

## ACADEMIC INTEGRITY POLICY

<b>Policy Number</b>	TLR 4.02
<b>Policy Name</b>	Academic Integrity Policy (Issue 1)
<b>Applicability</b>	All Students
<b>Policy Owner</b>	Chair of Academic Senate
<b>Contact Person</b>	Chair of Academic Senate
<b>Policy Status</b>	Approved Policy
<b>Date created</b>	18 December 2017
<b>Date Last Amended</b>	
<b>Date Last Exposed</b>	November 2017
<b>Date Last Reviewed</b>	24 January 2020
<b>Date of Next Review</b>	18 December 2020
<b>Related Policies and documents</b>	Student Handbook Part 3 – <a href="#">Discipline Regulations</a> <a href="#">Student Charter</a> Student Support Policy ( <a href="#">COR 4.01</a> ) Copyright Compliance Policy ( <a href="#">TLR 6.01</a> ) Research Code of Conduct Policy ( <a href="#">TLR 5.06</a> ) Research Misconduct Policy ( <a href="#">TLR 8.07</a> ) Intellectual Property Policy ( <a href="#">TLR 6.02</a> ) Privacy Policy ( <a href="#">COR 1.01</a> )

### 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;
- b) outlining the roles and responsibilities of the University, [Faculties](#), 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 manner.
- 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 [Discipline 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 [Discipline Regulations](#). 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:

- a) 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 [Library](#) website.
- c) Inform students that various means, including [academic integrity checking systems](#), 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:

- a) 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.

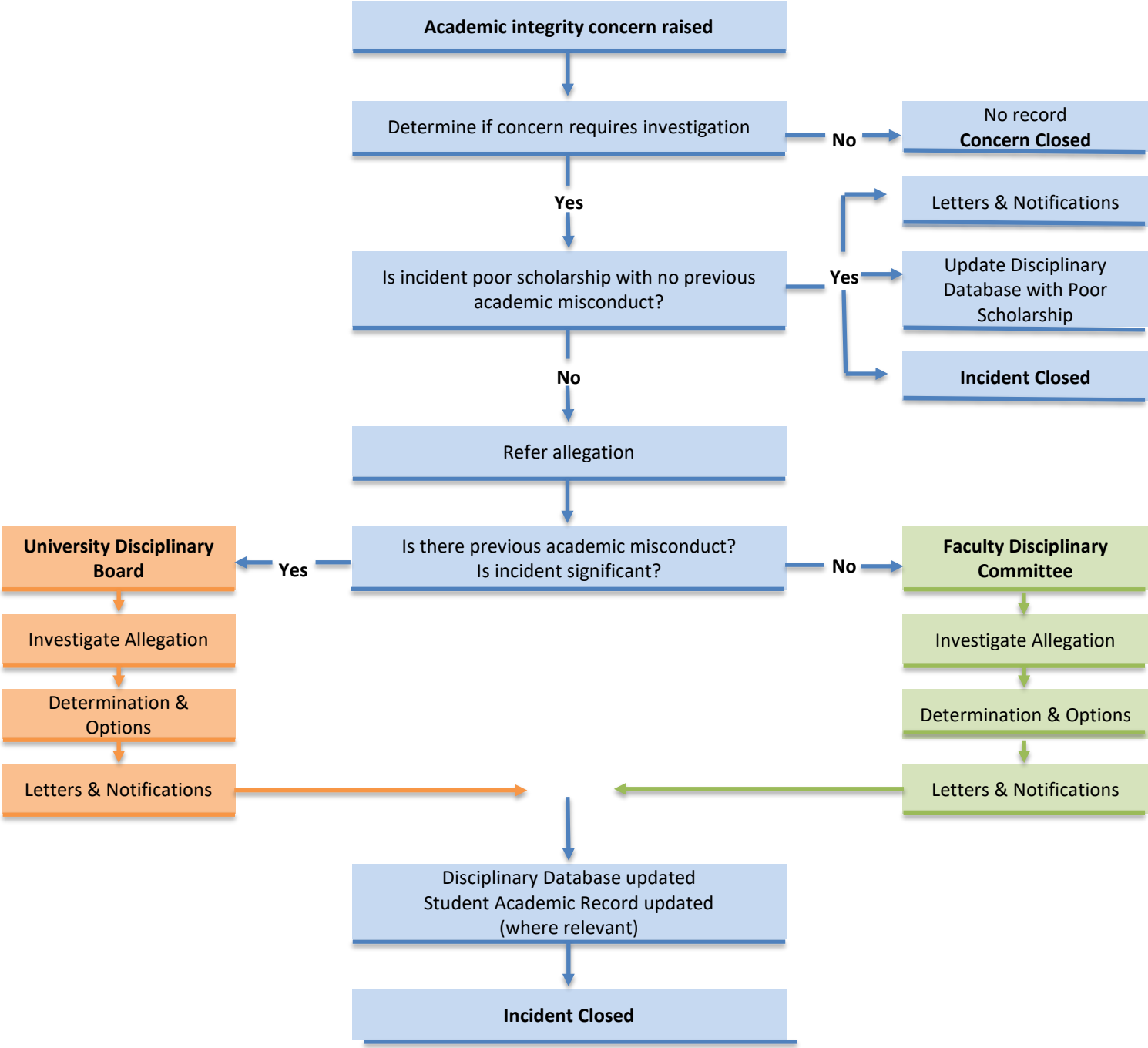
## 9. DEFINITIONS

<b>Academic Integrity</b>	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.
<b>Academic Integrity Checking System</b>	An online service integrated with the University's eLearning platform that provides a text-matching tool to assist in identifying breaches of academic integrity.
<b>Academic Misconduct</b>	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 ( <i>Schedule A - Definitions, Bond University Discipline Regulations</i> ). See also <i>Schedule B - Student Code of Conduct</i> for further definition.
<b>Acknowledgement</b>	Acknowledgement involves the practice of respecting, referencing, and giving credit to the ideas, interpretations, words, or creative works of others.
<b>Faculty</b>	For the purposes of this Policy, includes Bond Business School, Bond University College, and Office of the Core Curriculum.
<b>Faculty Decision-maker</b>	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.
<b>Plagiarism</b>	The act of misrepresenting as one's own original work: <ul style="list-style-type: none"><li>▪ another's ideas, interpretations, words, or creative works; and/or</li><li>▪ one's own previous ideas, interpretations, words, or creative work without acknowledging that it was used previously (i.e., self-plagiarism).</li></ul> 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. ( <i>Schedule A - Definitions, Bond University Discipline Regulations</i> ).
<b>Poor Scholarship</b>	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



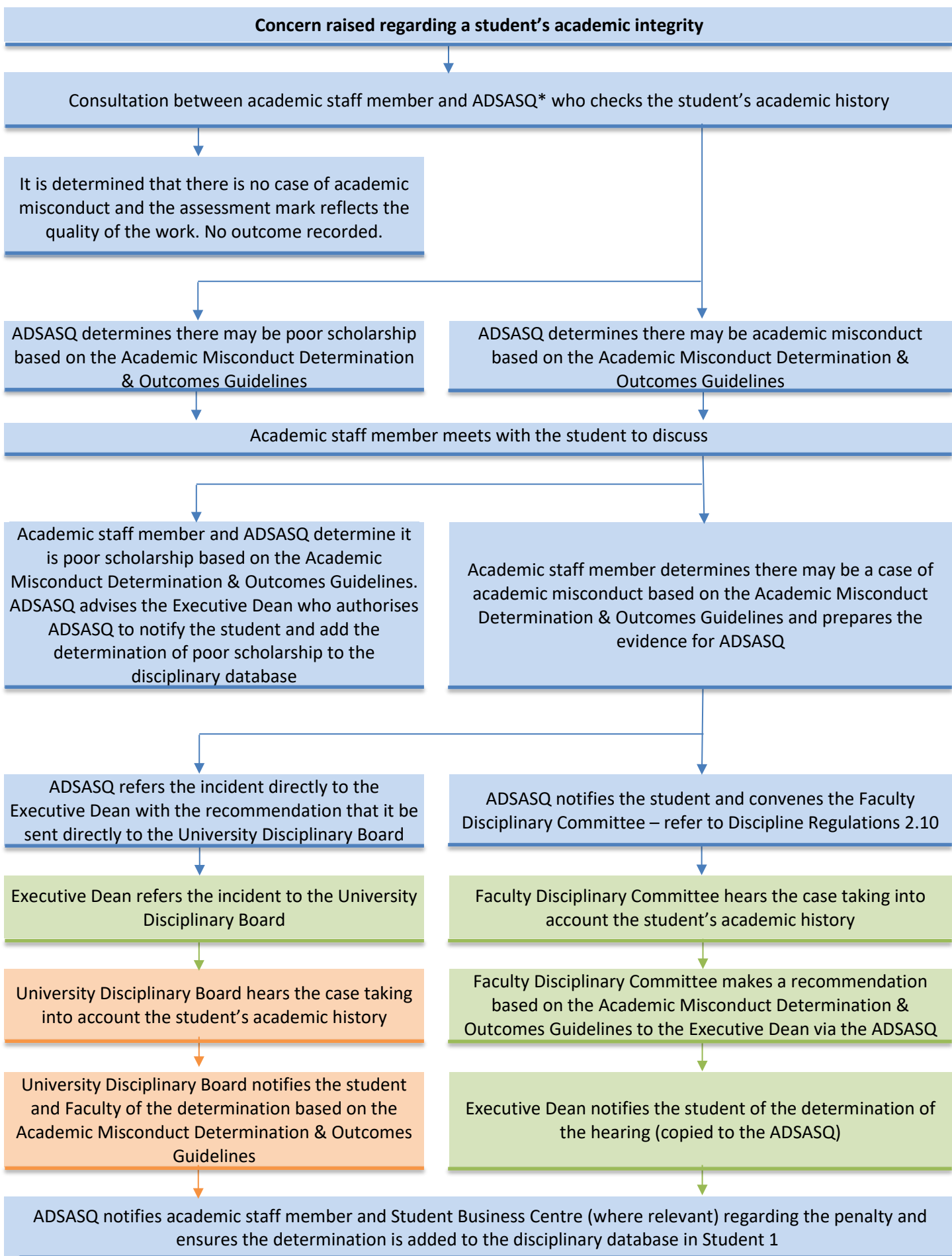
ADSASQ level

University level

Faculty level

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

## Academic Misconduct Management Flowchart



Within 20 semester days of concern being raised with ADSASQ

Within 20 semester days of notice being given

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

## ACADEMIC MISCONDUCT DETERMINATION & OUTCOMES GUIDELINES

