

ACADEMIC INTEGRITY PROCEDURES

Table of Contents

1. Purpose.....	1
2. Principles	1
3. Context	1
4. Scope	1
5. Definitions	2
6. Procedure Details	2
6.1 MHE’s Culture of Academic Integrity	2
6.2 Detecting Academic Misconduct.....	3
6.3 Minimising Academic Misconduct	3
6.4 Handling Academic Misconduct Allegations	4
Informal Investigation	4
Formal Investigation.....	4
Internal Appeal.....	4
External Appeals.....	5
6.5 Records of Misconduct.....	5
7. Relevant Legislation	5
8. Policy Administration	5
9. Version control	6
10. Benchmark / References	6

1. Purpose

1.1 These Procedures and the related Policy explain the commitment Monaro Higher Education (MHE) has made to fairness, decency and honesty on behalf of its staff and students in using, generating and communicating information.

2. Principles

2.1 MHE is steadfast in upholding truth, reliability and soundness in all its academic community. MHE seeks to ensure that its students uphold these values and that academic staff instill these values in all its students.

3. Context

3.1 This policy is aligned with section 5·2 of the *Higher Education Standards Framework 2021*.

4. Scope

3.1 This policy applies to all academic staff, contractors and students at MHE.

5. Definitions

Academic Integrity – the application of precision, concern for others, discretion, collaboration, diligence, impartiality, fair-mindedness, trustworthiness, individuality, honour, accountability, openness and altruism in any kind of academic work.

Academic Misconduct – any deliberate breach of academic Integrity (either systematic or one-off) intended to gain an advantage for oneself.

Academic Work – an individual's (or group's) interaction with a scope of established knowledge, research or practices within a given field intended to produce original, independent work for which the individual (or each member of the group) accepts responsibility.

Contract cheating (also called "ghost writing") – a form of academic Misconduct where students arrange for other people (possibly in a commercial arrangement) to complete their assessments.

Collusion – collaboration between two or more students, or between students and others external to MHE, for the purpose of gaining unfair academic advantage (for example, collaborating on an individual assessment or sharing answers in tests or examinations).

File sharing – the public or private sharing of digital information or resources.

Misrepresentation – negative or inaccurate portrayal of others, especially when attempting to discredit those who oppose one's own political or philosophical bias or justify one's own bias by inaccurately ascribing it to an authoritative source, or negative or inaccurate portrayal of oneself.

Plagiarism – quoting another's work or appropriating another's ideas without acknowledging the origin or source, including copying another's work verbatim, making at least a fifth of one's own work direct quotes, or displaying any kind of tabular or graphical information, video or audio without acknowledging its creator.

Self-plagiarism – repeating a work or sections of a work one has previously written (e.g., for an earlier assessment or an earlier unit in the same course) without acknowledging the earlier work.

6. Procedure Details

6.1 MHE's Culture of Academic Integrity

6.1.1 All students are responsible for ensuring that they are aware of their responsibilities regarding academic work.

6.1.2 The Dean is ultimately responsible for ensuring MHE's commitment to eradicating academic Misconduct and especially contract cheating. MHE's commitment to the highest standards of academic Integrity must be communicated to all students. Staff are expected to set a good example for students by ensuring that all material used by and/or produced within MHE – not only ostensibly academic work but also policies, procedures, memoranda, website content and marketing material (see the MHE Web Content Policies and Procedures and Intellectual Property Policies and Procedures for details) – meticulously applies principles of academic Integrity and upholds copyright law.

6.1.3 Students' offers of enrolment will state that academic Integrity is a condition of the offer. Academic Integrity will also be stressed during Orientation, in each unit outline and in the Learning Management System. This will particularly focus on stressing that contract cheating has been banned by the Federal Government and MHE's zero-tolerance policy towards it.

6.1.4 MHE will take any opportunity to collaborate with TEQSA and other higher education providers or universities to promote academic Integrity.

6.2 Detecting Academic Misconduct

6.2.1 Any academic work by students will be subject to tests of plagiarism. Academic staff will be trained, encouraged and supported to use methods of detection, including but not limited to:

- Turnitin software
- Noticing sudden changes in font or formatting, which may indicate that a portion of text was copied and pasted from another source
- Using an incorrect form of referencing, old or out of date references or a mix of referencing styles within a document
- Diversions from the required topic or theme
- Variations of style, voice or sophistication of language within a text.

6.2.2 Similarly, academic staff will be trained, encourage and supported to detect contract cheating by looking for signs including but not limited to:

- Looking for quotes or references from the abstract of an article rather than the article itself
- Citations to online resources, especially Wikipedia, or very out-of-date resources
- No in-text citations, or in-text citations that differ from the bibliography or reference list
- Phrases or sentences quoted directly from the assignment instructions or the unit outline
- Excessive or undue broadening of the topic
- Non-compliance to all instructions
- Strings of references which are the same as in other sources
- Style, quality or sophistication that is not what would be expected from the student, or a mismatch between the quality of the writing and the quality of the sources
- Waffling or over-writing
- References in foreign languages which the student is unlikely to understand
- References which are irrelevant to the topic or theme.

6.2.3 Staff will be alert to signs of breaches of other forms of academic Integrity, including but not limited to:

- Noting unusually great similarity two students' work, as a sign of collusion or copying
- Noting a sudden unexplained improvement in a students' work as a possible sign of undue assistance from others
- Researching online any sources to check their veracity or the degree of copying or derivation
- Researching online any references to any person, organisation or school of thought quoted or referenced, to verify the accuracy of their representation
- Comparing students' current or most recent work to their previous work
- Invigilating assessments conducted in class and examinations (see the Examination Policy and Procedures for details).

6.2.4 All staff will be aware, and reminded as often as necessary, of their obligation to be alert for any kind of advertising for "assignment help" or similar material seen in or near the campus:

- To make notes of the contact details in the advertisement (if possible, by taking a clear photograph of the advertisement)
- To report the details of the advertisement to the Dean or any senior academic staff member, who will then investigate and contact police if it seems appropriate.

6.3 Minimising Academic Misconduct

6.3.1 Academic staff will use the forms of assessment (see the MHE Assessment Policies and Procedures for details) which are shown to be less susceptible to contract cheating:

- Oral assessment
- Individualised and highly detailed assessments
- Assessments are completed in class under invigilation where the student's identity is verifiable
- Reflections on personal experience, especially in group projects and capstones.

6.3.2 When students are working on assessments, academic staff will formally or informally discuss academic integrity issues with them.

6.4 Handling Academic Misconduct Allegations

Informal Investigation

6.4.1 If any student is suspected of breaching academic Integrity, academic staff will first ask the student informally, without being accusative, to explain how they arrived at their conclusions, elaborate on the points raised, or explain the process of producing the academic work in question. Where there are reasonable grounds to consider that a student has engaged in academic Misconduct, academic staff must inform the Course Coordinator.

Formal Investigation

6.4.2 In accordance with MHE's standard disciplinary procedures, the Course Coordinator will arrange a meeting within ten working days where the student and the Course Coordinator will discuss any problems with the assessment and ask the student questions about it. The student will be given the opportunity to explain the issue and will be heard without interruption. The student may bring a support person if they wish but may not have legal counsel. If the academic Misconduct relates to collaboration, each student involved will be invited to separate meetings. The academic staff involved in the informal investigation will then speak and be heard without interruption. The Course Coordinator will ask both the student and the Academic Staff any questions he or she considers relevant.

6.4.3 If the Course Coordinator concludes that academic Integrity was breached, the Course Coordinator will consider the seriousness of the breach, the student's intention, the potential benefit for the student from the act and the student's academic history. The Course Coordinator may impose academic penalties on the student in accordance with standard MHE disciplinary procedures and may also order the student to undergo academic integrity training conducted by the Academic Skills and English Language Support Advisor. The Course Coordinator will advise the student in writing of the outcome and any penalty imposed on the student within ten working days.

Internal Appeal

6.4.4 If a penalty is imposed on the student, the Course Coordinator will at the same time explain avenues of internal appeal. The student may appeal in writing to the Dean within ten working days.

6.4.5 The Dean will convene an Academic Integrity Committee consisting of him/herself and at least two suitably qualified academic staff not previously involved. The Dean will set a date within ten working days of the appeal for the student and the committee members to meet and discuss the situation formally.

6.4.6 The Dean will advise the student in writing of the outcome within ten working days. If the outcome imposes penalties on the student, the Dean's notice will also explain avenues of external appeal.

External Appeals

6.4.6 Overseas students may appeal to the International Student’s Ombudsman. Domestic students may appeal to the Independent Higher Education Australia. MHE will comply with all requests from the external appeal bodies in support of their investigations and comply fully with every judgement from external appeals bodies.

6.5 Records of Misconduct

6.5.1 Details of any academic misconduct, including the nature of the Misconduct and any disciplinary action imposed on the student, will be recorded in an Academic Misconduct Register.

6.5.2 The Academic Board will review this Register not less than twice a year to identify and address trends in and possible causes of academic Misconduct and methods of boosting academic Integrity. The Academic Board may pass comments on this to the Board of Directors or give directions to teaching staff.

7. Relevant Legislation

MHE acknowledges its legal and regulatory obligations under the following frameworks:

- Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Bill 2019
- Higher Education Standards Framework (HESF) 2021
- Education Services for Overseas Students (ESOS) Framework 2013
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000

8. Policy Administration

Policy category	Academic
Policy owner	Academic Board
Responsible officer	Dean
Approving authority	Academic Board
Contact officer	Dean
Approval date	13 th August 2022
Commencement date	13 th August 2022
Review date	Three years
Version	1.3
Related documents	Academic Integrity Policy Assessment Policy and Procedure Examinations Policy and Procedure Grievance Policy and Procedure Web Content Policies and Procedures Student Support Framework Students at Risk Policy and Procedures Intellectual Property Policies and Procedures

	Grievance Policy and Procedure
--	--------------------------------

9. Version control

Version	Approval date	Approved by	Summary of changes
1.1	13 th April 2022	Academic Board	
1.2	29 th July 2022	Academic Board	Remove destroying/defacing advertisements for contract cheating; add investigation and appeals
1.3	13 th August 2022	Academic Board	Internal and external appeals.

10. Benchmark / References

- Apex Higher Education
APo8.2021.1_AHE_Acad_Freedom_and_Integrity_Pol-1c52f.pdf (pagecloud.com)
- Australian College of Business Intelligence
AcademicIntegrityPolicy2020-converted-converted.pdf (acbi.edu.au)
- Calgary University
15 Strategies to Detect Contract Cheating (ucalgaryblogs.ca)
- Holmes Institute
Student Academic Conduct and Integrity Policy - Higher Education 10122.pdf (holmes.edu.au)
- Kaplan Business School Australia
Academic Integrity and Conduct - Policy (kbs.edu.au)
- Sydney College of Divinity
Academic Integrity Procedures (scd.edu.au)
- TEQSA Good Practice Note: Addressing Contract Cheating to Safeguard Academic Integrity, 4th October 2017
Good Practice Note: Addressing contract cheating to safeguard academic integrity | Tertiary Education Quality and Standards Agency (teqsa.gov.au)
- The Institute of International Studies
Student Academic Integrity and Honesty (tiis.edu.au)