ACADEMIC INTEGRITY POLICY
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SECTION A - INTRODUCTION

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 (CELUSA) take a consistent, equitable and transparent approach to academic honesty amongst its students.

A.2 Scope

This policy applies to all students of:

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

A.3 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic conventions</td>
<td>Established norms of academic behaviour</td>
</tr>
<tr>
<td>Academic integrity</td>
<td>Honesty and respect in learning and research</td>
</tr>
<tr>
<td>Academic misconduct</td>
<td>A breach of academic integrity</td>
</tr>
<tr>
<td>Collusion</td>
<td>Inappropriate collaboration</td>
</tr>
<tr>
<td>Discipline</td>
<td>An area or field of academic study</td>
</tr>
<tr>
<td>Module</td>
<td>A single unit of study that counts towards completion of a program</td>
</tr>
<tr>
<td>Paraphrasing</td>
<td>Writing something in a different way that another person has said or written, while keeping the same meaning</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Representing another person’s ideas or work as a student’s own by copying or reproducing that work without acknowledgement of the source</td>
</tr>
<tr>
<td>Program</td>
<td>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</td>
</tr>
<tr>
<td>Viva voce</td>
<td>An examination conducted by oral questioning</td>
</tr>
</tbody>
</table>
### A.4 Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIO</td>
<td>Academic Integrity Officer</td>
</tr>
<tr>
<td>CELUSA</td>
<td>Centre for English Language in the University of South Australia</td>
</tr>
<tr>
<td>SAIBT</td>
<td>South Australian Institute of Business and Technology</td>
</tr>
</tbody>
</table>
SECTION B - POLICY STATEMENT

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

C.1 Responsibility

<table>
<thead>
<tr>
<th>Identification</th>
<th>Academic Integrity Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Owner</td>
<td>Academic Director, SAIBT</td>
</tr>
<tr>
<td></td>
<td>Director of Studies, CELUSA</td>
</tr>
<tr>
<td>Approving Authority</td>
<td>SAIBT/CELUSA Academic Board</td>
</tr>
<tr>
<td>Initial Issue date</td>
<td>July 2014</td>
</tr>
<tr>
<td>Directory Location</td>
<td>Academic Directorate, Policies</td>
</tr>
</tbody>
</table>

C.2 Version Control

<table>
<thead>
<tr>
<th>Current Version Number</th>
<th>2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Effect</td>
<td>May 2018</td>
</tr>
<tr>
<td>Review Date</td>
<td>May 2021</td>
</tr>
<tr>
<td>Privilege Level</td>
<td>Public</td>
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</tbody>
</table>

C.3 Legislative and Organisational Context

<table>
<thead>
<tr>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>Higher Education Standards</td>
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</tbody>
</table>
SECTION D - PROCEDURE

D.1 Related Procedures
SAIBT Academic Integrity Procedure

D.2 Related Policies
SAIBT Assessment and Moderation Policy
CELUSA Assessment and Moderation Policy
SAIBT Academic Standing Policy
Student Grievances and Appeals Policy
Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy
### Schedule 1

**Academic Integrity Penalty Guidelines - SAIBT**

**Across all programs:**

<table>
<thead>
<tr>
<th>PENALTY</th>
<th>ACTION</th>
<th>CIRCUMSTANCES</th>
</tr>
</thead>
</table>
| A0      | A warning and note in student management system  
Required to attend Tertiary Skills Development (TSD)/Academic Integrity (AI) workshop* | Research Skills (poor or no referencing, paraphrasing, poor research) |
| A1      | Resubmission for assignments due before Week 11 allowed and capped at 50%  
Required to attend TSD/AI workshop* | Repeat Research Skills or Initial Serious breach |
| A2      | Zero score for assignment or that piece of assessed work  
Resubmission for assignments due before Week 11 allowed but 10% - 50% deducted from mark  
Required to attend TSD/AI workshop* | Repeat Research Skills or further Serious breach (outsourcing, collusion, copying, exam breach) |
| A3      | Zero score and a grade of F2 for the whole module in which A3 was committed.  
Required to attend TSD/AI workshop* | Repeat Research Skills or further Serious breach (outsourcing, collusion, copying, exam breach) |
| A4      | 2 trimester suspension in accordance with the Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy |  |

*Failure to attend workshop will trigger a move to the next level offence*

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:

<table>
<thead>
<tr>
<th>PENALTY</th>
<th>CIRCUMSTANCES</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0</td>
<td>Breach was very minor, first time, and/or done in all innocence/ ignorance&lt;br&gt;Does NOT have to precede A1</td>
<td>A warning, A0, note in student management system.&lt;br&gt;Counselled and advised to complete relevant module of Academic Integrity task.</td>
</tr>
<tr>
<td>A1</td>
<td>First offence or first assessment.&lt;br&gt;Be guided by the intent and severity of the offence. Meeting with AIO.</td>
<td>Reduction in mark dependant on severity of breach.&lt;br&gt;Counselled and advised to complete the relevant module of Academic Integrity task.</td>
</tr>
<tr>
<td>A2</td>
<td>Second offence, either same level or different level.</td>
<td>0 score for assignment or that piece of assessed work.</td>
</tr>
<tr>
<td>A3/4</td>
<td>Third offence, either same level or different level.</td>
<td>Termination from CELUSA.</td>
</tr>
</tbody>
</table>
Schedule 3

Exam Breaches
Across all SAIBT/CELUSA programs

<table>
<thead>
<tr>
<th>BREACHES</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any breaches of the Examination Conditions</td>
<td>At the discretion of CELUSA Director of Studies and SAIBT Academic Director.</td>
</tr>
<tr>
<td></td>
<td>Penalties may include:</td>
</tr>
<tr>
<td></td>
<td>• a warning</td>
</tr>
<tr>
<td></td>
<td>• 0 score for the exam</td>
</tr>
<tr>
<td></td>
<td>• termination from program</td>
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</table>