

# ACADEMIC INTEGRITY FRAMEWORK

ACA-STU-01

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## Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the objects of the College are the advancement of the Christian faith and higher education.

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### 1 Policy statement and principles

The College is committed to creating an environment that upholds academic integrity, honesty, and respect for truth and knowledge as fundamental values in higher education. The College regards any conduct relating to, conducive to, or indicative of, a lack of academic integrity as a serious disciplinary matter. The purpose of this framework is to address academic integrity by outlining a systematic approach that staff and students will follow in regard to behaviour considered to violate academic integrity.

The College requires all staff and students to maintain the highest standards of academic conduct and integrity applicable to their studies and/or employment activities.

The College's approach to this policy framework is guided by the following principles:

- i. Staff and students are expected to commit to maintaining academic integrity in their learning, teaching and research, including but not limited to:
  - a. always properly acknowledging and/or attributing the source of ideas and content in their work
  - b. never improperly assisting other students in producing an individual assessment task, such as providing written material to be copied
  - c. avoiding submitting the same material for more than one unit for assessment in an award
- ii. Academic integrity training, appropriate to educational level and discipline is provided for all students and staff. Further resources on academic integrity, and academic misconduct and how to avoid it are also made available to staff and students.
- iii. Breaches of academic integrity are unacceptable and will result in disciplinary action.
- iv. Any matters relating to, amounting to, or indicative of breaches of academic integrity are to be reported in a timely manner to the appropriate person(s).
- v. Secure and confidential documentation on academic integrity is collected, stored and monitored in the form of the Academic Misconduct Register.

Non-compliance with this policy framework may result in disciplinary action in accordance with Excelsia College by-laws.

This framework should be read in conjunction with all other relevant College policies and procedures. This policy does not take precedence over any legal, legislative or regulatory obligations or responsibilities of the College.

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## 2 Scope

- i. This policy framework applies to all applicants seeking admission to the College and to students (including graduands) enrolled in coursework awards, units of study, and participants in micro-credentials offerings.
- ii. This policy framework applies to all academic and professional staff at the College engaged in learning, teaching, and research, including those responsible for the design, approval, delivery and administration of coursework awards, units of study, or other programs and offerings.
- iii. This policy framework does not replace the College’s Research Integrity Statement within the Research Framework.
  - a. If an allegation of plagiarism or academic misconduct is brought against a HDR student for acts or omissions occurring in a coursework component of their enrolment, the investigation will be conducted under this Academic Integrity Framework.
  - b. If an allegation of a breach of the Research Code of Practice or research misconduct is brought against a HDR student or member of staff for acts or omissions occurring during the development and production of a thesis, research dissertation, research-based creative work, or other research-based work, the investigation will be conducted according to the Research Integrity Statement with the Research Framework.

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## 3 Roles and responsibilities

The following stakeholders have a responsibility in relation to this policy framework.

<b>Role</b>	<b>Responsibility</b>
<b>Academic Board</b>	<ul style="list-style-type: none"><li>• Reviews, approves and monitors this Academic Integrity Framework</li><li>• Suggests amendments to this Academic Integrity Framework where necessary</li></ul>
<b>Academic Misconduct Committee</b>	<ul style="list-style-type: none"><li>• Decides whether academic misconduct has occurred and determines the appropriate penalty</li></ul>
<b>Academic staff</b>	<ul style="list-style-type: none"><li>• Set assessment tasks that increase students’ engagement with their study</li><li>• Encourage the submission of original work</li><li>• Explain to students the aims and purposes of assessment tasks</li><li>• Provide prompt and constructive feedback on assessments</li><li>• Act as role models in encouraging academic integrity</li></ul>
<b>Deputy Chief Academic Officer</b>	<ul style="list-style-type: none"><li>• Captures breaches of academic integrity and reports them to the appropriate governing body</li><li>• Stores the Academic Misconduct Register (AMR) for stakeholders</li><li>• Benchmarks, reviews and updates academic integrity framework</li></ul>

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	<ul style="list-style-type: none"> <li>• Communicates approved Academic Integrity Framework to relevant staff and students</li> <li>• Bring case before Academic Misconduct Committee for all significant and/or repeated offences of academic misconduct</li> </ul>
<b>Deputy Chief Academic Officer</b>	<ul style="list-style-type: none"> <li>• Chairs the Academic Misconduct Committee</li> </ul>
<b>Directors of Research</b>	<ul style="list-style-type: none"> <li>• Ensure that assessment processes are examined before each study period to ensure that strategies are adopted which help to minimise plagiarism, academic fraud and cheating</li> </ul>
<b>Heads of School</b>	<ul style="list-style-type: none"> <li>• Ensure that assessment processes are examined before each study period to ensure that strategies are adopted which help to minimise plagiarism, academic fraud and cheating</li> <li>• Monitor staff and student workloads and timetabling that may adversely affect submission and the timely marking of assessments</li> <li>• Discuss staff and student workloads and timetabling with their permanent and casual academic staff on a regular basis when reviewing course unit outlines and unit assessment requirements</li> <li>• Ensure students are informed of the use of text-based similarity detecting software for all text-based written assignments</li> <li>• Upon receiving an allegation of academic misconduct, either dismiss the allegation or notify the student and request a response, and informally investigate</li> <li>• Update the AMR and report to the LTC in cases of initial and/or minor offences of academic misconduct</li> <li>• Notify Deputy CAO of all significant and/or repeated offences of academic misconduct, and make recommendation of appropriate penalty and/or consequence to Deputy CAO and Academic Misconduct Committee</li> <li>• Keep a secure record of all written advice</li> </ul>
<b>Learning and Teaching Committee (LTC)</b>	<ul style="list-style-type: none"> <li>• Endorses this Academic Integrity Framework</li> <li>• Receives reports of breaches to academic integrity</li> </ul>
<b>Lecturers</b>	<ul style="list-style-type: none"> <li>• Ensure that all written assessment items, where relevant, include the proper citation of sources as an assessment criterion</li> <li>• Only accept written assignments if the Assignment Title Page is attached</li> <li>• Report any occurrences of academic misconduct to Head of School</li> </ul>
<b>Assistant Registrar</b>	<ul style="list-style-type: none"> <li>• Informs student against whom an allegation of academic misconduct has been made of the particulars of the charge with a copy of the Academic Integrity Framework, the date of the meeting for the Academic Misconduct Committee, and an invitation to attend, with a support person if desired,</li> </ul>

	<p>and/or to provide a written submission concerning the charge</p> <ul style="list-style-type: none"> <li>• Records proceedings of Academic Misconduct Committee</li> <li>• Writes to student and Head of School advising them of the outcome of the Academic Misconduct Committee</li> <li>• Reports proceedings of Academic Misconduct Committee to LTC</li> <li>• Files securely all documentation as confidential</li> </ul>
<b>Research Supervisors</b>	<ul style="list-style-type: none"> <li>• Ensure that all written assessment items, where relevant, include the proper citation of sources as an assessment criterion</li> <li>• Only accept written assignments if the Assignment Title Page is attached</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Apply academic integrity practices in their learning and research</li> <li>• Understand information regarding academic misconduct and how to avoid it</li> <li>• Understand information regarding assessments including the College Guidelines for Academic Writing in the Academic Style Guide and course unit outlines</li> <li>• Correctly apply the College Guidelines for Academic Writing in the Academic Style Guide</li> <li>• Study and reflect on the work and ideas of others but only in such a way that clearly identifies original authorship in an approved referencing style</li> </ul>

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## 4 Definitions

For the purpose of this policy framework, the following definitions apply.

<b>Term</b>	<b>Definition</b>
<b>Academic fraud</b>	<p>Academic fraud is the falsification and/or fabrication of academic documents, research findings or claimed statements of fact in academic presentations, assessments or communications. Academic fraud includes misrepresentation, which is the giving of false or misleading information in academic matters. It may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• fabricating or falsifying assessment processes and/or procedures, including awarding unwarranted or unearned marks or grades to students for assessable work</li> <li>• altering, appropriating, destroying or otherwise interfering with documentation or data related to student assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• altering, appropriating, destroying or otherwise interfering with documentation or data related to one’s own research or academic assessment or achievement</li> <li>• arranging fraudulent academic credit or false transcripts or other documentation (e.g., letters, file notes, e-mails, etc.) for a prospective or enrolled student or staff member</li> <li>• not reporting, or otherwise knowingly withholding information concerning, fraudulent behaviour or incite to fraudulent behaviour by any student and/or staff member</li> <li>• using generative artificial intelligence (gen AI) without authorisation from the lecturer, or using it without declaring its use</li> <li>• not verifying or critiquing what gen AI produces, which should not be relied upon to be accurate.</li> </ul>
<b>Academic integrity</b>	Academic and research honesty, including observance of ethical standards.
<b>Academic misconduct</b>	<p>Academic misconduct is engaging in any form of academic dishonesty such as cheating, collusion, plagiarism, academic fraud, contract cheating, improper behaviour, or other types of dishonest academic practices. It may involve any or all of the following actions:</p> <ul style="list-style-type: none"> <li>• claiming or submitting the research or academic work of another as one’s own</li> <li>• procuring, providing, accepting or using any materials containing questions or answers to any examination or assignment without proper authorisation</li> <li>• completing, or attempting to complete, any assignment or examination for another individual without proper authorisation</li> <li>• in part or in full, allowing any examination or assignment to be completed for oneself, or by oneself for another person, without proper authorisation</li> <li>• submitting a false medical certificate</li> <li>• submitting incorrect, incomplete, or misleading information</li> <li>• unauthorised use of generative artificial intelligence such as ChatGPT.</li> </ul> <p>For the purposes of this framework, academic misconduct offences that are not cheating or plagiarism are classified as either a minor or significant offence.</p> <p><i>Minor offences</i> Minor offences are small breaches which are normally due to experience or lack of understanding. Offences are not considered minor where there is intent to deceive or be disruptive.</p> <p><i>Significant offences</i> Significant offences are those where the extent, magnitude, repetitiveness and/or blatancy of the misconduct are serious or have significant impact on other students, staff, or the College.</p>

<b>Academic Misconduct Committee</b>	This standing committee is called at short notice when needed, comprising the Deputy Chief Academic Officer (Chair), relevant Head of School, Quality and Compliance Coordinator and Assistant Registrar.
<b>Academic Misconduct Register (AMR)</b>	The AMR is a document managed by the office of the Chief Academic Officer and used by stakeholders to record incidences of misconduct and to summarise and report on the actioning and outcomes of incidences of academic misconduct within the College.
<b>Assessment</b>	Assessment is the process of gathering a range of evidence about students' learning and performance that enables judgements to be formed as to whether a student has achieved the specified level of knowledge, skill and/or proficiency of application and/or performance in relation to the learning outcomes appropriate for the level of the course in the Australian Qualifications Framework (AQF) and as specified learning outcomes for the unit of study and course as set out in the course materials/syllabus and unit learning outlines. The work must be original and reference ideas and works of others appropriately. Assessment may be text-based (e.g. essay, report, literature review, thesis) or non-text-based (e.g. performance, video recording, digital or interactive work, music composition, audio recording, or physical artefact). Some assessments do not permit the use of ChatGPT or other generative artificial intelligence (gen AI) tools. Confirm with your course lecturer what is permitted for a specific assignment prior to commencing.
<b>Cheating</b>	<p>Cheating is the unauthorised provision or reception of information or assistance during tests and examinations. Cheating, for the purposes of this framework, is classified as either a minor or significant offence.</p> <p><i>Minor cheating</i> In order to be considered as minor, an instance of cheating would include the possession of unauthorised material in an examination, or similar circumstances based on reasonable misunderstanding, and must be an initial offence.</p> <p><i>Significant cheating</i> Including but not limited to the following situations, cheating is considered significant if it is a repeat offence; or where there was copying from another student's work, or allowance for another student to copy from their own work; or where there was providing or receiving of information or contract cheating when someone else contributes to or completes a student's work, including an individual, such as a private tutor, family member or friend, or utilising a service such as a tutoring company, file-sharing website, editing service or an assignment writing service. This demonstrates a clear intent to deceive and is therefore considered significant.</p>

<b>Collusion</b>	Working with others on assessments or other activities without permission and/or due acknowledgement in such a way as to mislead with respect to personal contribution.
<b>Contract cheating</b>	Contract cheating occurs when a student outsources their assessment to a third party, whether a commercial provider, current or former student, family member or acquaintance. It includes the unauthorised use of file-sharing websites, as well as organising another person to take an examination. This is a very serious form of academic misconduct.
<b>Improper behaviour</b>	Improper behaviour is behaviour that interferes with students or staff in the pursuit of their academic endeavours, including disruptive behaviour in class or institutional facilities such as libraries. Improper behaviour includes unethical behaviour, which is behaviour that breaches accepted academic standards, such as failing to observe the terms of an approved methodology for the conduct of research, or misuse of confidential information.
<b>Plagiarism</b>	<p>Plagiarism is the intentional use of intellectual property, the source of which is not properly acknowledged; and/or the direct use of intellectual property, referenced or unreferenced, without a clear indication that the intellectual property was taken verbatim from its source. That is, the representation of another's works or ideas as one's own or the inappropriate unacknowledged use of another person's ideas, for example through the unacknowledged word-for-word use or paraphrasing of another person's work, or the use of a creative work without proper attribution.</p> <p>Plagiarism, for the purposes of this framework, is classified as either a minor or significant offence.</p> <p><i>Minor plagiarism</i></p> <p>In order to be considered as minor, an instance of plagiarism:</p> <ol style="list-style-type: none"> <li>i. must be found to be no more than the inclusion of relatively small amounts of the intellectual property of others, and</li> <li>ii. must be deemed to be the result of negligence, ignorance, and/or poor academic practice. This applies when there is no cited reference accompanying the copied content, even if the source is included in an accompanying bibliography; or if work is cited verbatim without the use of quotation markers (quotation marks or indenting).</li> </ol> <p><i>Significant plagiarism</i></p> <p>The inclusion of large amounts of other people's work, including but not limited to blocks of text, artwork, photography, diagrams and tables, statistics, programming code, concepts and procedures, which clearly detract from the originality of the person's work, will be considered as significant plagiarism. This applies when there is no cited reference accompanying the copied content, or if work is cited verbatim without the use of quotation markers (quotation marks or indenting).</p>



<b>Self-plagiarism</b>	When an author uses the same work for multiple submissions, for example, submitting work for an assignment which has already been submitted elsewhere, recycling work in part or in full without reference. Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. This applies to both text-based and non-text-based works.
<b>Student</b>	A student is a person: <ul style="list-style-type: none"> <li>• seeking admission to the College</li> <li>• enrolled in a unit of study at the College (including participants in micro-credentials offerings)</li> <li>• who is a graduand</li> <li>• suspended from the College</li> <li>• on a leave of absence</li> <li>• who has deferred enrolment</li> <li>• who was a student at the time the alleged conduct occurred.</li> </ul>

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## 5 Procedures

### 5.1 Prevention of academic misconduct

Excelsia College employs a range of coordinated strategies to encourage academic integrity, including the following.

#### 5.1.1 Accessing information about academic misconduct

Prior to commencement, students are able to access information about academic misconduct through the following methods:

- the [Student Handbook](#)
- the College website, including [policy and procedures](#), [Academic Style Guide](#), and [information about academic support](#)
- mandatory orientation sessions that include information about why academic misconduct is wrong and how to avoid it.

Post commencement, students will additionally have access to:

- The College [Academic Style Guide](#), which outlines how to properly reference and provides guidelines academic resources and referencing
- course unit outlines for each unit, which clearly specify assessment expectations, give detailed assessment criteria for each task, and advise the penalties for academic misconduct
- advice about academic misconduct, in particular, plagiarism, whenever assessment information is given
- guidelines regarding how to maintain academic integrity in creative non-text-based works, where applicable.

### 5.1.2 Student orientation/Staff induction

- i. During compulsory attendance at orientation or staff induction, students and staff are provided with information on academic misconduct and the College's ethos of academic integrity. Staff and students are made aware of academic integrity practices such as attribution and citation, and the concepts of copyright, ownership and permitted use.
- ii. In a special induction program on study skills, students are advised that they are expected to study and reflect on the work and ideas of others and are encouraged to refer to or quote third parties where appropriate, but only in such a way that clearly identifies original authorship in an approved referencing style.
- iii. Staff are provided with information on academic integrity and misconduct through the Staff Handbook, staff intranet, school meetings and College-hosted orientation sessions.
- iv. It is impressed on students and staff that downloading material from the internet for inclusion in academic submissions without due acknowledgement in an approved style of referencing constitutes plagiarism.
- v. All students are advised that all assessment tasks may be reproduced, compared, and archived for the purposes of detecting plagiarism, cheating or fraud.

### 5.1.3 Design and management of assessment

- i. Heads of School and the Directors of Research will ensure that assessment processes are examined before each study period to ensure that strategies are adopted which help to minimise plagiarism, academic fraud and cheating. This includes setting assessment tasks that increase students' engagement with their study, and for creative assessments, integrating the ideation process (e.g. work-in-progress presentation), a complementary assessment such as an artist's statement/exegesis, or including a demonstration or presentation on the finished creative work.
- ii. Lecturers and Research Supervisors will encourage the submission of original work and ensure that all assessment items, where relevant, include the proper attribution of sources as an assessment criterion.
- iii. Lecturers and Heads of School in the creative and performing arts will provide detailed guidance and discussion to students of how academic integrity can be maintained in this field, including exploring the purpose of an artist's statement or exegesis; discipline-specific practices for citation and attribution; exploring and defining concepts such as authorship, originality, remix, homage, and pastiche; and discussing ethical and legal concepts in using and attributing non-text materials.
- iv. For a Lecturer or Research Supervisor to accept a written assignment, students are required to sign a declaration on the assessment title page, or digitally via the LMS submission point, that, unless otherwise acknowledged, the material submitted in the assignment is their own and submitted for the first time. This contains the following statement:

I hold a copy of this assignment that I can produce if the original is lost or damaged. I hereby certify that no part of this assignment or product has been copied from any other student's work or from any other source except where due acknowledgement is made in the assignment and written permission from the student author is provided.

No part of this assignment/product has been written/produced for me by any other person except where such collaboration has been authorised by the unit lecturer. I hereby certify that this is my own work, submitted for the first time.

- v. Academic staff are required to explain to students the aims and purposes of assessment tasks, provide prompt and constructive feedback on assessments, and act as role models in encouraging academic integrity.
- vi. Heads of School are required to monitor staff and student workloads and timetabling that may adversely affect submission and the timely marking of assessments. Heads of School are required to discuss such matters with their permanent and casual academic staff on a regular basis, and in particular during the induction of new teaching staff, and when reviewing course unit outlines and unit assessment requirements.

#### 5.1.4 Academic skills support

- i. For students identified as needing additional tutoring in the area of academic writing, academic skills services are provided free of charge.
- ii. Identification of a student needing support may occur through:
  - a. admission
  - b. an academic misconduct discipline
  - c. upon a student's request.
- iii. Skill support may include one or more of the following:
  - a. informal sessions with a staff member on research and referencing skills in the student's discipline
  - b. preparing for study unit (managed by the School of Counselling).

## 5.2 Detection of plagiarism

### 5.2.1 Detection management process

- i. Academic staff distinguish between unintentional plagiarism, which results from a student's lack of understanding, preparation, skill, or care, and plagiarism which arises from an intention to deceive. The former may result in a formal warning, counselling and resubmission, where the latter is treated as academic misconduct and subject to serious penalties.
- ii. Where academic misconduct is detected, the process used to address it is in the form of escalation management according to the type and frequency of the misconduct, with the emphasis on enlightenment, and attitude and behaviour modification rather than punishment.
- iii. Students are, as a matter of course, given an opportunity to respond to any allegations of misconduct and proposed disciplinary action.

## 5.2.2 Use of similarity detection software

- i. The College has authorised and mandated the use of text-based similarity detection software for all text-based written assignments. Schools must inform students of this in introductory courses, course unit outlines, and informational material provided to them.
- ii. Similarity detection software may also be used for work that is not a text-based written assignment if the School or course unit lecturer determines that it is of value in ensuring the academic integrity of assignments. Where such software is used, Schools must inform students in introductory courses, course unit outlines and informational material provided to them.
- iii. The course unit lecturer must require all text-based written assignments to be submitted electronically and checked with the applicable similarity detection software during the assessment process.

## 5.3 Management of student academic misconduct

A student against whom a complaint of misconduct is established under these procedures may appeal by accessing the student grievance processes within 20 working days of receiving the decision of an Academic Misconduct Committee. If a student lodges a grievance, all parties follow the Student Grievance Policy and Procedures, and the implementation of any penalty will be stopped until the grievance is resolved.

### 5.3.1 Preliminary assessment

- i. Any person who has direct knowledge of academic misconduct may make a complaint against a student of Excelsia College.
- ii. Where academic misconduct is suspected of a student for acts or omissions occurring in a coursework component of their enrolment, the reasons and evidence for this suspicion will in the first instance be referred to the relevant Head of School.
- iii. Within 10 working days of receiving the allegation, the Head of School must either:
  - a. dismiss the allegation because it is deemed to be unwarranted or lacking in supporting evidence, or
  - b. notify the student of the allegation and request a response.

The Head of School usually meets with the student to informally investigate and discuss the matter to clarify issues and decide what further action should be taken, if any. The student may bring a support person to the meeting or may elect not to attend a meeting. The discussion between the Head of School and student may be in person or via email, phone or another form of communication as appropriate, e.g. Zoom.

- iv. Following receipt of a student's response to the allegation of academic misconduct, the Head of School will write to the student within 10 working days to state that, either:
  - a. the case is not substantiated, or
  - b. the allegation constitutes an initial and/or minor offence (see below), and award an appropriate penalty, or

- c. the allegation appears to be substantiated and deemed to be significant and/or repeated (see below) and advise the student that the matter will be referred to the Deputy Chief Academic Officer

The Head of School will keep a secure record of this written advice.

### 5.3.2 Initial and/or minor offence

Where the case is an initial and/or minor offence:

- i. the Head of School will update the Academic Misconduct Register and report it to the Learning and Teaching Committee.
- ii. All documentation is to be sent to the Assistant Registrar for confidential filing.

### 5.3.3 Significant and/or repeated offence

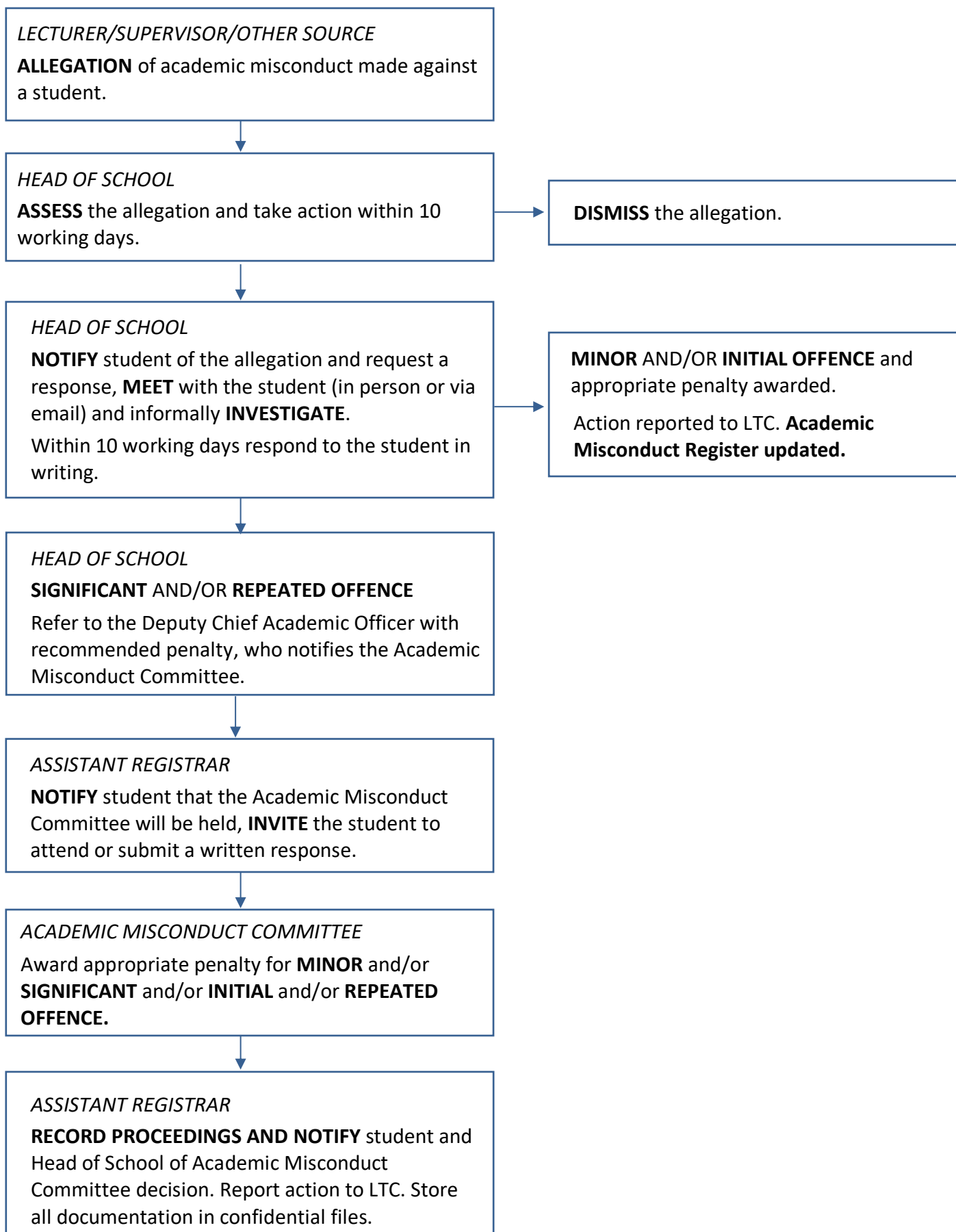
Where the case is significant and/or repeated:

- i. The Head of School is required to refer the case to the Deputy Chief Academic Officer, who will bring the case before an Academic Misconduct Committee.
- ii. At least 10 working days before the meeting, the Assistant Registrar informs the student of the particulars of the charge with a copy of the Academic Integrity Framework, the date of the meeting, and an invitation to attend, with a support person if desired, and/or to provide a written submission concerning the charge.
- iii. If the student does not attend the meeting and does not provide a reasonable cause for their absence, the Academic Misconduct Committee will examine the evidence and make a decision in the student's absence.
- iv. The Assistant Registrar will take a record of the proceedings and write to the student and the Head of School to advise them of the outcome.
- v. The Assistant Registrar will report to the Learning and Teaching Committee on the Academic Misconduct Committee proceedings and hold all documents in confidential files.

### 5.3.4 Academic Misconduct Committee

- i. Academic Misconduct Committees are free to govern their own proceedings consistent with the need to act fairly.
- ii. Academic Misconduct Committees will decide whether academic misconduct has occurred and determine the appropriate penalty, taking into account the guidelines in this framework.
- iii. The Assistant Registrar will take a record of the proceedings and hold all documents in confidential files.

### 5.3.5 Flowchart: Management of student academic misconduct



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## 5.4 Student academic misconduct offences

### 5.4.1 Determining minor and significant academic misconduct offences

- iv. The level of seriousness of an academic misconduct offense and whether it is minor or significant is determined by:
  - a. the student's awareness of the misconduct
  - b. the student's capacity to comprehend the nature and implications of their actions
  - c. the student's familiarity with academic processes
  - d. the extent, blatancy, and magnitude of the offence.
- v. Academic misconduct occurring in the first study period of a degree is regarded less harshly than misconduct occurring in subsequent study periods.
- vi. It is assumed that a student who has successfully completed their initial study period are familiar with the College's policies and procedures and are fully aware of the consequences of a breach of policy.
- vii. It is appreciated that the level of understanding, or appreciation of the consequences of academic misconduct may vary from student to student, as well as the circumstances underlying any particular misconduct.

### 5.4.2 Plagiarism

Any work submitted by a student for assessment as part of their studies should be their own work. Where work submitted by a student incorporates material from other authors, the reference to these authors should be clear and unambiguous.

It is essential for all academic work that:

- quotations from published and unpublished sources are indicated and acknowledged clearly
- sources of illustrations, photographs, maps and statistics are acknowledged clearly
- web-based materials should not be directly downloaded into an assessment and should be referenced fully like any other source material
- individuals must not incorporate materials purchased or acquired from internet sites or commissioned from sources that write assignments for payment
- paraphrasing of material from others must be referenced clearly
- students are not permitted to incorporate materials that have been previously submitted at Excelsia College or any other institution, without so stating. However, if inclusion of previous work is warranted it should be referenced fully
- unless students have been instructed to produce a group assignment, students will be expected to produce work which is uniquely their own

- students and staff are frequently referred to appropriate sources of information on plagiarism and good practice in the production of assessments.

## **General procedure and penalty for students**

### *Initial and minor plagiarism*

In the event of initial and minor plagiarism, one or more of the following penalties may be applied:

- i. Downgrade the marks or standard of achievement for the item(s) of assessment. The degree of plagiarism should be considered when applying the penalty and any mark awarded is based on the non-plagiarised content of the submitted work.
- ii. The student may be given the opportunity to resubmit the assignment, with a penalty of downgrading the marks to a Pass (P) grade.
- iii. The Head of School may also recommend and arrange academic counselling for the student.
- iv. The offending assessment is returned to the student, together with a letter of warning from the Head of School informing the student that a subsequent finding of plagiarism will be considered significant and may result in the failure of a unit of study or expulsion from the College. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

### *Initial and significant plagiarism*

In the event of initial and significant plagiarism, one or more of the following penalties may be applied:

- i. Fail the offending assessment.
- ii. The student may be given the opportunity to resubmit the assignment, with a penalty of downgrading the marks or standard of achievement for the item(s) of assessment dependent on the degree of plagiarism.
- iii. The Head of School may also recommend and arrange academic counselling for the student.
- iv. A letter of warning from the Head of School is sent informing the student that a subsequent finding of significant plagiarism may result in failure of the relevant unit of study and/or expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

### *Repeated and minor plagiarism*

In the event of repeated and minor plagiarism, the following penalties may be applied:

- i. Fail the offending assessment.
- ii. The Head of School may also recommend and arrange academic counselling for the student.
- iii. A letter of warning from the Head of School is sent to the student informing them that a subsequent finding of significant plagiarism may result in failure of the relevant unit of study and/or expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.



### *Repeated and significant plagiarism*

In the event of repeated and significant plagiarism, one or more of the following penalties may be applied:

- i. Fail the offending unit.
- ii. Cases of repeated and significant plagiarism must be brought to the attention of the Deputy Chief Academic Officer, who will notify the Academic Misconduct Committee.
- iii. Where the Deputy Chief Academic Officer and the Head of School are of the opinion that the offence warrants suspension, the Deputy Chief Academic Officer may propose to the Academic Misconduct Committee that the student be suspended for a period to be determined by the Committee, but for no less than one study period.
- iv. The Academic Misconduct Committee may also recommend and arrange academic counselling for the student.
- v. The Academic Misconduct Committee may decide that instead of suspending the student, the student should fail the unit and be placed on probation, for a period of no less than one study period.
  - a. If the student is found to have committed significant plagiarism once more during this period, then expulsion from the College will be automatic.
- vi. The student may be asked to respond in writing to a 'show cause' request as to why they should remain in the course in the case of both suspension and expulsion.

### 5.4.3 Cheating

It is essential that:

- mobile phones, laptop computers, and all portable electronic devices (unless specified) are not taken into exams
- a student's own textbook(s) used in open book exams is not marked with notes or other information
- a student only takes allowable materials into an exam
- a student does not partake in any form of contract cheating.

### **General procedure and penalty for students**

#### *Initial and minor cheating*

In the event of initial and minor cheating, one or more of the following penalties may be applied:

- i. Issue a fail grade for the exam with a mark of zero.
- ii. The student may be given the opportunity to resit the exam, with a penalty of downgrading the marks or standard of achievement for the item(s) of assessment dependent on the circumstances and degree of cheating. The penalty percentage is applied.
- iii. The Head of School may also recommend and arrange academic counselling for the student.

- iv. The offending assessment is returned to the student, together with a letter of warning from the Head of School informing the student that a subsequent finding of cheating will be considered significant and may result in the failure of a unit of study or expulsion from the College. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

#### *Initial and significant cheating*

In the event of initial and significant cheating, one or more of the following penalties may be applied:

- i. Issue a fail grade for the exam with a mark of zero.
- ii. Cases of significant cheating must be brought to the attention of the Deputy Chief Academic Officer who will report the case to the Academic Misconduct Committee.
- iii. Where the Deputy Chief Academic Officer and the Head of School are of the opinion that the offence warrants suspension, the Deputy Chief Academic Officer may propose to the Academic Misconduct Committee that the student be suspended for a period to be determined by the Committee, but for no less than one study period.
  - a. The Academic Misconduct Committee may also recommend and arrange academic counselling for the student.
- iv. The Academic Misconduct Committee may decide that instead of suspending the student, the student should fail the unit and be placed on probation, for a period of no less than one study period.
  - a. If the student is found to have committed significant academic misconduct once more during this period, then expulsion from the College will be automatic.
- v. The student may be asked to respond in writing to a 'show cause' request as to why they should remain in the course in the case of both suspension and expulsion.
- vi. A letter of warning from the Head of School or Academic Misconduct Committee will be sent to the student informing the student that a subsequent finding of cheating may result in failure of the relevant unit of study and/or expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

#### *Repeated cheating*

In the event of repeated cheating, one or more of the following penalties may be applied:

- i. Issue a fail grade for the unit with a mark of zero.
- ii. Cases of repeated and significant cheating must be brought to the attention of the Deputy Chief Academic Officer, who will report the case to the Academic Misconduct Committee.
- iii. The Academic Misconduct Committee may decide that instead of suspending the student, the student should fail the unit and be placed on probation, for a period of no less than one study period.
  - a. If the student is found to have cheated once more during this period, then expulsion from the College will be automatic.

- iv. The student may be asked to respond in writing to a 'show cause' request as to why they should remain in the course in the case of both suspension and expulsion.
- v. The Academic Misconduct Committee may also recommend and arrange Academic Counselling for the student.

#### 5.4.4 Other academic misconduct

##### **General procedure and penalty**

###### *Initial and minor academic misconduct*

- i. With respect to matters of behaviour and ethics, the emphasis is more on understanding and insight than on penalty.
- ii. Students who engage in what is regarded as relatively minor improper or unethical behaviour in their first study period are to be counselled in all instances regarding the inappropriateness of their behaviour and the potential consequences for self and others, including potential expulsion for repeated improper or unethical behaviour.
- iii. Unless the behaviour involves specific assessments not covered by other forms of academic misconduct, no academic penalty will apply.

###### *Initial and significant academic misconduct*

- i. Where an initial instance of improper conduct causes major disruption to the College or the work of other students, or the ability of academic staff to perform their duties, the offending student will be reported to the Deputy Chief Academic Officer.
- ii. A letter of warning from the Head of School will be sent to the student informing the student that a subsequent finding of significant academic misconduct may result in failure of the current units of study and/or expulsion.

###### *Repeated and minor academic misconduct*

- i. Cases of repeated and minor academic misconduct must be brought to the attention of the Deputy Chief Academic Officer who will report the case to the Academic Misconduct Committee
- ii. Where the Deputy Chief Academic Officer and the Head of School are of the opinion that the offence warrants suspension, the Deputy Chief Academic Officer may propose to the Academic Misconduct Committee that the student be suspended for a period to be determined by the Committee, but for no less than one study period.
  - a. The Committee may also recommend and arrange Academic Counselling for the student.
- iii. The Academic Misconduct Committee may decide that instead of suspending the student, the student should fail the study period in which the misconduct occurred and be placed on probation, for a period of no less than one study period.
  - a. The student may be asked to respond in writing to a 'show cause' request as to why they should remain in the course.

###### *Repeated and significant academic misconduct*

- i. The Deputy Chief Academic Officer must form an Academic Misconduct Committee.

- ii. The Academic Misconduct Committee may decide to suspend the student for no less than one study period or fail the student for the study period(s) in which the offence(s) occurred and expel the student from the College for a minimum of one year.
  - a. If the student is found to have committed significant academic misconduct once more during this period, then expulsion from the College will be automatic.

### 5.4.5 Summary of student penalties for plagiarism and cheating

	Initial	Repeated
<b>PLAGIARISM</b>		
<b>Minor</b>	<p><b>Dealt with by</b> Head of School</p> <p><b>Penalty that may be applied:</b></p> <ul style="list-style-type: none"> <li>Downgrade the mark of the assignment by considering the degree of plagiarism and awarding a mark based on the non-plagiarised content</li> <li>Student may resubmit the assessment with an academic penalty considering the degree of plagiarism</li> <li>Academic counselling</li> <li>Written warning</li> </ul>	<p><b>Dealt with by</b> Head of School</p> <p><b>Penalty that may be applied:</b></p> <ul style="list-style-type: none"> <li>Fail the assignment</li> <li>Academic counselling</li> <li>Written warning</li> </ul>
<b>Significant</b>	<p><b>Dealt with by</b> Head of School</p> <p><b>Penalty that may be applied:</b></p> <ul style="list-style-type: none"> <li>Fail the assignment</li> <li>Student may resubmit the assessment with an academic penalty considering the degree of plagiarism</li> <li>Academic counselling</li> <li>Written warning</li> </ul>	<p><b>Dealt with by Deputy</b> Chief Academic Officer/ Academic Misconduct Committee</p> <p><b>Penalty that may be applied:</b></p> <ul style="list-style-type: none"> <li>Fail the unit</li> <li>Academic counselling</li> <li>Suspension for no less than one study period, or probation leading to expulsion if further offences occur</li> <li>Show cause</li> </ul>
<b>CHEATING</b>		
<b>Minor</b>	<p><b>Dealt with by</b> Head of School</p> <p><b>Penalty that may be applied:</b></p> <ul style="list-style-type: none"> <li>Fail the exam</li> <li>Student may resit the exam with an academic penalty considering the degree and circumstances of cheating</li> <li>Academic counselling</li> <li>Written warning</li> </ul>	<p><b>Dealt with by Deputy</b> Chief Academic Officer/ Academic Misconduct Committee</p> <p><b>Penalty that may be applied:</b></p> <ul style="list-style-type: none"> <li>Fail the unit</li> <li>Academic counselling</li> <li>Suspension for no less than one study period, or probation leading to expulsion if further offences occur</li> <li>Show cause</li> </ul>
<b>Significant</b>	<p><b>Dealt with by Deputy</b> Chief Academic Officer/ Academic Misconduct Committee</p> <p><b>Penalty that may be applied:</b></p> <ul style="list-style-type: none"> <li>Fail the exam</li> <li>Academic counselling</li> <li>Written warning</li> <li>Suspension for no less than one study period, or probation leading to expulsion if further offences occur</li> <li>Show cause</li> </ul>	<p><b>Dealt with by Deputy</b> Chief Academic Officer/ Academic Misconduct Committee</p> <p><b>Penalty that may be applied:</b></p> <ul style="list-style-type: none"> <li>Fail the unit</li> <li>Academic counselling</li> <li>Suspension for no less than one study period, or probation leading to expulsion if further offences occur</li> <li>Show cause</li> </ul>

## 6 Guidelines

### 6.1 Examples of academic misconduct and penalties

Type of Academic Misconduct	Range of Issues to Consider	Suggested Range of Penalties
<b>Plagiarism – Minor, Initial</b> (e.g. first offence by a student in their first study period)		
1. Poor referencing	a. Inexperience, poor understanding b. Intention to deceive	a. Academic counselling b. Downgrade the mark, academic counselling c. Resubmit, academic counselling
2. Paper contains short extracts copied without acknowledgement	a. Student not trained, a mistake, different cultural understanding b. Intention to deceive or gain academic advantage	a. Downgrade the mark, academic counselling b. Resubmit, academic counselling
<b>Plagiarism – Significant, Repeated</b> (e.g. third offence by a second-year student)		
1. Poor referencing or short extracts copied without acknowledgement	a. Poor understanding, a mistake b. Intention to deceive	a. Fail assignment, academic counselling b. Fail the unit
2. Repeated minor plagiarism	a. Lack of care, cultural issues b. Intention to deceive	a. Fail assignment, academic counselling b. Fail the unit
3. Many short extracts copied without acknowledgement	a. Lack of care, cultural issues, a mistake b. Intention to deceive	a. Fail assignment, academic counselling b. Fail the unit
4. Large amount of copying	a. Nature of task, awareness, repeat offence b. Obvious intention to deceive	a. Fail the unit b. Fail the unit, refer to Academic Misconduct Committee – study period suspension or show cause
5. Inappropriate collaboration	a. Clarity, awareness, misunderstanding b. Obvious intention to deceive	a. Fail the unit b. Fail the unit, refer to Academic Misconduct Committee – possible show cause
6. Copying from another student's work	a. Obvious intention to deceive and gain academic advantage	a. Fail the unit, refer to Academic Misconduct Committee – study period suspension or show cause
<b>Cheating</b> (any student, any year)		
1. Possession of unauthorised material in examination	a. Misunderstanding of instructions regarding allowable materials b. Clear intention to deceive	a. Fail exam b. Fail the unit, refer to Academic Misconduct Committee – study period suspension or show cause
2. Copying from another student in examination	a. Clear intention to deceive	a. Fail the unit, refer to Academic Misconduct Committee – study period suspension or show cause
3. Contract cheating	a. Clear intention to deceive	a. Fail the unit b. Fail the unit, refer to Academic Misconduct Committee – possible show cause

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## 7 Document status and governance

<b>Responsible Officer</b>	Chief Academic Officer	Date created: October 2022 Date of last review: March 2023
<b>Approving Authority</b>	Academic Board	Meeting date: 4 May 2023 Agenda item: 8.4
<b>Endorsement</b>	Learning and Teaching Committee	Date endorsed: 18 April 2023 Agenda Item number: 8.2.3
<b>Publication</b>	Version 2 (Public)	May 2023
<b>Related documents and references</b>	<p><b>External documents</b></p> <p>Higher Education Standards Framework (2021)</p> <p>The National Code 2018</p> <p><a href="#">TEQSA Guidance Note: Academic Integrity</a></p> <p><a href="#">TEQSA: Academic Integrity in the creative arts: a special case</a></p> <p><a href="#">Australian Copyright Council</a></p> <p><a href="#">Arts Law Centre of Australia</a></p> <p><a href="#">Creative Commons</a></p> <p><a href="#">Protocols for Using First Nations Cultural and Intellectual Property in The Arts</a></p> <p><a href="#">AAIN Generative Artificial Intelligence Guidelines</a></p> <p><a href="#">The University of Queensland: ChatGPT and other generative AI tools</a></p> <p><b>Internal documents</b></p> <p><a href="#">PPR-STU-01 Assessment Policies and Procedures Manual</a></p> <p><a href="#">STU-G40 Academic Style Guide</a></p> <p><a href="#">PO-STU-06 Student Grievance Policy and Procedures</a></p> <p><a href="#">STU-AC-F23 Assignment Title Page</a></p> <p><a href="#">FRA-RES-02 Research Framework</a></p> <p><a href="#">HAN-STU-01 Student Handbook</a></p>	

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	<a href="#">HAN-STA-01 Staff Handbook</a> <a href="#">GOV-GS-STA-01 Staff Code of Conduct</a> <a href="#">GOV-GS-STU-01 Student Code of Conduct</a> PPR-WHS-06 Staff Misconduct and Serious Misconduct Policy and Procedure Course unit outlines	
<b>HESF</b>	5.2	
<b>Review date</b>	Review of Version 2	May 2026

## 8 Document history

This policy framework has been amended as follows:

<b>Version</b>	<b>Approved by and date</b>	<b>Sections amended</b>
2	Academic Board 4 May 2023	<ul style="list-style-type: none"> <li>Updated to include references to use of generative artificial intelligence (gen AI)</li> <li>Changing CAO to Deputy CAO, changing membership of Academic Misconduct Committee to reflect TOR.</li> </ul>