misconduct within the Faculty, in accordance with the Privacy Policy.
- 7.2. The University will maintain a centralised management system to keep secure and confidential records of cases of alleged academic misconduct and the outcomes of investigations.
- 7.3. All files relating to cases of alleged academic misconduct by coursework and HDR students will be retained and disposed of in accordance with University and statutory requirements.

8. ACADEMIC INTEGRITY REPORTING

- 8.1. Each year, the Office of Research Services and Academic Secretariat will report to Academic Senate via the appropriate subcommittees on:
 - a) statistics and trends relating to allegations of academic misconduct;
 - b) the way the allegations were dealt with; and
 - c) the steps taken to promote academic integrity and minimise academic misconduct.
- 8.2. Each year, Academic Senate will report to University Council on the statistics and trends relating to academic misconduct received and strategies to promote academic integrity and minimise opportunities for academic misconduct.
- 8.3. Statistics and trends will be reported back to Faculties, to ensure opportunities for continuous quality improvement.

9. **DEFINITIONS**

Academic Integrity

Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust, and responsibility and requires respect for knowledge and its development. Academic integrity is foundational to the work of the whole academic community, including students, educators, researchers, coordinators, and administrators.

Academic Integrity Checking System

An online service integrated with the University's eLearning platform that provides a text-matching tool to assist in identifying breaches of academic integrity.

Academic Misconduct

Academic misconduct, whether inadvertent or deliberate, includes the failure to comply with the Regulations, policies and procedures determining the conduct of candidates during assessment including plagiarism and cheating; falsification or misrepresentation of academic records; and other actions that are judged to be acts of academic misconduct (Schedule A - Definitions, Bond University Discipline Regulations). See also Schedule B - Student Code of Conduct for further definition.

Acknowledgement

Acknowledgement involves the practice of respecting, referencing, and giving credit to the ideas, interpretations, words, or creative works of others.

Faculty

For the purposes of this Policy, includes Bond Business School, Bond University College, and Office of the Core Curriculum.

Faculty Decisionmaker

The Faculty Decision-maker for charges of academic misconduct is the Executive Dean of the Faculty (or equivalent in Bond University College and Office of the Core Curriculum) in which the subject is taught. The Executive Dean may appoint a delegate (e.g., Faculty Associate Dean, Student Affairs & Service Quality (ADSASQ) or equivalent) or Faculty Disciplinary Committee to deal with such allegations and make a recommendation to the Executive Dean in relation to findings of fact and appropriate penalties. However, the Executive Dean will make the final decision.

Plagiarism

The act of misrepresenting as one's own original work:

- another's ideas, interpretations, words, or creative works; and/or
- one's own previous ideas, interpretations, words, or creative work without acknowledging that it was used previously (i.e., self-plagiarism).

These ideas, interpretations, words, or works may be found in published and unpublished documents, print and/or electronic media, designs, music, sounds, images, photographs or computer codes, or gained through working in a group. (*Schedule A - Definitions*, *Bond University Discipline Regulations*).

Poor Scholarship

Determinations under this Policy based on students' inexperience or lack of knowledge.

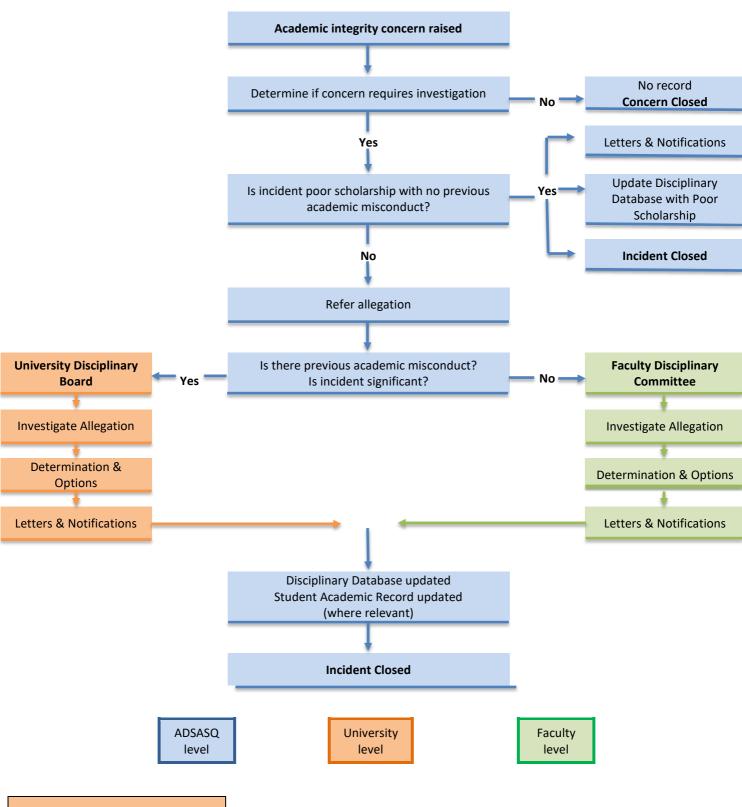
10. RELATED GUIDELINES

Attachment 1: University Framework for Managing Allegations of Academic Misconduct

Attachment 2: Academic Misconduct Management Flowchart and Academic Misconduct Determination &

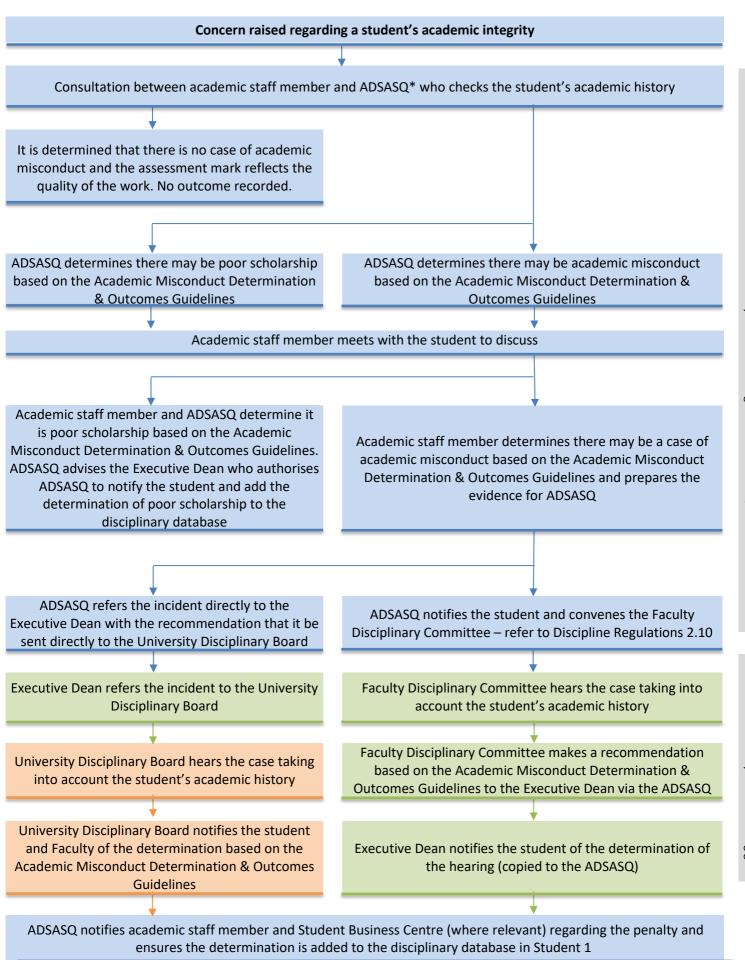
Outcomes Guidelines

University Framework for Managing Allegations of Academic Misconduct



Append any Appeal Determination & Options to Disciplinary Database (where relevant)

Academic Misconduct Management Flowchart



^{*} Associate Dean, Students Affairs, and Service Quality or equivalent in Bond University College and Office of the Core Curriculum

ACADEMIC MISCONDUCT DETERMINATION & OUTCOMES GUIDELINES

Academic Misconduct Concern Raised

The Academic Staff Member consults with the ADSASQ to determine the level of the incident and then meets with the student

Determination: Concern is dismissed and/or unfounded - no record

Level 1 incident (general characteristics):

- appears unintentional
- may result from inexperience (i.e. 1st semester)
- may reflect cultural considerations/mitigating circumstances
- does not impact other students

Level 2 incident (general characteristics):

- appears intentional
- arises when the student has previously had a determination of Level 1 poor scholarship
- may involve two or more students
- may impact the academic achievement of other students enrolled in the program and the reputation of the degree

Level 3 incident (general characteristics):

- academic misconduct appears deliberate and planned
- all second offences of Level 2 academic misconduct
- first offence cases where there appears to be a deliberate attempt to deceive the examiners
- comprises minimal original work
- the reputation of the University is potentially impacted

Level 1 examples:

- referencing or attribution of work is not clear or adequate or has numerous errors
- poor use of citations
- inappropriate paraphrasing
- unintentionally self-plagiarising

Level 2 examples:

- failure to reference and/or cite adequately
- moderate amount of work copied (from students or other sources)
- false indication of contribution to group work
- self-plagiarising
- completing individual assessment tasks with peers
- providing, obtaining or sharing assessment questions or answers
- bringing unauthorised materials into an examination

Note: The 'volume' of affected work should not be used as the sole indicator of the significance of the incident. Consideration should also be given to the validity of the remaining work and the ability for it to be marked in an edited form when disregarding the affected sections.

Level 3 examples:

- fabricated references or citations
- significant amount of work copied (from students or other sources)
- selling, purchasing, distributing, or obtaining examination materials or assessment items (contract cheating)
- stealing others' work
- cheating in an examination
- having a substitute take an examination or being the substitute
- unethical or improper use and/or acquisition of data
- actions contravene clear instructions

Normally dealt with by the Academic Staff Member in consultation with the ADSASQ

Normally dealt with by the Faculty Disciplinary Committee

Normally dealt with by the University Disciplinary Board

Determination options:

- allegation dismissed or unfounded
- Level 1 poor scholarship

Determination options:

- allegation dismissed or unfounded
- Level 2 academic misconduct
- refer to University Disciplinary Board

Determination options:

- allegation dismissed or unfounded
- Level 2 academic misconduct
- Level 3 academic misconduct

Level 1 outcomes may include:

- the student may be required to resubmit the assessment item
- the mark for the work should not be reduced as a penalty for academic misconduct but should reflect the academic quality of the work including any poor practice in referencing, etc. For instance, marks may be reduced for inadequate citation of material (e.g., material copied from online sources without acknowledgment).

The student is also required to complete the Academic Integrity Module and achieve a pass rate of 100%.

Level 2 outcomes may include:

- a written warning
- re-marking the original work disregarding the affected section(s).
 Mark allocated will reflect the academic quality of the remaining work
- marks for a piece of submitted work may be shared between students who have clearly submitted joint work without acknowledgment where this is not allowed
- re-submission of the work, where this is normal practice for the discipline. Mark should not exceed a minimum pass
- reducing the student's mark(s) to reflect the extent of the seriousness of the incident:
 - o a reduction of 30% for the assessment item where the academic misconduct involves 30% or less of the assessment item
 - o a reduction of 40% for the **assessment item** where the academic misconduct involves 31-40% of the assessment item
- o a reduction of 50% for the **assessment item** where the academic misconduct involves 41-50% of the assessment item
- mark of zero for the assessment item where the academic misconduct involves 51- 80% of the assessment item
- $\circ\,$ fail grade for that \bf subject where the academic misconduct involves more than 80% of the assessment item

The student is also required to complete the Academic Integrity Module and achieve a pass rate of 100%.

Level 3 outcomes may include:

- any of the penalties listed for Level 2 academic misconduct
- suspension or expulsion of the student from the University
- any other penalty listed in Clause 12(4) of the Discipline Regulations

Notification:

Faculty Decision-maker approves the determination and outcome and ADSASQ will write to the student outlining the determination and outcome

Notification:

- Faculty Decision-maker will write to the student outlining the determination and outcome
- When referring a case to the University Disciplinary Board, the Faculty Decision-maker will make a report recommending the appropriate penalty
- ADSASQ will notify the Student Business Centre (SBC) regarding grades

Notification:

- University Disciplinary Board will write to the student and the Faculty outlining the determination and outcome
- ADSASQ will notify SBC regarding grades, sanctions, suspensions, or exclusions

Recording:

ADSASQ updates the student record in the disciplinary database

Recording:

- ADSASQ updates the student record in the disciplinary database
- SBC updates the student academic record (where relevant)

Recording:

- ADSASQ updates the student record in the disciplinary database
- SBC updates the student academic record