



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. Roles and Responsibilities

- a. TIIS will support its commitment to academic integrity by:
 - implementing strategies and systems that assist in the achievement of best practice in relation to the pursuit of academic integrity;
 - supporting the pursuit of best practice in the design and setting of assessment to minimise opportunity for academic misconduct;
 - building skills in detecting academic misconduct; the provision of study skills support and resources for students to promote good practice in their academic work, including writing, referencing and research; and
 - implementing systems to detect academic misconduct.
- b. Dean is responsible to maintain the Academic Misconduct Register.
- c. Program Coordinator is responsible to investigate and decide on all reported alleged academic misconduct incidents.
- d. Lecturer is responsible to report alleged academic misconduct incidents to the Program Coordinator as soon as practical.

3. TIIS Position on AI and Academic Integrity

- Work submitted for assessment must be student’s own original work.
- Students are accountable for what they submit for assessment. They are to carefully review their work before submission.
- Acknowledgement is key. This is similar as any other citation or acknowledgement of source.
- Misuse of AI tools might be considered a type of academic misconduct and could result in disciplinary action.
- If students are not sure, they are to discuss their intended use of AI with the Program Coordinator.

4. 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;

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

- 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.

Unauthorised or undisclosed use of artificial intelligence involves using generative (content production) artificial intelligence, paraphrasing, and translation tools except when their use is authorised in the assessment requirements and is properly acknowledged.

Contract cheating occurs where a student contracts, attempts to contract, or is contracted by, a third party to prepare part or all of an assessment, or to sit an examination for them (paid or unpaid). Third parties may include family and friends, file sharing websites, editing services, or assessment writing services.

Fabrication or falsification includes:

- a. Falsifying or fabricating data, results, references, sources or other information; or
- b. Text manipulation which is intended to deceive; or
- c. Submitting fraudulent documentation for the purpose of receiving an academic advantage

5. 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.

6. Prevention and Detection of Plagiarism and Unauthorised or Undisclosed use of AI

Every TIIS student's assessment including exam scripts will undergo an assessment through a detection tool such as *Turnitin*.

TIIS takes an educative approach to academic integrity, with associated 'living' guidelines on AI for students and academic staff to understand how to use the increasing sophistication of AI ethically while upholding their academic integrity.

- All commencing students will be advised on academic integrity including AI during Orientation with the following elements as per TEQSA advice (<https://www.teqsa.gov.au/students/artificial-intelligence-advice-students>; <https://www.teqsa.gov.au/students/understanding-academic-integrity>)

- What is academic integrity?
- Behaviours that support academic integrity
- Behaviours that undermine academic integrity
- Artificial intelligence
- All commencing students will be advised to read the TIIS Student Academic Integrity and Honesty Policy and Procedures.
- All students must complete TIIS Academic Integrity Module (AIM) by Week 4 of a trimester and every trimester enrolled.

7. 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.

8. 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).

8.1 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.

8.2 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.

9. Recordkeeping and Reporting

- a. The Dean must maintain a record of all allegations and investigations of academic misconduct.
- b. The Dean must keep a register of all findings of academic misconduct and the penalties imposed under this Policy.
- c. Outcomes of any breach that constitutes academic misconduct are communicated to student and the academic misconduct record will be recorded on the student's file.
- d. The Dean provides a summary of the academic misconduct allegations and findings at each Academic Board meeting.
- e. Where, during the investigation of academic misconduct, the Program Coordinator becomes aware of a contract cheating service, the advertisement of a service or specific information about a third party who supplied work to TIIS student/s, the Program Coordinator will lodge a 'Reporting a suspected academic cheating service form' with TEQSA.

10. Appeals

Any student wishing to appeal an academic misconduct decision may do so in accordance with TIIS Student Grievance Handling Policy.

11. Related Documents

- TIIS Student Grievance Handling Policy
- Associated Guidelines on AI for Students and Staff

12. 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
2.0	Academic Board	05 October 2023	Major changes. 1) added section 2 – Roles and Responsibilities; 2) added section 3 – TIIS position on AI and academic integrity; 3) included three new categories in section 4 Types of Academic Misconduct: unauthorised use of AI, contract cheating, and falsifying information; 4) added educative preventive measures; 5) improved and created a new section 8 Recordkeeping and Reporting as per Health Audit Report; 6) improved section 9 as per TIIS Health Audit Report; and 7) added section 10 and 11 as per Health Audit Report.

Document owner: Dean