



ACADEMIC INTEGRITY POLICY AND PROCEDURE

PREAMBLE

AEG wants to foster lifelong learning within its staff and students. As part of achieving this, AEG commits to educating and encouraging staff and students on always pursuing academic integrity in all their work. AEG believes the practice of good academic behaviours ultimately leads to excellence in learning outcomes and positive lifelong educational experiences.

This Policy applies to all students seeking admission and currently enrolled at AEG. If a student has left AEG, the Policy applies to them and their work if the allegation of academic misconduct relates to work undertaken while they were enrolled at AEG.

This Policy applies to all AEG staff engaged in:

- a) the design, approval, preparation, delivery and administration of courses;
- b) personal learning (including scholarly activity); or
- c) research (personal or delivery of research programs/elements of courses).

DEFINITIONS AND ACRONYMS

“**AEG**” means Australian Pacific College, English Unlimited and APC Design School.

“**AM**” means Academic Manager.

“**Gen AI**” means Generative AI, a large language model software trained on a massive datasets of conversational text. It is capable of understanding and responding to language input and can be used to produce text, audio, code, images, simulations and videos.

“**LMS**” means a Learning Management System, which is any software application used by AEG for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs.

“**LRSA SSC**” means the Learning, Research and Scholarly Activity Steering Sub Committee

“**PASS**” means Progression and Academic Support System.

“**PD LPSC**” means the Program Director Language Programs and Short Courses.

“**PD VET**” means the Program Director VET.

“**Policy**” means this Academic Integrity Policy and Procedure.

“**QAREC**” means the AEG Quality Assurance, Risk and Ethics Committee.

“**Register**” means the Academic Misconduct Register.



“**Underage Student**” means a student of AEG who is under the age of 18 years (calculated from the time of the student’s date of birth) at the date of enrolment with AEG.

“**VET**” means vocational education and training.

“**Work Integrated Learning**” means context-specific learning shaped by the business environment and experience an individual (the learner) is exposed to. At AEG this encompasses:

- a) work placement (a period of temporary work within a real-life company or project in order to experience practical and current training in the area of study);
- b) projectBase (a program that involves students in an industry stakeholder project aimed to engage learners with local business and industry professionals);
- c) startup incubator (an APC program that involves our expert staff, students and even discipline-based course advisory committee members in formal start-up projects that are seeking initiation expertise, reinvigoration of a seed idea or significant change to a recently initiated enterprise); and
- d) aspects of individual learning plans as they relate to work placement.

1. WHAT IS ACADEMIC INTEGRITY?

1.1 Academic integrity is the behaviour displayed by someone when they create academic information or undertake an academic exercise. The International Centre for Academic Integrity in 2014 defined it as “a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage.

2. PRINCIPLES OF ACADEMIC INTEGRITY

2.1 At AEG, academic integrity relies on the application of ethical, honest and responsible actions in all scholarly and research endeavours. Students and staff of AEG are required to conduct themselves in their academic studies and work tasks in this manner.

2.2 AEG promotes and adopts a learning approach to academic integrity and breaches of it. AEG has a responsibility to explain, address and educate students and staff on academic integrity rather than simply punish the misconduct. AEG wants its students and staff to be set up to succeed in good scholarly practice which will ultimately lead to excellence in learning outcomes and experiences for all.

3. AUTHORITY, RESPONSIBILITY AND ACCOUNTABILITY

3.1 The Academic Committee through the LRSA SSC is the authority for upholding academic integrity within AEG and managing all risks associated with academic misconduct for AEG.



- 3.2 The Learning Innovation Unit is responsible and accountable for:
- a) the implementation of this Policy;
 - b) reporting to the Academic Committee and QAREC on academic misconduct in AEG;
 - c) the implementation of risk mitigation strategies to minimise academic misconduct; and
 - d) the improvement of academic practices to ensure academic integrity is upheld.

4. RESPONSIBILITIES OF AEG and STAFF

- 4.1 AEG staff engaged in the design, approval, preparation, delivery and administration of courses and the delivery of research programs/elements of courses will:
- a) support students in understanding what academic integrity is;
 - b) encourage academic integrity in assessments, group work and any Work Integrated Learning;
 - c) provide clear and early expectations of assessment requirements;
 - d) implement early intervention strategies to support the prevention of academic misconduct;
 - e) undertake professional development and training on approaches to academic integrity;
 - f) ensure all research conducted or delivered is done honestly, ethically and responsibly;
 - g) act on suspected academic integrity misconduct in accordance with this Policy and any related procedures in a timely manner; and
 - h) if involved in any appeals of academic misconduct, act fairly, reasonably and transparently.
- 4.2 AEG staff should adhere to this Policy in relation to their own scholarly and research activity.
- 4.3 AEG will:
- a) support its learning and teaching staff with guidance, resources and training on best practice in academic integrity and how it relates to course design and assessment and delivery of content;
 - b) provide access to technology to assist staff to detect academic misconduct;
 - c) recognise academic misconduct as a risk to its operations and monitor and intervene with mitigation strategies to combat potential systemic issues;
 - d) maintain a register of academic misconduct;
 - e) monitor academic integrity data to support clause 4.3(c) above and for quality assurance and continuous improvement of its education offerings; and
 - f) apply this Policy to all third parties involved in the provision of its educational offerings.

5. RESPONSIBILITIES OF STUDENTS



5.1 AEG students must:

- a) comply with this Policy and the Student Code of Conduct;
- b) attend any academic integrity training offered by AEG; and
- c) ensure all their work is original and carefully acknowledge the work of others.

6. ACCEPTABLE ACADEMIC CONDUCT

6.1 Acceptable academic conduct is producing your own original work in learning, assessment and research tasks. Completing your work honestly, ethically and responsibly means that you have:

- a) used suitable referencing;
- b) acknowledged all information sources that are not your own; and
- c) acknowledged any collaboration undertaken.

6.2 Whilst it may be the case that students use artificial intelligence to assist in the production of their work, however the material produced for learning, assessment and research tasks by artificial intelligence is not their own and should not be submitted as original work.

7. WHAT ARE BREACHES OF ACADEMIC INTEGRITY?

7.1 Academic misconduct may involve 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.

7.2 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 or partly copied;
- 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) Student Workbooks and lecture notes are reproduced without due acknowledgement; and/or
- f) Gen AI is solely used to respond to an assessment task/question.

Where a student has properly referenced quotes from other sources, this is not plagiarism. AEG requires at least 70% of an assessment to be a student's original work.

7.3 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.

- 7.4 Collusion (unauthorised collaboration) involves working with others without permission to produce work which 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.
- 7.5 Fabrication of data occurs when there is a construction of research results that did not exist with the intention to deceive.
- 7.6 Dishonest assessments is the:
- deliberate copying or attempting to copy the work of other students with or without their consent;
 - deceitful conduct by submitting the work of another student (as their own);
 - using or attempting to use information that the trainer/teacher, AEG or industry has prohibited from use in that sort of assessment or that is prohibited by law;
 - taking and using as their own, the writings of another person or artificial intelligence with the intent to claim the work as their own;
 - submitting an assessment that has been purchased from an assessment-writing company; or
 - submitting an assessment task that has solely been produced with Gen AI.
- 7.7 Sharing of own work or that of others with unauthorised third parties.
- 7.8 Failure to maintain the confidentiality of information within the classroom and educational environment.

8. REPORTING MISCONDUCT

- 8.1 When academic misconduct is suspected by teaching staff, the AM should be notified using (depending on the education discipline):
- academicmisconductVET@apc.edu.au; or
 - academicmisconductELICOS@apc.edu.au;
- Allegations of academic misconduct must be based on firm evidence.

9. INVESTIGATING MISCONDUCT

- 9.1 The AM will meet with the student(s) and give them an opportunity to respond to the allegation of academic misconduct. The student(s) are given details of the suspected academic misconduct and given a chance to explain. The student(s) is informed of the consequences 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 five (5) working days from receipt of the written communication.

9.2 On the first occasion of academic misconduct, the AM is required to decide whether the allegation of academic misconduct is upheld or rejected and give reasons for the decision.

9.4 If there are repeated events of academic misconduct by the same student the PD VET or Languages and Short Courses will be involved in the management and determination of the misconduct.

10. OUTCOME/CONSEQUENCES

10.1 Once an allegation of academic misconduct has been investigated and found to be upheld a determination will be made within three (3) working days of the appropriate penalty.

10.2 Each finding of academic misconduct will be treated on its merits and will be completed within fourteen (14) days of the initial notice of misconduct sent to the student as per clause 9.1 of this Policy.

10.3 To detect repeated infringements of academic misconduct reference to the Register will be made before the penalty is determined.

10.4 Where academic misconduct is found AEG may take one of the following possible actions:

- a) warn the student and mark the assessment item without penalty (deduction of marks); and/or
- b) warn the student and mark the assessment item with penalty; and/or
- c) warn the student, request resubmission, and mark the assessment item with or without penalty; and/or
- d) the student may be required to undertake additional or alternative assessment; and/or
- e) a grade of Not Yet Competent or Fail may be recorded for the assessment item; and/or
- f) a grade of Not Yet Competent or Fail may be recorded for the unit of study; and/or
- g) the student may be withdrawn from the course for a period of specified time; and/or
- h) the student may be excluded from the course and expelled from AEG and
- i) record the incident on the Register.

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

10.6 Warnings and penalties and the reasons for their imposition, 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.



11. RECORDING

- 11.1 All proven cases of academic misconduct are entered onto the Register to allow for verification of repeated infringements. This Register is maintained by the respective Program Director, however the Register is common across the LIU education sectors so that a student's progression from one sector to another can be tracked.

12. CONFIDENTIALITY

- 12.1 All information obtained and held by AEG as a result of academic misconduct is confidential and securely maintained. It is only used for the purpose for which it was collected.
- 12.2 All investigations of academic misconduct will be conducted in a confidential manner by AEG. Any disclosure of information or identities by AEG will only be done if:
- the student agrees in writing;
 - AEG is concerned for the safety or welfare of people or property;
 - the fair and transparent nature of the investigation warrants the information/identity shared; or
 - the law or regulators require the information or identities of parties involved.

13. APPEALS

- 13.1 A student may appeal against a decision made under this Policy. The grounds for appeal are that the decision is inconsistent with this Policy.
- 13.2 Appeals must be made in writing and lodged with the Chair of the Learning, Research and Scholarly Activity Steering Sub Committee within five (5) working days of the student receiving written notification of the decision.
- 13.3 The Chair of the Learning, Research and Scholarly Activity Steering Sub Committee will respond in writing to the appeal within three (3) working days and may confirm or vary the decision. All decisions of the Chair of the Learning, Research and Scholarly Activity Steering Sub Committee in regards to appeals under this Policy will be reviewed by the Academic Committee.
- 13.4 If a student remains dissatisfied with the outcome of their appeal they may utilise the formal complaints procedure in AEG's Student Complaints and Appeals Policy.

14. REPORTING TO THE ACADEMIC COMMITTEE AND BOARD OF GOVERNANCE

- 14.1 The LRSA SSC will report annually through the Academic Committee to QAREC on the cases of academic misconduct, the results of all reported misconduct investigations (reported under clause 7 above) and all changes to the mitigation strategies and practices that occur as a result of the academic misconduct activity throughout the year.



15. RISK MANAGEMENT AND QUALITY ASSURANCE

- 15.1 The Risk Management Plans for LIU (VET), LIU (ELICOS) and the Academic Committee must identify the risks to academic integrity at AEG and be kept up to date.
- 15.2 The LIU (VET and ELICOS) will collect and monitor data on academic integrity misconduct and use the data to inform and improve AEG's practices in maintaining AEG's academic integrity. LIU(VET and ELICOS) will report their findings annually through the LRSA SSC through the Academic Committee to QAREC.

16. PREVENTION AND DETECTION

- 16.1 Students complete AEG's orientation program which provides training on academic integrity.
- 16.2 Teaching staff are responsible for explaining to students academic integrity and good scholarly practice.
- 16.3 AEG uses plagiarism software embedded in its LMS that the students are able to access and check their assessments before submitting them. AEG staff may also use this software to determine if there is evidence of plagiarism.
- 16.4 AEG may use other means to determine if work breaches this Policy such as manual detection or the use of Gen AI detection programs.
- 16.5 Students are required to submit all papers in electronic format so that they can be subject to electronic scanning to detect plagiarism.
- 16.6 All course outlines will:
 - a) 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;
 - b) provide adequate information to students about referencing requirements and academic conventions for the use of others' work including advice on how to avoid plagiarism; and
 - c) refer students to this Policy.
- 16.7 AEG requires all students to complete a Declaration of Originality with all projects, essays and presentations submitted for assessment.

17. UNDERAGE STUDENTS

- 17.1 All written communication to any Underage Student about academic misconduct under this Policy must be copied to the student's parent/carer and stored in AEG's Student Management System. All verbal communication with the student must also either include or be relayed to the student's parent/carer and Campus Manager.



POLICY REVIEW

This Policy will be reviewed as part of AEG's three yearly review cycle.

RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

Related Policies and Procedures	
Policies	Student Complaints and Appeals Policy APC, EU and APC Design School Conditions of Enrolment Student Assessment Policy (VET) Student Handbook

KEYWORDS

Keywords	Plagiarism, dishonest assessments
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POLICY OWNER

Owner	Academic Committee
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Plagiarised and Dishonest Assessments Policy and Procedure v1.0R(APC/EU/APC Design School)	August 2020	Sara Gaudry	Original document
Plagiarised and Dishonest Assessments Policy and Procedure v1.1R(APC/EU/APC Design School)	February 2021	Sara Gaudry	Amendment to clause 1.4 regarding the percentage amount of acceptable plagiarism.
Plagiarised and Dishonest Assessments Policy and Procedure	May 2021	Youngeun Song	Introduction of PASS program



v1.2R(APC/EU/APC Design School)			
Plagiarised and Dishonest Assessments Policy and Procedure v1.3R(APC/EU/APC Design School)	June 2022	Sara Gaudry Marta Setkowicz Cornelia Ramsay	Addition of Underage student definition, new clause 4.1, change of name of AAM to AM and removal of only one formal written warning per term cycle from clause 3.5 as it is not practised.
Plagiarised and Dishonest Assessments Policy and Procedure v1.4(draft)(APC/EU/APCDS)	Not released	Sara Gaudry Marta Setkowicz Cornelia Ramsay	Review of clause 3.
Academic Integrity Policy and Procedure v1.0R(APC/EU/APCDS)	May 2023	Sara Gaudry Cornelia Ramsay	Extension of the Plagiarised and Dishonest Assessments policy into an academic misconduct policy and renaming of the policy. Plagiarised and Dishonest Assessments Policy will be discontinued