

ACADEMIC INTEGRITY/PLAGIARISM

The Academy takes the issue of academic integrity very seriously. While the Key Points provide a useful summary, you should familiarise yourself with the complete policy (available below) and regularly check for updates, as policies are subject to review.

Key Points:

- The Academy expects its students to abide by the highest standards of academic integrity, and seeks to ensure students are aware of proper academic conventions such as referencing.
- Students should never represent another person's work or ideas as their own, or engage in any other academic dishonesty.
- Penalties for plagiarism or other academic misconduct may be severe, including termination of enrolment.
- The Student Portal also contains a Turnitin Quickstart Guide to help you master this tool for verifying academic integrity.

POLICY AND PROCEDURE: ACADEMIC INTEGRITY

Endorsed by	Director
Date created	16 December 2004
Revision date(s) and scope	December 2013 – updated from ‘Plagiarism’, plus addition of Turnitin April 2014 – revised for consistency October 2015 – incorporated academic freedom statement
Review date(s)	December 2007 December 2010 December 2013
Next review date	December 2016

Scope

This policy applies to all Academy staff and students, and to the work they create as part of their employment or studies at the Academy.

Policy Statement

The Academy strives to uphold and maintain the highest standards of academic integrity. This involves the recognition of both academic rights and academic responsibilities.

The cornerstone of academic rights is free intellectual inquiry and expression – ‘the freedom to conduct research, teach, speak, and publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth and understanding may lead’ (Global Colloquium of University Presidents). The Academy recognises this right with respect to both staff and students; furthermore it recognises that this right encompasses the development of approaches and products in art and design. It also includes the right of Academy staff to make public comment on areas that are within their expertise.

The cornerstone of academic responsibilities is respect – respect for the truth, for scholarly conventions, and for the rights of others. The Academy will seek to ensure that its staff and students do not knowingly violate these values by active misrepresentation, omission, or in any other manner.

Procedure

Staff employed by the Academy are expected to know and abide by appropriate scholarly norms and standards. Questions or concerns relating to academic integrity should be directed to the Deputy Director - Academic or other member of the Teaching and Learning Committee.

Staff found to have knowingly transgressed these values will face disciplinary action up to and including termination of their employment.

The following sections, down to ‘Appeals Process’, relate to students.

Key terms and principles

Academic integrity should be considered, in the first instance, in a positive light – as the mastery of scholarly practice and a precondition for engagement with the scholarly tradition and with current academic conversations in the furtherance of knowledge and learning.

However, staff and students must also be aware of the terms and principles associated with the absence of integrity, the rules designed to avoid this, and the penalties for disregarding those rules and requirements.

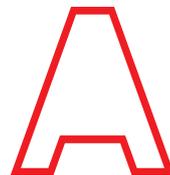
Plagiarism involves someone representing another person’s work as one’s own, ie using someone else’s material or ideas without acknowledgement. This includes material presented in written, graphic, visual, audio, oral or electronic form.

Copying the work of another student will be considered a form of plagiarism.

A student who allows the copying of their work will be considered as assisting in plagiarism.

Students who jointly produce work without acknowledging the collaboration will be considered as colluding in plagiarism.

Other forms of academic dishonesty include use of electronic devices not permitted in a test situation, falsification of documents or any academic activity or behaviour that brings, or is likely to bring, the Academy into disrepute.



Support for Academic Integrity

Students will be made aware of the issues surrounding academic integrity as part of their studies, along with information about appropriate acknowledgement including referencing and citation.

Students will be given access to the Academy's Style Guide, containing advice on avoiding plagiarism and instructions on appropriate referencing and citation.

Students may be given access to the Turnitin plagiarism detection system prior to submission of assessment work, to enable them to assess the originality of their work and improve citation if necessary.

Any student experiencing difficulties with the conventions of formal academic writing can access additional one-on-one academic support by contacting the Administration Office.

Examinations

Students must not:

- help or receive assistance from other students,
- request the loan of or lend materials or devices to other students,
- take any materials into the examination room other than those specified for that examination,
- use personal electronic devices or other devices during an examination other than those specified.

A student may be excluded from a final examination in a unit for any of the following reasons:

- unauthorised absence from class;
- failure to meet unit requirements, for example non-submission of assignments or failure to attend class;
- refusing to surrender a portable electronic device or other device as requested;
- academic misconduct;
- general misconduct.

Other assessment tasks

- Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study.
- Students must not use another person's concepts, results or conclusions and pass them off as their own.
- In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- Students must not ask another person to produce an assessable item for them.

Ensuring Integrity

- When submitting assessment work, students will be required to sign a submission form certifying that the work is their own.
- Students may also be required to submit their work via the Turnitin plagiarism detection system.
- Tutors or students who suspect instances of cheating will consult the Deputy Director - Academic, who shall determine what further measures are appropriate.

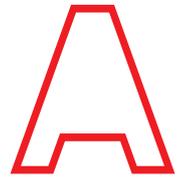
Penalties

Instances of plagiarism or other forms of academic misconduct will be reviewed by the Student Progress Committee with assistance from academic staff as required. They will determine the seriousness of the offence and the penalty imposed, taking into account the:

- nature and extent of the misconduct;
- student's stage in the program;
- conventions of the field of study.

In the case of minor misconduct penalties may include:

- cautioning,
- counselling,
- reprimand,
- academic probation,
- reduction in grade,
- project or assessment fail result,
- subject/unit fail result.



Serious misconduct penalties may include:

- suspension of enrolment,
- termination of enrolment.

A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from the Academy.

Appeals Process

The Academy will notify staff or students in writing of adverse findings and/or penalties as a consequence of misconduct. If a staff member or student deemed to have engaged in academic misconduct believes the decision has been made in error, they may appeal the decision under the Academy's *Policy and Procedure: Grievance (Academic)*. The grounds for appeal are:

- procedural irregularities, and/or
- factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.

Notwithstanding the time limit specified in the Academy's grievance procedures, appeals by an international student must be lodged in writing at the Administration Office within 20 working days of the date of the student being notified of the consequence in accordance with the National Code. In the case of exclusion for misbehaviour, the suspension or cancellation of the student's enrolment cannot take effect until the internal grievance process is completed, unless extenuating circumstances relating to the welfare of the student apply.