

# ACADEMIC INTEGRITY POLICY

VERSION 5.0

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# ACADEMIC INTEGRITY POLICY

## 1. INTRODUCTION

Cheating, plagiarism, and falsification of data are dishonest practices which contravene Australian Compliance Institute code of ethics. The Australian Compliance Institute is committed to honest behaviour and ethical education.

The purpose of this policy is to define the actions and behaviours that contravene the Australian Compliance Institute's standards on ethical education and sets out the responsibilities of staff in providing guidance and feedback to learners on academic integrity. Procedures are provided for staff to manage breaches of policy by learners and rules on academic conduct.

## 2. FORMS OF ACADEMIC DISHONESTY

The Australian Compliance Institute regards academic dishonesty as a serious offence and a penalty will be imposed on anyone found guilty of such conduct. The two main forms of academic dishonesty are plagiarism in assignments and misconduct in examinations:

1. **Plagiarism** means claiming and using the thoughts or writings or creative works of others without appropriate acknowledgment or attribution.

Plagiarism includes:

- a) Copying part or all of another learner's assignment.
- b) Allowing another person to write some or all of an assignment.
- c) Copying paragraphs, sentences or parts of sentences directly from texts or the internet without enclosing them in quotation marks or otherwise showing them to be copied - even if the source is acknowledged.
- d) Using concepts or developed ideas, even if paraphrased or summarised, from another person, from texts or the internet without acknowledging the source (use the Harvard referencing link below).

**However, for the purposes of the course, collaboration, group or teamwork and sharing are acceptable practices. Further there is no need to reference the Module Notes, Slides, and Fact Sheets.**

- e) Copying graphics, multimedia works or other forms of intellectual property without appropriate acknowledgment.

2. **Misconduct in Examination** includes the following forms of dishonesty:

- a) Using a substitute or acting as a substitute to undertake an examination.
- b) Using unauthorised materials or prohibited electronic devices, such as mobile phones, in an examination.
- c) Not complying with the Australian Compliance Institute's instructions for learners during an examination.

However, misconduct does not include collaborative tests/exams as part of open discussions in open exams.

The Australian Compliance Institute recognises that some acts of plagiarism may arise from genuine ignorance or lack of skill in using academic conventions for referencing. This is considered **unintentional plagiarism**. For guidance on using Harvard referencing, visit:

<https://www.kent.ac.uk/learning/resources/studyguides/harvardreferencingquickguide.pdf>

or longer guide:

<https://www.adelaide.edu.au/writingcentre/sites/default/files/docs/harvard-referencing-guide.pdf>

### 3. CONSEQUENCES OF ACADEMIC MISCONDUCT

Should the assessor find evidence suggesting plagiarism, the matter will be referred to the RTO Manager (or other appointee by the CEO of the Australian Compliance Institute) who will draft a formal report of the evidence. The RTO Manager/appointee may discuss the matter with the learner directly.

The report will be brought to the attention of the CEO who may refer the matter to the Professional Development Committee of the Board, who will make a judgment based on the evidence made available to them as to whether plagiarism has occurred and whether the plagiarism is considered unintentional or intentional.

The CEO and the Professional Development Committee will determine whether the case should be brought before the Board and the Ethics Committee.

After reviewing the evidence, the Professional Development Committee may take the following courses of action:

a) The Learner's submission graded as a Fail, with no eligibility to resubmit assessment. The Learner must re-enrol in the course if they wish to undertake it again in the future. As with any course submission, the re-enrolment will be subject to review before acceptance of the enrolment. *Please Note: The Australian Compliance Institute reserves the right to disallow a learner from study should the learner be deemed non-compliant with the Australian Compliance Institute's policies or Code of Ethics.*

b) Learner's submission graded as a Not Yet Satisfactory (NYS), with the option to resubmit the assignment at a date specified by the Professional Development Committee.

### 4. DEALING WITH MISCONDUCT IN AN EXAMINATION

The Course Facilitator is authorised to take action to prevent misconduct in scheduled examinations. Note, this does not include allowed open discussion, collaborative teamwork in open examinations or tests. The responsibility includes determining the immediate action to be taken when an alleged misconduct is discovered. Where necessary, the Course Facilitator will send a report about an alleged breach to the RTO Manager.

Where possible, the Professional Development Manager will discuss an alleged case of misconduct informally with the learner. If the RTO Manager confirms that academic misconduct may have occurred, the matter will be referred to the CEO and the Professional Development Committee for decision.

### Version Control

Date	Version number	Description of amendment	Authorised by
2009-2013	V1 to v1.9	Included in Policy and Procedures revisions	Maree Hurley
December 2013	V2.0	Included in Policy and Procedures revisions	Maree Hurley
April 2014	V3.0	Included in Policy and Procedure rationalisation	John Saunders
January 2022	V4.0	Issued as stand- alone policy	John Saunders
April 2024	V5.0	Updated with new style guide	Professional Development Committee