



Academic Integrity Policy

Governing authority	Academic Board
Responsible officer	Academic Director
Date of approval	9 February 2018
Date of effect	9 February 2018
Review date	February 2021

1. Purpose

As a registered higher education provider, AGME is committed to upholding and protecting the academic integrity of its higher education operations through clear information and educative strategies.

2. Scope

This Policy applies to all higher education students enrolled in AGME.

3. Principles

1. AGME is committed to high academic standards and expects students to understand and respect principles of academic integrity.
2. All academic work submitted for assessment at AGME must be the independent work of the student.
3. AGME provides students with information about what constitutes academic misconduct and provides educative strategies to avoid academic misconduct.
4. In responding to allegations of student misconduct, AGME will observe the following values of procedural fairness:
 - Students are presumed to be innocent unless they admit to academic misconduct, or evidence is found or observed;
 - Students will be given opportunity to respond to allegations of academic misconduct and will be entitled to bring support persons to any formal meeting;
 - A previous instance of academic misconduct will be taken into account in investigating an allegation only when it is similar in nature, and the student has been provided with a formal warning or penalty; and
 - When a student is determined to have committed academic misconduct, the determination and penalty will be recorded on the student's record.

4. Definitions of Academic Misconduct

AGME is committed to upholding high standards of academic integrity. Academic dishonesty devalues learning and contravenes AGME's integrity as a registered higher education provider.

Academic misconduct includes:

- infringing copyright laws;
- improperly obtaining information with the intent to commit plagiarism;
- acting dishonestly or improperly in assessment tasks and/or examinations;



- plagiarising another person's work by failing to appropriately acknowledge or reference them in assessment tasks and examinations;
- presenting another person's work, entirely or in part, as the student's own work;
- copying another student's work, entirely or in part, in assignment tasks and examinations, in order to gain unfair academic advantage;
- cheating in examinations;
- falsification of data;
- otherwise misleading academic staff about the student's ability, skills and capacity for original work; and/or
- assisting another student to commit plagiarism.

Plagiarism

Plagiarism is the reproduction of someone else's words, ideas or findings as the student's own work and presenting them as original ideas. Plagiarism includes:

- direct copying or paraphrasing from someone else's published work (either in electronic or hard copy) without appropriately acknowledging the source using in text citations and referencing;
- using facts, information and ideas derived from a source without acknowledgement;
- submitting an assessment task to be graded or reviewed that the student has not written (in part or fully);
- copying answers or text from another student and submitting as one's own;
- citing the work of another person without acknowledging the original source;
- fabricating references or using incorrect references in assessment tasks;
- submitting another person's presentation, program, spreadsheet, or other form with only minor alterations.

Avoiding plagiarism

Information on academic integrity and avoiding plagiarism will be presented to new students in Orientation activities.

Students are expected to familiarise themselves with academic citation and referencing conventions used by AGME (APA), the Student Conduct Policy and the Assessment, Moderation and Appeals Policy.

Identification of plagiarism and other forms of academic misconduct

Supervisors, examiners and lecturers will use the following mechanisms to systematically check for instances of plagiarism and other forms of academic misconduct:

- **Assessor-led checking for academic misconduct:** Assessors will be vigilant for instances of assignment tasks with a high level of similarity. When two or more submitted assignments are similar, the assessor will cross-check the assessments using the 'Compare Document' function in Word, for annotation of similarities.
- Assessors will be vigilant for instances of summative assessment tasks of a markedly different standard than the student's past assessment performance, and identify when the improvement is not likely to be the result of formative assessment.
- **Online Searches:** Assessors will undertake online searches of extracts of assignments as another means of identifying whether assessment tasks have been copied from internet or other sources without acknowledgement.
- **Transcription assignments:** Transcriptions must be performed, as well as being notated in written form, to ensure that the student has learnt the transcription and has not plagiarised the written notation of the transcription.



5. Investigation of Misconduct

Allegations of academic misconduct are investigated as follows:

1. A member of staff who suspects a student has engaged in academic misconduct is to report the allegation, with supporting evidence, to the Academic Director.
2. The Academic Director is to conduct further investigations if necessary.
3. The student will be notified by email and mail of the allegation, and will be required to provide a written response within five working days of receiving the notification. Failure by the student to provide a written response will not prevent the investigation from proceeding.
4. When an allegation of academic misconduct relates to a student incorrectly referencing an assessment task, and it is the student's first offence, the Academic Director will discuss the error with the student and provide him/her with further information on academic referencing and avoiding plagiarism.
5. In more serious cases, the Academic Director will prepare an investigation report, including a statement of the alleged misconduct, supporting evidence, the student's written response to the allegation, proposed findings and recommendations, for submission to the Academic Board.
6. The Academic Director may add any further recommendations warranted by the report, taking into account previous confirmed misconduct by the student.
7. If necessary, the Academic Director may provide the student with an opportunity to attend a misconduct hearing at the Academic Board. The student may bring a support person to the hearing. Distance students may attend in person or via online means.
8. The Academic Director will report the outcome of the hearing to the Academic Board.
9. Once the Academic Director has completed the hearing and considered all relevant evidence, it will make a determination on the allegation. The Academic Director will notify the student in writing of the determination within five working days of the hearing, by email and mail.
10. All appeals for academic misconduct need to be submitted to the Academic Board.

6. Penalties

Penalties for academic misconduct will be imposed by the Academic Board, and penalties for non-academic misconduct will be imposed by the Higher Education Committee. Penalties can include:

- requirement to resubmit the assessment task with appropriate revisions (for a first minor offence).
- reduction in the marks allocated to the relevant assessment task.
- requirement to undertake another form of assessment or examination;
- a fail grade for the assessment.
- a fail grade for the unit, with the option to re-enrol at a future date.
- a probation period, requiring regular meetings with the Academic Director;
- a referral to additional academic support.
- exclusion from the course with the option to re-enrol at a future date; and/or
- withdrawal of an award degree.

7. Appeals

Students may appeal academic misconduct decisions by following the following procedures:

1. Students should inform the Academic Director of the students' wish to appeal the decision.
2. The Academic Director will direct the student to a template for appeal which sets out the rationale for the appeal and the reasons for the appeal.
3. An ad-hoc Appeals Committee will be convened and be comprised of members of the Academic Board, the Higher Education Committee and the Academic Director. The Committee will review the application for review and communicate the outcome of the review to the student.
4. If the student is not satisfied with the result of the review, an appropriately qualified and independent external arbiter will be appointed by the Higher Education Committee.



8. Responsibilities

The Academic Director is responsible for:

- implementing this policy, and educating all staff about the policy.
- ensuring this policy is communicated to students via Orientation sessions, AGME's website and other publications.
- conducting investigations of misconduct allegations.
- providing guidance to staff members and reviewing evidence.
- reporting on allegations of misconduct to the Academic Board and the Higher Education Committee as appropriate.
- implementing determinations on misconduct made by the Academic Board.
- providing bi-annual updates to the Academic Board and Higher Education Committee in relation to student misconduct, with any recommendations for policy review.

The Academic Board is responsible for:

- reviewing reports on allegations of misconduct;
- meeting with students alleged to have committed misconduct, where appropriate;
- making determinations on allegations based on evidence and applying penalties as outlined in this policy; and
- reviewing and approving this policy.

9. Review

Every three years by the Academic Board.