

Academic Honesty and Integrity Policy

Accountability	Academic Dean
Operational Responsibility	Faculty
Date of Approval	Dec 2017
Next Review	Q3 2018
Approval Authority	T&LSPC Academic Board

Objectives

LCI Melbourne is committed to maintaining a culture of academic honesty and integrity and expects all students and faculty to behave as honest and responsible members of an academic community. Students and faculty are expected to be aware of and to comply with the Copyright Act concerning intellectual property in Australia and LCI Melbourne's standards regarding academic honesty and integrity. A disregard for the policies that uphold academic honesty and integrity at LCI Melbourne may result in disciplinary action.

This policy aims to safeguard the integrity of the learning process and, by extension, the quality of education offered by LCI Melbourne. It aims to ensure that the acquisition and demonstration of knowledge and skills are the direct result of the students' or faculty member's own efforts.

Scope

This policy applies to all students and faculty of LCI Melbourne.

Exclusions

There are no exclusions to this policy.

Provisions

Presumption of Good Faith

LCI Melbourne encourages and promotes the legitimate use of copyrighted materials by students and faculty. In complying with the principle of good faith, LCI Melbourne presumes that all intellectual creations produced by students and faculty are the result of personal production and do not violate intellectual property rights of other persons. If a student or faculty member violates the national intellectual property and copyright provisions, they will assume their own responsibility, with the associated moral, civil or criminal consequences.

LCI Melbourne adopts "fair dealing" which is an exception to copyright infringement for the purpose of research, private study, criticism, review, news reporting, education, satire or parody. More information on "fair dealing" and specific exceptions to the copyright act for educational purposes can be found in *Appendix I*, this policy.

Faculty should document their use of copyrighted materials (physical or digital) in the classroom, in case any questions arise from the use of said documents, and must provide the name of the author and the source for copies of copyrighted material from books, magazines, journals, newspapers, websites, etc. distributed to students.

Faculty and students are responsible for maintaining high standards of conduct in carrying out research activities and must collect, analyse and disseminate data in a rigorous and scholarly manner, without plagiarising, misrepresenting or fabricating data.

For information on limitations and exceptions to intellectual property rights associated with teaching and learning, see *Appendix 7 – 708 – Intellectual Property*, pg. 3.

Academic Dishonesty

Academic dishonesty includes plagiarism and cheating, attempts at plagiarism and cheating or complicity in plagiarism and cheating, whether in an exam or an assignment at any stage of the learning process, and therefore, constitutes an infraction.

Plagiarising consists of using another person's ideas, information or expressions without according that person due recognition – in other words, this is theft of intellectual property. Examples of plagiarism include, but are not limited to:

- Totally or partially copying or paraphrasing another individual's work and passing it off as one's own;
- Copying and pasting the content of articles or images from web pages without providing a reference for the source consulted;
- Copying directly text, expressions or phrasing from a source without using quotation marks;
- Using another's video footage;
- Falsifying a citation.

All plagiarism is a serious offense that infringes on a copyright because it fails to recognise the author's moral and economic rights to his or her creation.

Cheating is behaving dishonestly.

Examples of cheating in an educational environment include, but are not limited to:

- Having or using unauthorised documents, material or equipment for an assignment or during an exam;
- Copying from somebody else's assignment or exam paper during an exam;
- Having another student do one's work for an assignment to be graded;
- Substituting a different person to write an exam or an assignment to be evaluated;
- Making multiple submissions of a paper or project, in whole or in part, already submitted for another course, without explicit permission to do so;
- Fabricating data;
- Fabricating a citation.

Mechanisms for Avoiding Plagiarism

Citation of Sources

To cite is to clearly indicate sources of ideas and quotes. Sources must be properly cited in accordance with official style guides such as APA Style by the American Psychological Association, MLA Style published by the Modern Language Association and Chicago Manual Style from the Chicago Manual of Style.

For more information on limitations and exceptions to intellectual property rights associated with academia and teaching, see *Appendix – 708 Intellectual Property Policy*, pg. 4, articles 14 – 18.

Supporting Procedures

Plagiarism and cheating, attempts at plagiarism and cheating, or collaboration in plagiarism and cheating are prohibited and considered serious offences. Students or faculty who engage in plagiarism and cheating are penalised in accordance with LCI Melbourne's student regulations, and employee work regulations respectively. The foregoing is without prejudice to the civil and criminal actions to which they might be subject because of their conduct.

During the complaint process, all information obtained concerning students is treated with the highest level of confidentiality. In the case of potential legal implications, it is incumbent on LCI Melbourne to report the incident to the police and fully cooperate with any investigation that may follow.

Penalties – apply to students in the context of coursework

1. If a faculty member suspects a student of academic dishonesty, the faculty member must first discuss the concern with the student. If academic dishonesty is still suspected, the faculty member sends the details of the case and supporting evidence, in writing, to the Dean and meets with him or her to discuss the case. If dishonesty is confirmed, the Dean will check the LCI Melbourne Complaints/Appeals Log to determine whether a previous act of dishonesty is documented in the LCI Melbourne Student Complaints/Appeals File, which may affect the disposition of the case. If the act of dishonesty is a first offence, the faculty member officially assigns a grade of '0' for the assignment or exam in question.

The Dean informs the student in writing, to that effect, stipulating that a second offence will lead to a grade of '0' for the course in which it was committed. The Dean retains a copy of the written notice, sends a copy to the faculty member and lodges a confidential record of such action with the President.

2. **In the case of a second offence, in the same or in another course, the faculty member** must first discuss the concern with the student. If academic dishonesty is still suspected, the faculty member sends the details of the case and supporting evidence, in writing, to the Dean and meets with him or her to discuss the case. If dishonesty is confirmed, the Academic Dean is informed, in writing, and the faculty member officially assigns a grade of '0' for the course in question.

The Dean informs the student, in writing, to that effect, summoning the student to meet to discuss the situation and stipulating that a third offence may lead to a suspension or their dismissal from LCI Melbourne. The original copy of the second complaint documentation is attached to the original complaint documentation.

3. In the case of a third documented offence, it is the Academic Dean who analyses the gravity of the infraction and any precedents in collaboration with the HR Services and the President, and decides on the penalty.

If the Academic Dean decides on a suspension or dismissal, the student receives a letter from the President providing the rationale for the decision as well as the terms and conditions of the sanction, such as its duration. The suspension or dismissal takes effect immediately after the student receives the notification, either verbally or in writing. A confidential record of such action is lodged with the President.

Appeal Procedure

The following directives guide the appeal procedure.

If the complainant remains unsatisfied with the investigation and/or the determination regarding a complaint, he or she must submit a written request to the person(s) handling the complaint within 10 days

from the date on the written decision notice, unless there are extenuating circumstances. The written request must include a detailed justification as to why the complaint should be reviewed.

The investigation will be completed and the appropriate resolution decided upon as soon as possible (normally within 30 days after a formal written complaint is made, unless a longer period is appropriate in the circumstances in which case the complainant will be notified of the proposed time frame).

The person(s) responsible for handling the appeal shall appoint an ad hoc Appeal Committee consisting of two to three employees having no previous exposure to the investigation and give notice that an investigation has been initiated to the senior administrator(s).

In the course of the investigation of an appeal, the Appeal Committee will:

- review the complainant's justification for the appeal and the previous proceedings to ensure that all previous procedures have been conducted efficiently and in compliance with this Policy and applicable laws;
- give notice to the senior administrators if the appeal is warranted and if a hearing should take place; or
- give notice that the appeal has not been upheld to the senior administrator(s), in which case the decision of the Appeal Committee is final and cannot be appealed further;
- during and subsequent to the hearing, the Appeal Committee advises the respondent in writing of the appeal, meets individually with the complainant and the respondent, considers the evidence underlying the complaint and investigation and the provisions of this Policy and applicable laws, deliberates and arrives at a final decision as to the resolution of the complaint;
- give notice of the investigative findings to the complainant, the respondent and the senior administrator(s);
- when the investigation is complete, the person handling the appeal lodges a confidential record of the investigative proceedings.

If the investigative findings substantiate the complaint, the President may make recommendations regarding appropriate action arising out of such findings and the senior administrator, in consultation with such other members of administration as such person may consider appropriate and taking into account any recommendations from the President will: (i) initiate appropriate action arising out of such findings, (ii) give a written summary of such action to both the complainant and the respondent, and (iii) lodge a confidential record of such action.

Additional Clauses:

The moral and economic rights mentioned in these regulations, granted to authors, are protected by civil and criminal mechanisms. Violations of intellectual property provisions by students, faculty and administrative personnel will follow their criminal course in accordance with the Australian laws.

LCI Melbourne legal advisor supports the academic and administrative units in drawing up and revising the documents and agreements that contain intellectual property clauses.

Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category	Academic
Responsible Officer	Academic Dean
Review Date	Q3 2018
Approved by	

Academic Dean on behalf of the Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Academic Dean	Academic Integrity.pdf	Dec 2013	Dec 2016
1.1	Academic Dean	Unpacking of one document into an LCI existing policy	02.12.2017	13.12.2017