

## Academic Integrity (Plagiarism) Policy

### 1. Purpose

Academic integrity and responsibility are fundamental to learning, teaching, research and scholarship at the ACD. This policy identifies the main principles of Academic Integrity and outlines possible consequences/penalties if academic integrity is breached.

### 2. Scope

This policy applies to all members of the academic community, both staff and students.

#### 2.1.1. ACD staff and students are required to:

- undertake studies and research responsibly and with honesty and integrity;
- ensure that academic work is in no way falsified;
- seek permission to use the work of others, where required;
- acknowledge appropriately the work of others; and
- take reasonable steps to ensure that students are unable to copy or misuse their work.

**2.1.2.** Staff involved in learning, teaching and research are expected to display leadership in academic integrity and use a range of approaches to educate students to practise honesty in their academic work. Researchers must comply with the requirements of the Australian Code for the Responsible Conduct of Research: <https://nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018>. Students must comply with the requirements for academic integrity set out below.

### 3. Policy Statement

#### 3.1 Academic Integrity

Academic integrity means that all work which is presented by a student as the work of that student is produced by the student alone, with all sources and collaboration fully acknowledged.

**3.1.2** Any failure to meet the requirements of academic integrity in any form of academic work will be regarded as a breach of the requirements of academic integrity and, depending on the circumstances and the nature of the breach, consequences including penalties may be expected to follow. Breaches of academic integrity may include plagiarism, collusion, fabrication, falsification, double submission of work, misconduct in examinations and making or providing a false declaration or statement.

### **3.2.1 Plagiarism**

Plagiarism is the use of another person's words or ideas as if they were one's own. It may occur as a result of lack of understanding and/or inexperience about the correct way to acknowledge and reference sources. It may result from poor academic practice, which may include poor note taking, careless downloading of material or failure to take sufficient care in meeting the required standards. It may also occur as a deliberate misuse of the work of others with the intent to deceive. It may include, but is not restricted to:

- presenting extracts, without quotation marks and/or without appropriate referencing, from books, articles, theses, other published or unpublished works, films, music, choreography, working papers, seminar or conference papers, internal reports, computer software codes, lecture notes or tapes, numerical calculations, data or work from another student. In such cases, it is not adequate merely to acknowledge the source; quotation marks must be used around all quotations from another person's work. This applies to material accessed in hard copy, electronically or in any other medium;
- close paraphrasing of sentences or whole paragraphs with or without acknowledgement by referencing of the original work;
- adopting ideas or structures from a source without acknowledgment;
- acquiring or commissioning a piece of work from someone else or a commercial service, including internet sites, whether pre-written or specifically prepared, and presenting that work as one's own.
- submitting another student's work whether or not it has been previously submitted by that student.

### **3.2.2 Collusion**

Collusion is where students present work as independent work when it has in fact been produced in whole or in part with others, unless prior permission for joint or collaborative work has been given by the Course Coordinator, as specified in the Course Outline. Collusion can include:

- a student inappropriately assisting with or accepting assistance with the production of an assessment task;
- submitting work which is the same or substantially similar as another student's work for the same assessment task

### **3.3.1. Other breaches of the requirements of academic integrity**

Other breaches of the requirements of academic integrity may include:

- fabrication or falsification of data or results of field work, or other work;
- submission of the same piece of work for more than one unit unless the unit coordinator(s) have indicated that this procedure is acceptable for the specific piece of work in question;
- providing another student with the means of copying an essay or assignment, including posting on a website or through other electronic means;
- making or providing a false declaration or statement (e.g. providing a forged medical certificate or making a false declaration in relation to the word count for an assignment).

### **3.3.2 Breaches of the requirements of academic integrity in examinations**

Breaches of the requirements of academic integrity may occur in the examination process and may include, but is not restricted to:

- being in possession of any material or device which contains or conveys, or is capable of conveying, information concerning the subject matter under examination, other than where this is explicitly permitted by an examiner;
- directly or indirectly giving assistance to any other student;
- directly or indirectly accepting assistance from any other student;
- permitting a student to copy from or otherwise use another student's papers;
- obtaining or endeavouring to obtain, directly or indirectly, assistance during the examination or giving or endeavouring to give, directly or indirectly, assistance to any other student.

### **3.4 Provisions**

There shall be an educative process with regard to Academic Integrity. Steps in the educative process should include:

1. A statement on Academic Integrity and guidelines to be included in all Statement of Assessment Methods (SAMs).
2. Appropriate reference to Academic Integrity Policy in lectures and on ACD Online
3. Use of Academic Integrity/Plagiarism Software on ACD Online

## **4. Procedures**

**4.1** Where an assessor believes that the breach has resulted from a misunderstanding of academic conventions or poor academic practice, the assessor, taking into account any information in the confidential register, must:

- counsel the student about appropriate academic practice; and, either:
- mark the piece of work concerned, taking full account of deficiencies in achieving intended learning outcomes; or
- require that the student resubmit the work, in whole or in part, with or without imposing a maximum mark achievable.

**4.1.2** A record of the nature of the breach, the action taken and the fact that the student has been advised of appropriate academic practice will be filed in the student E-File on the ACD Student management system.

**4.2.1.** Where it is suspected that the case involves a deliberate breach of the requirements for academic integrity, the lecturer concerned will consult with the ACD Academic Dean and the ACD Executive Officer.

**4.2.2** If it is believed that a deliberate breach of the requirements for academic integrity has occurred, the Executive Officer will establish a formal investigating committee consisting of teaching faculty from the student's teaching college, the ACD Academic Dean and the Executive Officer.

**4.2.3** The ACD Executive Officer will write to the student providing details of the incident and inviting the student to attend an inquiry to show cause as to why a penalty should not be imposed. The letter to the student will include the ACD's policy on academic integrity. The student may be assisted or represented at the inquiry by a student, staff or faculty member of the ACD. The formal inquiry may proceed whether or not the student attends.

**4.2.4** The ACD Executive Officer will advise the student in writing the result of the investigation and of any penalty imposed.

**4.2.5** The student shall have the right of appeal against any penalty and may appeal in writing to the Executive Officer who shall forward the appeal to the ACD Academic Board for final resolution.

**4.2.6** Appeals will be heard by a convened sub-committee of the ACD Academic Board

**4.3** This committee:

- will determine its own procedures for the conduct of hearings;
- will consider written submissions from the appellant; and
- may, at its discretion, invite the appellant.

**4.4** The Executive Officer will notify the appellant in writing of the decision within ten working days and will give reasons and full explanation of the decisions and action taken if requested by the appellant.

**4.5.1** Should the appellant be dissatisfied with the outcome of the above process, the appellant may refer the matter to the South Australian Training Advocate. [www.skillscommission.sa.gov.au](http://www.skillscommission.sa.gov.au).

**4.5.2** Appeals at this stage of the process will be handled within a reasonable timeframe, and parties to the appeal will be provided with an indication of the likely timeframe for response by the Training Advocate at the time of making the appeal.

**4.6** The ACD Executive Officer will keep secure the confidential records of grievances lodged under these procedures for at least five years and will give appropriate access to the records to the parties to the complaint.

## 5. Penalties

A student found guilty of a deliberate breach of the requirements of academic integrity may be subject to any of the following penalties:

- 1 Failure in the component of the unit, a note in the student's file and a reprimand from the Executive Officer of the ACD;
- 2 Failure in the unit, a note in the student's file and a reprimand from the Executive Officer of the ACD;
- 3 Suspension from the ACD for a period not exceeding three years;
- 4 Expulsion from the ACD.

The student's transcript for external use will record expulsion or suspension only during the period of suspension or expulsion.

## 6. Legislation/Standards

- Work health and safety Act 2012 (SA)
- Equal Opportunity Act 1984 (SA)
- Sex Discrimination Act 1984 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Age Discrimination Act 2004 (Commonwealth)
- Higher Education Support Act 2003 and Higher Education Provider Guidelines
- Higher Education Standards Framework (Thresholds Standards) 2015

## 7. Related Policies and Procedures

- Assessment Guidelines
- Accessibility and Inclusion Policy
- Assessment Policy

## 8. Authorities

<b>Approval Authority</b>	Academic Board
<b>Responsible Officer</b>	Executive Officer
<b>Approval Date</b>	October 2018
<b>Minor Amendment Date</b>	August 2021
<b>Review Date</b>	Default is 3 years after approval date
<b>Replaces Policy (if applicable)</b>	