

ACADEMIC INTEGRITY POLICY

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1. Purpose

APIC is committed to its staff and students upholding the principles of academic integrity and ethical scholarship, and ensuring that there is a clear and continued understanding of expectations relating to the avoidance of academic misconduct.

The purpose of this policy is to define and describe the actions that constitute academic misconduct, the College's processes for investigating allegations of academic misconduct, and the range of penalties that may be applied where allegations are proven.

2. Scope

This policy applies to all enrolled students participating in coursework units in all courses of study at APIC, and to all staff in relation to academic activities associated with their employment at APIC. This document should be read in conjunction with other related policies. (see Related Documents)

3. Definitions

Item	Definition
<i>Academic activity</i>	Includes and is not limited to developing, delivering, attending or otherwise participating in lectures, tutorials or other modes of delivery (e.g. internships); planning, producing or supervising research; or otherwise sharing knowledge, experience, or skills with others.
<i>Academic integrity</i>	<p>The following plain-English definition of academic integrity is provided by the Exemplary Academic Integrity Project at the University of South Australia, https://lo.unisa.edu.au/course/view.php?id=6751</p> <p>Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to students. Academic integrity is important for an individual's and the College's reputation.</p>
<i>Academic misconduct</i>	<p>Any dishonest or inappropriate behaviour by a student in an assessment task or other academic activity including and not limited to:</p> <ul style="list-style-type: none">• <i>cheating</i>;• <i>collusion</i>;• <i>fraud</i>; or• <i>plagiarism</i> <p>the definitions for each of which are provided herein.</p> <p>Academic misconduct may be deemed to be '<i>substantial</i>' or '<i>minor</i>', as defined herein.</p>
<i>Acknowledgement practice</i>	The act of acknowledging the ideas, designs, words or works of other people in one's own work. Also known as 'attribution' or 'referencing'.
<i>Allegation</i>	An assertion of misconduct made against a student.

Item	Definition
<i>Cheating</i>	<p>An express form of academic misconduct including and not limited to:</p> <ul style="list-style-type: none"> • bringing in, or having access to unauthorised materials or information during a quiz, test, or examination; • making contact with or <i>colluding</i> with another person or persons via any means (including verbal, physical, gestural or electronic) during an examination or other form of invigilated assessment; • copying or reading another student’s work; or • allowing another student to copy or read from one’s own work.
<i>Collaboration</i>	<p>Academic activity undertaken by and attributed to two or more persons. Additionally, in the case of students’ work, with the knowledge and consent of the lecturer. Collaboration is expressly not a form of academic misconduct or dishonesty.</p>
<i>Collusion</i>	<p>An express form of academic misconduct constituting an agreement between two or more persons to act together secretly or without express permission to achieve an unfair academic advantage. Includes inciting others to engage in academic misconduct.</p>
<i>Exclusion</i>	<p>Permanent cancellation of a student’s enrolment in their course and the termination of their rights and privileges as a student of APIC, including their right to re-apply for admission.</p>
<i>Fraud</i>	<p>An express form of academic misconduct or professional dishonesty including and not limited to:</p> <ul style="list-style-type: none"> • impersonating another person or engaging someone else to impersonate another person during the conduct of an academic activity; • misrepresenting, falsifying, mis-stating or fabricating data during the conduct of an academic activity; • submitting academic work produced by another person(s) as one’s own; • failing to attribute work completed by another person(s) in the completion of an academic activity • giving or providing for sale one’s own work to another person(s), company or website for the purposes of making such work available for copying or use by another person(s); or • the use of knowingly deceptive means in the attempt to avoid an academic penalty.
<i>Minor academic misconduct</i>	<p>Behaviour of lesser scale or scope than <i>substantial academic misconduct</i> lacking any demonstrable attempt to gain unfair academic advantage and which is therefore is judged to be a minimal threat to the integrity of assessment processes. Usually the result of students’ lack of understanding of appropriate acknowledgement practice or other academic conventions required for the field of study.</p>

Item	Definition
<i>Paraphrasing</i>	The use of one's own words to express the words, works or ideas of another author or source whilst still preserving the meaning of the original author or source.
<i>Plagiarism</i>	An express form of academic misconduct involving the use of intellectual material produced by another person without acknowledging the original author or source. Plagiarism can be unintentional or intentional and is distinguished from incomplete attempts to acknowledge the words, works or ideas of another author or source.
<i>Professional honesty</i>	Professional honesty is a fundamental principle that underpins the reliability and credibility of all professional activities. It includes but is not limited to: <ul style="list-style-type: none"> • dealing transparently and fairly within all professional and business relationships; • building relationships based on mutual respect and trust; • acting ethically and within the law; • not being associated with information that contains materially false or misleading statements; and • accepting responsibility for one's actions.
<i>Substantial academic misconduct</i>	Any act of academic misconduct which is, or appears from the available evidence to be: <ul style="list-style-type: none"> • accompanied by a clear or demonstrable intention to gain unfair academic advantage; • carefully and deliberately planned, repetitive, organised or systematic in nature; or • significant in scale or scope <p>and is therefore is judged to be a significant threat to the integrity of the course, assessment process, or the academic reputation of the College.</p>
<i>Suspension</i>	Temporary cancellation of a student's enrolment in a unit of study or course.
<i>Threshold requirement</i>	A mandatory assessment task or component for which a student must achieving a passing grade (i.e. not less than 50% of the available marks for the task or component) in order to pass the unit of study.

4. Principles of Academic Integrity and Professional Honesty

The following principles and practice form the foundation for this policy.

Asia Pacific International College is committed to academic integrity, honesty, and ethical scholarship. Among others, the College promotes the values of: academic primacy; academic freedom with responsibility; and rigor and integrity.

To achieve its Mission students and staff at the College are expected to observe the principles of academic and professional honesty in full, and to behave ethically and with integrity in all their dealings.

The College is committed to providing opportunities to build scholarly confidence in their staff and students by providing knowledge, skills resources to ensure staff and students develop and maintain the necessary skills and values to uphold the principles of academic integrity and professional honesty.

Each individual student or staff member has a responsibility to ensure that they fully understand this Academic Integrity policy. Individuals are obliged to consciously ensure that their acts or omissions do not constitute or facilitate breaches of academic integrity or professional honesty.

Expectations of students with regard to academic integrity and professional honesty will be transparent and regularly reinforced. If a student has concerns about their own understanding of academic integrity or their skills in acknowledgement and referencing, they should talk to and seek advice from their lecturer/tutor.

Assessment task design and scheduling in particular will be such as to promote creative thought and reflection, and minimise opportunities for students to engage in acts of academic misconduct.

When identified, acts of academic misconduct or professional dishonesty will be dealt with immediately and with due regards to procedural fairness, the context within which the act occurred, and equity and consistency in the application of any disciplinary action.

Hearings of allegations of academic misconduct by students will be conducted impartially and in a non-adversarial manner by a Student Misconduct Committee. (refer Student Misconduct Committee Terms of Reference)

Any party involved in a misconduct investigation fearing or experiencing harassment, vilification or victimisation should immediately discuss the matter directly with the Dean.

Where appropriate, an educative – as opposed to a punitive – response to (minor) acts of academic misconduct may be recommended. The determination of any response to an act of academic misconduct or professional dishonesty will be ultimately guided by promotion, adherence and protection of the College's values of: academic primacy; academic freedom with responsibility; and rigor and integrity.

Allegations of professional dishonesty by staff will be responded to accordance with the [Staff Code of Conduct](#).

5. Student Responsibilities

APIC students are expected to:

- familiarise themselves with this and all related procedures and policies;
- submit only original work which properly acknowledges the ideas, designs, words or works of others;
- not submit another person's work as their own;
- not purchase or commission work and submit as if it were their own;
- not submit work created with the assistance of others, except in the case of collaboration (see 3. Definitions) in connection with group work assessment;
- provide an electronic copy of any submitted work for the purposes of evaluation by text matching software;
- declare that work submitted for assessment is their own, through the completion inclusion of a signed Academic Integrity Declaration with each submission; (refer [Assessment Policy](#))
- use the acknowledgement practice methods that are appropriate for their field of study;
- not lend, or allow to be otherwise provided, their original work to other students for any reason except collaboration (see 3. Definitions) in connection with group work assessment; and
- encourage other students to uphold the principles of academic integrity and professional honesty.

6. Staff Responsibilities

All staff are expected to:

- cultivate a climate of respect for authorship with students;
- inform all students of acknowledgement practice methods that are appropriate for their field of study and provide clear examples of what is acceptable;
- clearly explain academic expectations and what constitutes plagiarism, collusion, cheating and other forms of academic misconduct to students; (see 3. Definitions)
- clearly communicate to students the potential consequences of breaches of academic integrity and professional honesty;
- actively seek to discourage, detect and prevent plagiarism by supporting students to acquire and demonstrate the principles of academic integrity and professional honesty;
- respond appropriately to all instances of academic misconduct in keeping with this policy and any related documents; and
- exemplify the values of academic primacy, academic freedom with responsibility, and rigor and integrity in all research and scholarly activities they undertake.

7. Minor Academic Misconduct

Asia Pacific International College recognises that, in some cases, it is more appropriate to respond to minor acts of academic misconduct in a manner where the student is given opportunity to learn from their mistake and henceforth minimise the likelihood of future breaches.

7.1. Conditions for an allegation to be dealt with as minor academic misconduct

Minor academic misconduct, in relation to a student, refers to any incident of plagiarism in an assessment task, where:

- the student admits the allegation or the facts that give rise to that allegation;
- the student has not previously been found guilty of substantial academic misconduct or minor academic misconduct while enrolled as a student of the College;
- the misconduct is of lesser scale or scope than 'substantial academic misconduct'; (see 3. Definitions)
- there appears to have been no attempt by the student to gain any unfair academic advantage; and
- the misconduct is of minimal threat to the integrity of assessment in relation to the unit of study concerned.

7.2. Outcomes for acts of minor academic misconduct

Upon determination that a student has engaged in an act of minor academic misconduct the following outcomes may be applied. In the first instance the following should be considered in determining whether the behaviour warrants an educative or punitive outcome:

- whether the student would benefit from an educative or remedial program;
- the prior educational qualifications of the student; and
- the student's academic record in their current program of study

Educative outcomes may include, and are not limited to:

- an agreement by the student to undertake counselling, training, or any other program of study designed to improve their academic writing or literacy skills;
- resubmitting the original assessment task after a period of further study; or
- submission of an additional assessment task.

Where an educative outcome involves the student resubmitting the original assessment task or submitting an additional assessment task:

- the assessment task will be treated as if it were a threshold requirement for the unit (see 3. Definitions); and
- the mark awarded for the assessment task will replace any mark awarded for the original assessment task.

Where it is agreed that that the student would not benefit from an educative outcome, or that the behaviour – though minor – warrants a punitive outcome, the following range of outcomes may be applied:

- reducing the mark awarded for the assessment task; or
- applying a mark of zero for the assessment task.

Any decision to apply a reduced mark, or mark of zero, for an assessment task in response to a finding of minor academic misconduct should take into account the likely impact on the student's progression in the unit.

8. Substantial Academic Misconduct

Substantial academic misconduct, in relation to a student, refers to acts of academic misconduct that pose a significant threat to the integrity of any course, the assessment process, or academic reputation of the College.

8.1. Conditions for an allegation to be dealt with as substantial academic misconduct

Substantial academic misconduct can include and is not limited to:

- any act of academic misconduct where the student's level of experience might reasonably be interpreted as evidence that the student was aware that the behaviour was in breach of the principles of academic integrity or professional honesty;
- substantial plagiarism of another person's work in an assessment task;
- submitting work that is not the student's own;
- any allegation of an act of misconduct in an examination or other form of invigilated assessment;
- obtaining or attempting to obtain access to examination papers or other forms of assessment without authorisation;
- colluding with or encouraging another student to engage in academic misconduct; or
- any allegation of an act of fraud. (see 3. Definitions)

8.2. Outcomes for acts substantial academic misconduct

Upon determination that a student has engaged in an act of substantial academic misconduct the following outcomes may be applied:

- an agreement by the student to undertake counselling, training, or any other program of study designed to improve their academic writing or literacy skills;
- permitting the student to resubmit the assessment task or submit a different assessment task with, if appropriate, a capped mark that will replace any mark awarded for the original assessment task;
- permitting the student to re-sit the examination or sit for a different examination with a capped mark that will replace any mark awarded for the original examination;
- reducing the mark awarded for the assessment task or examination;
- applying a mark of zero for the assessment task or examination;
- barring the student from enrolment in a specified unit of study for a period of up to two consecutive teaching sessions;
- suspension from the student's course for a nominated period, not more than one year; or
- exclusion.

Students suspended from their course will have their rights and privileges as a student of APIC withdrawn for the period of the suspension.

Any action taken under this policy does not preclude the College from commencing legal action against a student found to have engaged in substantial academic misconduct or reporting the allegation(s) to the police or other external organisation (e.g. professional registration or accreditation body, regulatory authority).

9. Reporting and Hearing Allegations of Academic Misconduct

Allegations that a student(s) has engaged in an act(s) of academic misconduct should be made in writing to the relevant Director of Studies as soon as is practically possible after the alleged act has occurred.

Allegations of academic misconduct by postgraduate students should be made in writing to the Director of Postgraduate Studies on the campus at which the act is alleged to have occurred. Allegations of academic misconduct by undergraduate students should be made in writing to the Director of Undergraduate Studies on the campus at which the act is alleged to have occurred.

The written report to the Director of Studies will include all relevant information and any evidence relating to the alleged academic misconduct.

Upon receipt of the written report the Director of Studies will – on the basis of the information supplied – make a determination as to whether or not the allegation(s) should be heard by a Student Misconduct Committee. (refer Student Misconduct Committee Terms of Reference)

If the Director of Studies determines that the allegation(s) should be heard by a Student Misconduct Committee, they will inform the Registrar to notify the student in writing and via email of the alleged misconduct within ten working days of receiving the written report, and to invite the student to respond to the allegation in person at a meeting with the Student Misconduct Committee.

The meeting date for the hearing of the allegation by the Student Misconduct Committee should be no later than ten working days from the date of the notification to the student.

If the student has not responded within five working days from the date of the notification, the Student Misconduct Committee meeting can be held in the student's absence.

The student will be informed of the finding and outcome(s) of the Student Misconduct Committee meeting in writing and via email by the Registrar, no later than ten working days following the date of the meeting. (see 7.2. Outcomes for acts of minor academic misconduct, and 8.2. Outcomes for acts substantial academic misconduct)

All findings of academic misconduct and outcomes imposed must be fully documented and recorded on the Student Management System.

10. Academic Misconduct Appeals

Student appeals against a finding of academic misconduct, or against an outcome in response to a finding of academic misconduct, can be made in writing to the Dean.

Appeals should be made no later than ten working days following the notification to the student of the finding and outcome(s) of the Student Misconduct Committee.

An appeal can only be made on one or more of the following grounds, which must be addressed in the appeal letter by the student:

- the student believes there is evidence that the finding by the Student Misconduct Committee and/or the outcome(s) imposed was made in breach of procedural fairness;
- the student believes there is and can produce substantial new evidence relating to the original allegation of academic misconduct, which was not previously available to the Student Misconduct Committee; or
- the student believes that the outcome(s) imposed by the Student Misconduct Committee was unjustifiably severe.

Upon receipt of the appeal letter the Dean will – on the basis of the information supplied – make a determination as to whether the appeal should be upheld or dismissed.

If the Dean determines that the appeal should be upheld, they may:

- overturn the outcome(s) imposed by the Student Misconduct Committee and apply no outcome; or
- overturn the outcome(s) imposed by the Student Misconduct Committee and apply a lesser outcome(s).

If the Dean determines that the appeal should be dismissed, the original finding by the Student Misconduct Committee and the outcome(s) imposed will be maintained.

The Dean will, within ten working days of receiving the appeal letter, notify the student in writing and via email of the determination on their appeal and any variation to the outcome(s) imposed by the Student Misconduct Committee.

If the student is satisfied that their academic misconduct appeal has been resolved they must confirm their agreement directly in writing with the Dean within ten working days of receipt of the resolution.

If the student is not satisfied that their academic misconduct appeal has been resolved by the Dean, they may request the matter be referred to the President for resolution. If their academic misconduct appeal remains unresolved following consideration by the President, the student may request review through an external independent mediator. (refer [Student Grievance and Appeals Policy](#))

The College shall maintain a student's enrolment while their academic misconduct appeal is being investigated through both internal and external process as set out in this policy.

All academic misconduct appeal outcomes must be fully documented and recorded on the Student Management System and the Student Grievances Register.

11. Policy Suspensions

This policy supersedes the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 11. Code of Conduct and Discipline, clause: 11.1 Expected Conduct 11.2 Disciplinary Action 11.3 Referring the Allegation to the Discipline Committee 11.8 Penalties by Discipline Committee	27 April 2016
Policy on Academic and Professional Honesty	17 May 2014

12. Document Change Control

Version	Change Description	Date	Author
1.2	Section 9. amend referrals to Student Misconduct Committee to come from the Director of Studies. Section 10. administrative amendments to improve clarity around escalation of appeals.	21 July, 2017	Craig Ellis