

## 1. PURPOSE

To provide a governance framework to support Holmesglen's commitment to and promotion of academic integrity amongst its staff and students, and to provide guidance to dealing with instances of alleged academic misconduct.

This framework:

- a) outlines what constitutes academic integrity and the measures Holmesglen will take to uphold academic integrity;
- b) defines what constitutes a breach of academic integrity or academic misconduct;
- c) describes the processes for investigating and determining allegations of academic misconduct;
- d) identifies the consequences that will apply when allegations are proven.

## 2. SCOPE

Applies to all staff and students who teach in, or are enrolled in a higher education program at Holmesglen.

## 3. POLICY STATEMENT

Holmesglen is committed to the pursuit of excellence in learning, teaching, assessment, applied research and service and considers academic integrity to be fundamental in its pursuit of excellence across each of these domains.

## 4. PRINCIPLES

- 4.1. Holmesglen provides clear guidance and assistance to staff and prospective and current students to ensure that they understand and comply with the principles of academic integrity, and that they are aware that failure to comply may constitute academic misconduct.
- 4.2. Work submitted for assessment purposes must comply with relevant referencing and citation requirements.
- 4.3. Holmesglen supports an educative response to first-time plagiarism (inadequate or misleading citation, referencing or paraphrasing) or inadvertent collusion incidences where this is appropriate and possible.
- 4.4. All forms of academic misconduct are unacceptable, and will be dealt with in accordance with the Higher Education Academic Misconduct Procedure.
- 4.5. Holmesglen will take appropriate steps to detect academic misconduct, including the use of plagiarism detection software.
- 4.6. Holmesglen will address a suspected or potential breach of academic integrity in a manner that is appropriate and proportionate to the severity of the misconduct.
- 4.7. Holmesglen, when investigating allegations of breaches of academic integrity will take into consideration whether the intent was unintentional (minor academic misconduct) or whether it was an act of deliberate dishonesty or intentional (serious academic misconduct). Serious breaches will be investigated, and penalties imposed, by the Faculty ad hoc academic misconduct committee convened by the relevant Faculty Dean.

- 4.8. Holmesglen provides students and staff who make an allegation of academic misconduct, or about whom an allegation is made, the opportunity to formally present their case. No person will suffer any discrimination or victimisation as a result of raising an allegation in good faith.
- 4.9. Holmesglen staff who are responsible for investigating an allegation of academic misconduct will reach conclusions based on a fair hearing and will respect the privacy and confidentiality of all parties.
- 4.10. A record of all allegations and investigations of academic misconduct is maintained and kept centrally by the Registrar.
- 4.11. The Council of Education and Applied Research, in accordance with Section 6.3.2 (d) and Section 6.3.1 (d) on Academic Governance, of the Higher Education Standards Framework (HESF) 2015, is responsible for maintaining oversight of academic integrity including:
- a) monitoring of potential risks;
  - b) providing competent advice to the Holmesglen Quality Committee and Holmesglen Board on academic matters including:
    - i. the nature and occurrence of allegations of academic misconduct;
    - ii. the action taken to address underlying causes.
- 4.11 Academic integrity is the responsibility and maintenance of academic standards as outlined in the definitions of this Policy.
- 4.12 Academic misconduct is a breach of the principles of academic integrity as outlined in the definitions of this Policy.
- 4.13 Plagiarism as outlined in the definitions of this policy will not be tolerated.
- 4.14 Students will be provided with training to ensure that they understand their responsibilities with respect to academic integrity standards as set out in this policy. This will take place at induction and supported by publications on Holmesglen's website regarding Holmesglen student rights and responsibilities.
- 4.15 Academic support services are offered to all students to assist them to ensure that they do not inadvertently participate in academic misconduct
- 4.16 All teaching and assessment materials provided by academic staff will model academic integrity.

## 5. DEFINITIONS

Term	Meaning
Academic integrity	<p>The moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner. -</p> <p>Academic integrity is honesty, responsibility and the maintenance of academic standards in scholarship. Honesty in scholarship means that all academic work results from an individual student's own efforts and that credit is given to other peoples' ideas. Maintaining academic integrity involves a student:</p>

Term	Meaning
	<ul style="list-style-type: none"> <li>a) creating and expressing their own ideas in their work;</li> <li>b) acknowledging all sources of information;</li> <li>c) completing assessments and research independently or acknowledging collaboration;</li> <li>d) accurately reporting results when conducting research or in clinical or laboratory work; and</li> <li>e) honesty during examinations.</li> </ul>
Academic misconduct	<p>Conduct by which a student seeks to gain for themselves or another person an unfair or unjustified academic advantage in a program or subject and includes: cheating, contract cheating, assisting others to cheat, collusion, plagiarism, copyright infringement, falsification of information and bribery</p> <p>Other forms of academic misconduct include:</p> <ul style="list-style-type: none"> <li>a) submitting one piece of work for more than one assessment or for more than one class</li> <li>b) helping or attempting to help another student to cheat including: <ul style="list-style-type: none"> <li>i. doing work for another student</li> <li>ii. designing or producing a project for another student</li> <li>iii. providing answers during an exam, test or quiz including by electronic device</li> <li>iv. providing a student with an advance copy of a test, quiz or examination</li> <li>v. leaving relevant materials behind at the examination, quiz or test site</li> </ul> </li> <li>c) altering the outcome of results</li> <li>d) acting dishonestly or improperly in assessment tasks and/or examinations</li> <li>e) cheating in examinations or in assessments</li> <li>f) falsification of or distorting data</li> <li>g) attending classes or examinations on behalf of someone else or asking someone to attend a class or take an examination instead of the enrolled student, and</li> <li>h) interfering with the work of others, such as sabotaging laboratory experiments, research or digital files, providing misleading information, or disrupting class activities.</li> </ul>
Ad hoc Faculty academic misconduct committee	<p>An academic misconduct committee convened by a Faculty Dean for the specific purpose of investigating an allegation of serious academic misconduct and dissolved after the completion of the investigation, determination of the outcomes and, if applicable, determination of the penalty to be imposed.</p> <p>Membership of this ad hoc committee will be:</p> <ul style="list-style-type: none"> <li>▪ Dean (Chair)</li> <li>▪ Head of Department</li> <li>▪ Higher Education academic staff member not teaching in the relevant program.</li> </ul>
Bribery	<p>Any offer of exchange of favours or benefits of any kind, to influence or attempt to influence person, for unmerited academic advantage and includes inducements offered for:</p> <ul style="list-style-type: none"> <li>a) obtaining an offer of admission or an offer of advanced standing to a course</li> <li>b) granting of a particular mark or grade level in a piece of assessment or subject overall</li> </ul>

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	<ul style="list-style-type: none"> <li>c) opportunity to resubmit or resit failed assessment tasks outside of the Institute's protocols for doing this</li> <li>d) any other matter that would give an unearned academic advantage.</li> </ul>
Cheat/Cheating	To seek to obtain an unfair advantage in an examination or written, oral or practical work, required to be submitted or completed for assessment in a program or subject and includes the resubmission of work that has already been assessed in another subject.
Collusion	<p>Unauthorised collaboration on assessable written, oral or practical work with another person or persons. Collusion occurs when a student:</p> <ul style="list-style-type: none"> <li>a) works with one or more people to prepare and produce work;</li> <li>b) allows others to copy their work or share an answer to an assessment task;</li> <li>c) allow, without the permission of the assessor, someone else to write or edit their work (except when such a use is expressly allowed eg the use of a scribe as part of a disability access accommodation);</li> <li>d) writes or substantially edits work for another student without the knowledge of the assessor (proofreading is allowable and is not collusion);</li> <li>e) offers to complete work, or seeks payment for completing academic work, for other students.</li> </ul>
Contract cheating	Where a student pays another student to complete their work
Copyright infringement	When someone other than the copyright owner exercises any of the exclusive rights of the owner without their permission and no other exception apply. An infringement occurs where an act comprised in the copyright is done in relation to a 'substantial part' or reasonable portion' of a work or other subject matter.
Falsification of information	<p>Falsifying any information, including:</p> <ul style="list-style-type: none"> <li>a) fabricating, inventing or distorting data (including statistical data) which you rely on in an assessment response to support an argument</li> <li>b) inventing or distorting arguments, whether represented as direct quotations or not, ascribed to other individuals</li> <li>c) falsifying your identity or allowing another person to falsely claim to be you (impersonation)</li> </ul>
Minor academic misconduct	Academic misconduct which fall short of serious academic misconduct in all circumstance and is generally an unintentional or accidental breach of academic integrity
Plagiarism	To take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement. Plagiarism occurs when the work of another is represented, intentionally or unintentionally, as one's own work, without appropriate acknowledgement of the author or the source. This category of academic misconduct includes but is not limited to the following:

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	<ul style="list-style-type: none"> <li>▪ collusion – where a piece of work prepared by working closely with one or more individuals or in a group is represented as if it were the person’s own individual work. This includes:               <ul style="list-style-type: none"> <li>a) writing the piece of work together</li> <li>b) determining the method or approach to question and answers or completed assessment tasks</li> <li>c) sharing answers or giving access to questions and answers or completed assessment tasks</li> </ul> </li> <li>▪ cheating and contract cheating - acquiring or commissioning a piece of work, which is not the person’s own and representing it as if it were, by:               <ul style="list-style-type: none"> <li>a) purchasing a paper/essay from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned</li> <li>b) submitting a paper written by another person, either a fellow student or a person who is not a student at Holmesglen.</li> </ul> </li> </ul> <p>Plagiarism also includes:</p> <ul style="list-style-type: none"> <li>▪ the use of material from any source, staff, students or the Internet, published and unpublished works and representing it was one’s own</li> <li>▪ the use of one's own previous work in satisfaction of a new assessment requirement.</li> </ul>
Serious academic misconduct	<p>Academic misconduct is, or appears to be from the evidence, at least one of the following:</p> <ul style="list-style-type: none"> <li>a) an intentional act to breach, flout or contravene Holmesglen’s requirements for academic integrity</li> <li>b) planned, deliberate, repetitive, organised or systematic in nature</li> <li>c) of significant scale and scope.</li> </ul>
Student	<p>For the purpose of this Policy, a student is a person who is, or was at the time of an alleged offence, enrolled in a program or a subject offered by Holmesglen or by one of its third party teaching partners.</p>
Student responsibilities	<p>In relation to this Policy, student responsibilities include:</p> <ul style="list-style-type: none"> <li>a) adhering to the standards of academic integrity set out in this Policy</li> <li>b) acting honestly at all times in the performance of their work</li> <li>c) completing all required statements as to the integrity of their work</li> <li>d) not permitting any other person to assist them with their work and, in particular, not submitting for assessment or review work prepared by another person (collusion)</li> </ul>

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	<ul style="list-style-type: none"> <li>e) not engaging in contract cheating, that is, paying another person to complete their work</li> <li>f) not assisting another student directly with an assessable item of work without ensuring that the assisted student has acknowledged accurately the form and level of their assistance</li> <li>g) not using any sources without properly acknowledging those sources</li> <li>h) when using information sourced from the internet, including the full URL, with the date and time of viewing</li> <li>i) complying with all codes of conduct issued by the Institute in relation to academic integrity, assessment, research and work placement activities that comprise a component of, or arise as a result of, any program of study they are enrolled in.</li> </ul>

## 6. CONTEXT AND/OR REFERENCED DOCUMENTS

### Internal

[Higher Education Assessment and Moderation Policy](#)

[Student Discipline Policy](#)

[Overseas Student Policy](#)

### External

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[Higher Education Support Act 2003](#)

[Education Services for Overseas Students Act 2000 \(Cth\).](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

## 7. REVIEW

7.1. This Policy must be reviewed no later than three years from the date of approval.

7.2. The Policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The Policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 8. VERSION HISTORY

Version Number	Date	Summary of changes
1	October 2019	New Policy