



Centre for  
English Language

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# ACADEMIC INTEGRITY POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

Throughout the duration of their studies, students are expected to conduct themselves in an honest and ethical manner. The purpose of this policy is to ensure that the South Australian Institute of Business and Technology (SAIBT) and the Centre for English Language in the University of South Australia take a consistent, equitable and transparent approach to academic honesty amongst its students.

### A.2 Scope

This policy applies to all students of the:

- SAIBT
- CELUSA

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Academic conventions	Established norms of academic behaviour
Academic integrity	Honesty and respect in learning and research
Academic misconduct	A breach of academic integrity
Collusion	Inappropriate collaboration
Module	A single unit of study that counts towards completion of a program
Discipline	An area or field of academic study
Invigilator	A person who supervises candidates during an examination
Paraphrasing	Writing something in a different way that another person has said or written, while keeping the same meaning
Plagiarism	Representing another person's ideas or work as a student's own by copying or reproducing that work without acknowledgement of the source
Program	The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan
Viva voce	An examination conducted by oral questioning

## **A.4 Acronyms**

CELUSA	Centre for English Language in the University of South Australia
SAIBT	South Australian Institute of Business and Technology

## SECTION B - POLICY STATEMENT

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### B.1 Principles

SAIBT/CELUSA is committed to academic integrity and fairness in assessment. The management of academic integrity is an educative process for students throughout their learning.

#### What does Academic integrity mean?

It is a fundamental principle that all students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately

### B.2 Policy

#### 1 Student information

- 1.1** As part of the information provided to students SAIBT/CELUSA will draw their attention to the policy and procedures covering academic integrity.
- 1.2** Academic integrity will be discussed in lectures and information provided in teaching and study support material.
- 1.3** SAIBT/CELUSA recognises that academic misconduct can occur through not being familiar with academic conventions so all allegations will be considered in the context of the following factors:
- the extent of the misconduct
  - the student's intention and/or motivation
  - contextual factors such as:
    - the stage/level of program
    - the number of previous offences
    - student's learning background
  - academic conventions within the relevant discipline
  - any applicable information about the student

#### 2 Forms of academic misconduct

- 2.1** Plagiarism is a specific and serious form of academic misconduct, and includes:
- copying the work of other persons without clearly indicating the origin, including both paper-based and electronic sources of material from:
    - websites
    - books
    - articles
    - theses
    - working papers
    - seminar and conference papers
    - internal reports
    - lecture notes or tapes
    - visual materials such as photographs, drawings and designs
  - using very close paraphrasing of sentences or whole passages without due acknowledgment in the form of referencing the original work
  - collusion

- submitting work that has been written by someone else
- copying computer files, algorithms or computer code without clearly indicating their origin
- submitting work that has been derived, in whole or in part, from another student's work by a process of mechanical transformation (e.g. changing variable names in computer programs)
- in any way using or imitating another person's ideas and manner of expressing them where such assistance is not expressly permitted

**2.2** Breaches of the Examination Conditions.

**2.3** Inclusion of material in individual work that has involved significant assistance from another person, where such assistance is not expressly permitted in the module outline.

**2.4** Falsification or misrepresentation of academic records, or any other document submitted in relation to an academic program.

**2.5** Any other actions that contravene the principles of academic integrity.

**2.6 SAIBT only**

**2.6.1** Presentation of data with respect to laboratory work, clinical placements, practicums, field trips or other work, that has been copied, falsified or in any other way obtained improperly.

**2.6.2** Seeking or providing assistance to a student in the presentation of individual work, where such assistance is not expressly permitted in the module outline.

**3 Assignments**

**3.1 Submission**

**3.1.1** A student's username and password is equivalent to their signature when used to submit an assignment electronically and by 'signing' students are acknowledging that they have not breached this policy.

**3.2 Detection**

**3.2.1** Work submitted by a student may be subjected to text-comparison software to identify breaches.

**4 Investigation of academic misconduct**

**4.1** SAIBT/CELUSA will appoint appropriately trained Academic Integrity Officers (AIO) to investigate cases of academic misconduct.

**4.2** If there are concerns with academic integrity for minor assessment tests or homework a lecturer will address this with the student in the first instance but if it continues it will be escalated to the AIO.

**4.3** Where an academic staff member has concerns that a student may be involved in academic misconduct, they will identify and discuss the issue with an AIO.

**4.4** If the matter needs further exploration, the student may be asked to attend a meeting with the AIO.

**4.5** If it is suspected that academic misconduct took place, the student may be required to take part in a viva voce.

**4.6** If it is determined that no academic misconduct was involved no further action will be taken.

**4.7** Cheating in examinations and breaches of the Examination Conditions will be investigated and may constitute academic misconduct.

**4.8** If it is concluded that academic misconduct took place the student will be advised of the offence and penalty as detailed in the attached **Schedules**.

## **5 Appeals**

**5.1** A student who is dissatisfied with any decision made under this policy may lodge an appeal under the provisions of the **Student Grievances and Appeals Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Academic Integrity Policy
<b>Policy Owner</b>	Academic Director, SAIBT Academic Director, CELUSA
<b>Approving Authority</b>	SAIBT/CELUSA Academic Board
<b>Initial Issue date</b>	July 2014
<b>Directory Location</b>	Academic Directorate, Policies

### C.2 Version Control

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Review Date</b>	<b>Privilege Level</b>
v1.0	Initial policy	SAIBT Academic Board	7/2014	7/2017	Public
v1.1	<ul style="list-style-type: none"> <li>Addition of Clause 4.2 (new)</li> <li>SAIBT Academic Integrity Procedure now published</li> <li>CELUSA Assessment and Moderation Policy currently being documented</li> </ul>	SAIBT Executive Group	10/2014	7/2017	Public
v1.2	<ul style="list-style-type: none"> <li>minor amendments to clause 1.1 and 1.3</li> <li>clause 1.2 re-worded</li> </ul>	SAIBT Academic Board	11/2014	11/2017	Public
v1.3	<ul style="list-style-type: none"> <li>Addition of 'SAIBT' to Schedule 1 title</li> <li>Addition of Schedule 2</li> <li>Addition of CELUSA to B1 and clause 4.1</li> <li>Amendment of definition of Academic Integrity in the Definitions Table</li> </ul>	SAIBT Academic Board	3/2015	3/2018	Public
v1.4	<ul style="list-style-type: none"> <li>removal of 'prospective and current ...' from A.2 Scope</li> <li>Program definition changed to reflect Navigate glossary</li> <li>last sentence of clause 4.8 removed</li> <li>clause 4.7 moved to 4.8 and amended</li> <li>addition of Approving Authority box to C.1</li> <li>addition of Schedule 3 for examination breaches</li> </ul>	SAIBT Academic Board	5/2016	3/2018	Public



	<ul style="list-style-type: none"><li>• course changed to module throughtout</li></ul>				
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### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Higher Education Standards</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

*CELUSA Academic Integrity Procedure currently being documented*

*CELUSA Appointment of Academic Integrity Officer Procedure currently being documented*

SAIBT Academic Integrity Procedure

*SAIBT Appointment of Academic Integrity Officer Procedure currently being documented*

### **D.2 Related Policies**

SAIBT Assessment and Moderation Policy

*CELUSA Assessment and Moderation Policy currently being documented*

Student Grievances and Appeals Policy

## Schedule 1

**Academic Integrity Penalty Guidelines - SAIBT**

Across all programs:

PENALTY	CIRCUMSTANCES	ACTION
A0	Breach was :very minor  :first time  :done in all innocence/ ignorance  Does NOT have to precede A1	Simply a warning, A0, note in Maze.  Advised to complete referencing module on Study skills stuff (SSS) in moodle if it is a referencing concern.
A1	<u>First offence</u> or <u>first assessment</u> .  Be guided by the intent and severity of the offence. Seek advice from the relevant lecturer.	Adjustment of score to a maximum mark between 0% - 50%.  Advised to attend Tertiary Skills Development (TSD) based on requirements outlined by AIO.
A2	<u>Second offence</u> , either same subject or different subject.  Seek advice from the relevant lecturer.	<u>0 score</u> for assignment or that piece of assessed work.  Required to attend and complete TSD based on the requirements outlined by AIO.
A3	<u>Third offence</u> , either same subject or different subject.	Zero score and a grade of F2 for the whole module in which A3 was committed.  If a student has not done the required TSD, as part of the earlier A2 penalty, the penalty level will go to A4.
A4	<u>Fourth offence</u> , either same subject or different subject.	Termination from SAIBT.

Please note: Breaches should be sequential to be considered at the next penalty level. If an offence occurs concurrently – the same penalty will stand.

## Schedule 2

## Academic Integrity Penalty Guidelines – CELUSA

Across all programs:

PENALTY	CIRCUMSTANCES	ACTION
A0	Breach was :very minor  :first time  :done in all innocence/ ignorance  Does NOT have to precede A1	Simply a warning, A0, note in Maze.  Advised to complete referencing module on Study skills stuff (SSS) in moodle if it is a referencing concern.
A1	<u>First offence</u> or first assessment.  Be guided by the intent and severity of the offence. Meeting with AIO.	Adjustment of score to a maximum mark between 0% - 50%.  Advised to attend Referencing Workshop.
A2	<u>Second offence, either same level or            different level.</u>	0 score for assignment or that piece of assessed work.
A3/4	<u>Third offence, either same level or different            level.</u>	Termination from CELUSA.

### Schedule 3

#### Exam Breaches

#### Across all SAIBT/CELUSA programs

BREACHES	PENALTY
Any breaches of the Examination Conditions	At the discretion of CELUSA Director of Studies and SAIBT Academic Director.  Penalties may include: <ul style="list-style-type: none"> <li>• a warning</li> <li>• 0 score for the exam</li> <li>• termination from program</li> </ul>