



Policy and Procedures –

Student Academic Integrity and Honesty

Approved

THE INSTITUTE OF INTERNATIONAL STUDIES



1. Overview

The Institute of International Studies (“TIIS”) upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavours. Students of TIIS will conduct themselves in their academic studies honestly and ethically and are expected to carefully acknowledge the work of others in all their academic activities.

This *Policy and Procedures* describes academic misconduct to students¹ and outlines TIIS’s response to instances of academic misconduct that are detected.

2. Types of Academic Misconduct

Academic misconduct involves cheating, collusion, plagiarism or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negates the academic integrity of the student or another student and/or their work. Examples include:

Plagiarism occurs when students fail to acknowledge that the ideas of others are being used. Specifically, it occurs when:

- a. Other people’s work and/or ideas are paraphrased and presented without a reference;
- b. Other students’ work is copied, partly copied, or paraphrased without due acknowledgment;
- c. Other people’s designs, codes or images are presented as the student’s own work;
- d. Phrases and passages are used verbatim without quotation marks and/or without a reference to the author or source;
- e. Lecture notes are reproduced without due acknowledgement.

Cheating occurs when a student seeks to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment. Cheating also occurs when a student’s identity is falsified or attendance records are similarly falsified.

Collusion (unauthorised collaboration) involves working with others without permission to produce work that is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.

3. Notification to Students

All *Subject Study Guides* will explain the meaning of academic misconduct and will give students clear instructions as to whether they are permitted to work on an assignment jointly and provide clear guidelines relating to all aspects of group work.

The *Subject Study Guides* will also provide adequate information to students about referencing requirements and academic conventions for the use of others’ work including advice on how to avoid plagiarism.

The *Subject Study Guides* will refer students to this policy.

4. Prevention and Detection of Plagiarism

In order to assist in the prevention of plagiarism, teaching staff have a responsibility to explain to students both good scholarly practice and the concept of plagiarism. The *Subject Study Guides* will provide advice to students about referencing requirements and academic conventions for the use of others’ work as well as advice on how to avoid plagiarism. Specialised tutorials on referencing techniques will be offered regularly by TIIS.

¹ Academic Integrity in relation to TIIS’s staff is contained in *Policy and Procedures – Academic Freedom, Integrity and Free Intellectual Enquiry*

When marking papers, lecturers may detect possible plagiarism by observing changes in formatting within a paper, including a mixture of quotation marks; changes in writing style within a paper; suddenly improved writing style; a paper veering away from the topic; lack of recent reference sources or unusual or anachronistic references; and common phrases appearing in more than one paper.

If a lecturer believes that plagiarism has occurred they can search for a key phrase on a search engine (preferably enclosed in quotation marks).

If it is suspected that plagiarism of an internet site has occurred it would be advisable to print out the material in case the site is changed or removed.

Students will be required to submit all papers in electronic format, and to utilise plagiarism detection software as required by TIIS – currently *Turnitin*.

5. Allegation of Academic Misconduct

When academic teaching staff suspect's misconduct, the Program Coordinator should be notified. Allegations of academic misconduct must be based on firm evidence.

The Program Coordinator should give the accused student(s) an opportunity to respond to the allegation of academic misconduct. The student(s) should be called to a meeting where they are given particulars of the suspected academic misconduct and given a chance to defend the allegation. The student(s) should be informed of the penalties that may be applied if the allegation of academic misconduct is upheld. In cases where it is impracticable for a student to attend such a meeting, particulars of the alleged academic misconduct should be put to the student in writing, and the student should be asked to respond within 10 working days from receipt of the written communication.

The Program Coordinator is required to decide whether the allegation of academic misconduct is upheld or rejected and, if upheld, whether the academic misconduct was likely to have been intentional or unintentional.

There are a number of factors that might be taken into consideration when deciding whether the alleged academic misconduct was unintentional, such as the student:

- a. is in the first year of the course and has not received a prior warning;
- b. is from an educational background where different norms apply for the acknowledgement of sources;
- c. has plagiarised a negligible amount; and/or
- d. has made an inadequate attempt at referencing.

In contrast, an indication that alleged academic misconduct was intentional is that the student/s:

- a. were given information on how to acknowledge extracts and quotations and the student was present and received written information and knew that using material without adequate acknowledgement is unacceptable;
- b. had received a prior warning about academic misconduct.

6. Penalties

Once an allegation of academic misconduct has been investigated and found to be upheld, a determination will be made within 10 working days of the appropriate penalty. Each finding of academic misconduct will be treated on its merits, although prior incidents may be used to infer intent. Repeated incidents of academic misconduct will be made apparent by maintain and referring to the central register will be made before the penalty is determined (refer section 6.3).

6.1 Unintentional Academic Misconduct

Where the Program Coordinator determines that academic misconduct was unintentional, they may take one of the following possible actions—warn the student and:

- a. mark the assessment item without penalty (deduction of marks); or
- b. mark the assessment item with penalty; or
- c. request resubmission and mark the resubmitted assessment item with or without penalty.

Warnings and penalties must be communicated in writing to the student and will be kept on the student's file. The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

6.2 Intentional Academic Misconduct

Before the Program Coordinator determines that the finding of academic misconduct was intentional, s/he must consider the student's response (if any) to the allegation. If the student fails to respond to an allegation of intentional academic misconduct or cannot convince the Program Coordinator that the academic misconduct was unintentional, the Program Coordinator (in consultation with Dean will determine an appropriate penalty for the finding of intentional academic misconduct, which may include one or more of—the student may:

- a. be required to undertake additional or alternative assessment (the maximum mark possible being a Pass grade);
- b. receive a grade of Fail may be recorded for the assessment item;
- c. receive a grade of Fail may be recorded for the subject;
- d. be withdrawn from the course for a period of specified time; and
- e. be excluded from the course and expelled from TIIS.

The most serious penalties may be considered in the case of repeated academic misconduct.

The basis on which the academic misconduct has been determined to be intentional and the penalty that has been determined must be communicated in writing to the student and a copy kept on the student's file. The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

6.3 Recording Incidences of Academic Misconduct

All proven cases of academic misconduct are entered onto a central register to allow for verification of repeated infringements. The Dean maintains this register.

6.4 Further Education

In the case that a finding of academic misconduct has been determined, and the student is not expelled from TIIS, the student will be required to attend the next scheduled tutorial on referencing techniques.

7. Appeals

A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within ten working days of the student receiving written notification of the decision. The Dean will respond in writing to the appeal within twenty working days and may confirm or vary the decision. The Teaching and Learning Committee will review all decisions of the Dean in regard to appeals under this policy.

If a student remains dissatisfied with the outcome of their appeal, they may use TIIS's grievance handling procedures.

8. Version History

Version	Approved by	Approval date	Details
1.0	Academic Board	24 March 2016	
1.1	Academic Board	15 September 2020	Minor changes
1.2	NA	13 December 2021	Removed "RMIT Classified Trusted" from the Header by the Dean

Document owner: Dean

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