Student Academic Integrity Policy

Table of Contents
1. Purpose
2. Scope
3. Policy statement
4. Authorities
5. Supporting procedures
6. Related policies and links
Schedule 1—Misunderstanding
Schedule 2—Academic Misconduct
Schedule 3—Examples of failure to meet student academic integrity requirements

1. Purpose

a. Integrity is one of the University’s four core values which define the way the Flinders University community carries out its work and study. Academic integrity requires adhering to professional and ethical standards in teaching, learning, research and scholarship.

b. This policy is intended to promote academic integrity among Flinders University students, by specifying:
   • the main principles of academic integrity, as they apply to students
   • the consequences when students fail to act in accordance with these principles.

2. Scope

a. This Student Academic Integrity Policy applies to:
   i. all students who are enrolled in a Flinders University coursework topic, in respect of academic work related to that topic, and
   ii. all academic and professional staff involved in teaching.

b. The Research Misconduct Policy applies to all students enrolled in:
   i. a time-based, supervised research project for a higher degree by research, or
   ii. a research component of an Honours or postgraduate coursework award
      —in respect of academic work related to the research project or component.

c. Students enrolled in topics at other institutions are covered by the equivalent policies of their enrolling institution.

d. The University’s approach to assessment and the principles and procedures which must be followed by academic staff when setting and marking assessment are contained in the Assessment Policy.

e. This policy complements and is consistent with the provisions of Statute 6.4–Student Conduct.
3. **Policy statement**

a. **Principles of academic integrity** – Academic integrity as it applies to students encompasses the following principles:

i. academic studies are undertaken responsibly and honestly

ii. all academic work submitted for assessment as the work of the student is indeed the work of that student (this does not prevent the ideas or works of others being used in the student’s academic work, provided those ideas or works are acknowledged in accordance with the conventions of the relevant discipline)

iii. all academic collaborations in the production or creation of academic work are acknowledged

iv. academic work is not falsified in any way

v. only authorised resources are used by the student during assessment tasks.

A comprehensive description and examples of what constitutes a failure to meet academic integrity requirements is contained in **Schedule 3—Examples of failure to meet student academic integrity requirements**.

b. **Student requirements** – Students must:

i. adhere to the standards of academic integrity that are expected in the discipline/s in which they are studying

ii. act honestly at all times in the creation, development, application, and use of ideas and information, particularly when submitting academic work which they are claiming as their own

iii. protect their work from being copied or misused by other students (wherever those students might be studying), and

iv. carry out the responsibilities specified in the [Student Academic Integrity Procedures](#).

c. **Staff requirements** – Staff involved in teaching must:

i. inform students that it is each student’s responsibility to uphold the principles of academic integrity and to submit work for assessment in accordance with this policy

ii. model and display leadership on the required standards of academic integrity and honesty

iii. apply appropriate strategies for preventing and detecting failures to meet academic integrity requirements, and

iv. carry out the general and any individual responsibilities specified in the [Student Academic Integrity Procedures](#).

d. **Failure to meet academic integrity requirements** – A failure to meet the requirements of academic integrity may be Misunderstanding or Academic Misconduct. What constitutes these, and their consequences, is set out in **Schedules 1 and 2** below. The following matters will be taken into account in determining whether there is Misunderstanding or Academic Misconduct:

i. the type and extent of the failure to meet academic integrity requirements

ii. the student’s intent and experience, and

iii. the student’s prior record, if any.

e. **Procedural fairness** – All allegations of failure to meet academic integrity requirements will be dealt with in accordance with:

i. the processes specified in the [Student Academic Integrity Procedures](#) and/or the policy and procedures for [Handling a Matter under Statute 6.4–Student Conduct](#), and

ii. the principles of procedural fairness, namely:
   
   • the right to be treated fairly
   • the right for an individual to be informed of allegations made against them
the right to respond
• the right to an unbiased decision-maker
• the right to not have irrelevant matters considered, and
• the right to review or appeal.

f. **Confidentiality** – All documentation relating to a failure to meet student academic integrity requirements is kept confidential and only disclosed to those persons who have a role in the Student Academic Integrity Process, or as required by law.

### 4. Authorities

| Deputy Vice-Chancellor (Students) | Amend Schedule 3—Examples of failure to meet student academic integrity requirements, as required. |

### 5. Supporting procedures

Supporting procedures and documents are part of this policy and provide additional detail to give practical effect to the policy principles.

**Student Academic Integrity Procedures**

### 6. Related policies and links

- Assessment Policy
- Responsible Conduct of Research Policy
- Research Misconduct Policy
- Statute 6.4—Student Conduct and supporting Procedures
- Managing an Academic Integrity issue

<table>
<thead>
<tr>
<th>Approval Authority</th>
<th>Academic Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer</td>
<td>Deputy Vice-Chancellor (Students)</td>
</tr>
<tr>
<td>Approval Date</td>
<td>21 November 2018</td>
</tr>
<tr>
<td>Effective Date</td>
<td>1 January 2019</td>
</tr>
<tr>
<td>Review Date*</td>
<td>November 2024</td>
</tr>
<tr>
<td>HPRM file number</td>
<td>CF11/947</td>
</tr>
</tbody>
</table>

* Unless otherwise indicated, this procedure will still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the Flinders Policy Library for the latest version.
## Schedule 1—Misunderstanding

<table>
<thead>
<tr>
<th>Description</th>
<th>Educational Advice</th>
<th>Consequences</th>
<th>Record</th>
</tr>
</thead>
</table>
| An unintentional failure to meet academic integrity requirements, because of inadequate study skills and a lack of familiarity with academic writing conventions. No impropriety was intended by the student and the student has genuinely misunderstood the requirements of academic integrity and/or good academic practice. | The student is advised to improve their academic skills, and directed to appropriate educational resources to help them do that.                                                                                                                                                                                                                   | i. The portion of the work unaffected by the failure to meet academic integrity requirements will be marked as if it were the whole work (i.e., without taking any account of the portion which did not meet academic integrity requirements). OR  
ii. The student will be provided with the opportunity to resubmit the work, in whole or in part. | The student’s receipt of Educational Advice will be recorded on the Academic Integrity Register |
### Schedule 2—Academic Misconduct

<table>
<thead>
<tr>
<th>Category and description</th>
<th>Penalty</th>
<th>Record</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 Academic Misconduct</strong>—&lt;br&gt;An intentional or reckless failure to meet academic integrity requirements, i.e. any action by a student who intends to deceive by misrepresenting their level of academic achievement, or is indifferent to such misrepresentation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic work submitted for a coursework topic (excluding an examination)—&lt;br&gt;<strong>First Level 1 case:</strong></td>
<td>A deduction of up to 100% of the available mark OR A requirement that the student re-submit the assessment task, with a maximum obtainable grade of Pass.</td>
<td>Student’s action is recorded as Academic Misconduct on the Academic Integrity Register</td>
</tr>
<tr>
<td><strong>Second Level 1 case:</strong></td>
<td>A mark of zero for the assessment task OR A Fail Grade for the topic, with no further option for assessment under section 9 of the Assessment Policy.</td>
<td></td>
</tr>
<tr>
<td>Academic work submitted for an examination, test or quiz for a topic—</td>
<td>A deduction of up to 100% for the examination, test or quiz, or the relevant component OR A Fail Grade for the topic, with no further option for assessment under section 9 of the Assessment Policy.</td>
<td></td>
</tr>
<tr>
<td><strong>Level 2 Serious Academic Misconduct</strong>—&lt;br&gt;Any failure to meet academic integrity requirements by a student:&lt;br&gt; i. if the student already has two records of Level 1 Academic Misconduct, OR&lt;br&gt; ii. if the failure is so serious that it prejudices the interest of other students, the integrity of the assessment scheme itself, or the reputation of the University.</td>
<td>Any of the penalties available for Academic Misconduct Level 1 under this policy may be imposed, as well as any of the penalties under Statute 6.4—Student Conduct, which include suspension, exclusion or expulsion from the University.</td>
<td>Student’s action is recorded as Serious Academic Misconduct on the Academic Integrity Register</td>
</tr>
</tbody>
</table>

Allegations of Level 2 Serious Academic Misconduct are referred for action under Statute 6.4—Student Conduct.
Schedule 3—Examples of failure to meet student academic integrity requirements

Table of contents
a. Plagiarism
b. Collusion
c. Contract cheating
d. Submitting identical work
e. Cheating in examinations, tests and quizzes
f. Fabrication and falsification of results
g. Misrepresentation
h. Solicitation
i. Complicit actions

A failure to meet academic integrity requirements includes, but is not limited to:

a. Plagiarism
When the work of another is represented, intentionally or unintentionally, as one's own original work, without appropriate acknowledgement of the author, creator or the source. This includes but is not limited to the following:
   i. paraphrasing from a source text, whether in manuscript, printed or electronic form (e.g., article spinning, text rewriting and content creation tools), without appropriate acknowledgement
   ii. word-for-word copying, cutting or pasting statements from a single source or multiple sources or piecing together work of others and representing them as original work
   iii. submitting as one's own work all or part of another student's work, even with the student's knowledge or consent
   iv. copying out parts of any work without acknowledging the source(s). This may be:
   - written text (verbatim copying or paraphrasing)
   - structures within texts
   - diagrams
   - formulae
   - sound files
   - still photographs
   - audio-visual material (sound and image files)
   - graphics/animations/multimedia objects
   - software and code, including mashed-up products or code
   - other computer-based material
   - mathematical proofs
   - art objects
   - practical artefacts (i.e. apprenticeship pieces)
   - other work as relevant.

b. Collusion
Unauthorised collaboration on assessable work (written, oral or practical) with others. Collusion occurs when a student, without the authorisation of the teaching staff:
   i. works with one or more people to prepare and produce work
   ii. allows others to copy their work or share an answer to an assessment task
   iii. allow someone else to write or edit their work (except when such a use is expressly allowed e.g., the use of a scribe as part of a disability access accommodation), or
   iv. writes or substantially edits work for another student without the knowledge of the assessor

Proofreading that identifies changes to formatting, grammar and style that do not alter or improve the substantive content of the assessable work is allowable and is not collusion.

c. Contract cheating
Acquiring or commissioning a piece of work, which is not the student’s own and representing it as if it were, by:

---

1 This section is based on Griffith University’s Institutional Framework for Promoting Academic Integrity among Students (December 2017), and used with permission. Additional material has been drawn from Victoria University’s Academic Integrity Policy (July 2018) and used with permission.
i. purchasing the assessment task from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned

ii. submitting an assessment task produced by a third party, including a friend, family member, fellow student or a staff member of the University

iii. submitting an assessment task generated by an algorithm, computer generator or other artificial intelligence

[Contract cheating is, at minimum, Level 2 Academic Misconduct in all instances.]

d. Submitting identical work
When a student submits identical or almost identical work for more than one assessment item without the permission of the Topic Coordinator. This includes submitting work already submitted for credit for another topic, course or other study outside of Flinders University. Where a student is repeating a topic and wishes to resubmit a piece of work previously submitted for that topic, in part or in full, it is the student’s responsibility to seek advice about any originality requirements from the Topic Coordinator before submission.

e. Cheating in examinations, tests and quizzes
When a student uses any method to attempt to gain an unfair advantage in the exam or test environment, including but not limited to:

i. communicating, or attempting to communicate, with a fellow student or individual who is neither an invigilator nor a member of University staff

ii. copying, or attempting to copy from a fellow student

iii. being in possession of any unauthorised material or device which contains or conveys, or is capable of conveying information concerning the subject matter under examination, including any unauthorised printed or written material, or electronic calculating or information storage device; or mobile phones or other communication device

iv. recording, transmitting or disseminating questions and/or answers to themselves or another person

v. impersonating another student, or

vi. failing to comply with an instruction by a University officer appointed to supervise the examination.

f. Fabrication and falsification of results
When a student claims to have carried out tests, experiments or observations that have not taken place, fabrics results or presents results not supported by the evidence.

g. Misrepresentation
When a student presents an untrue statement or omits to disclose information to meet an assessment requirement. This may relate to:

i. Work Integrated Learning placement requirements and assessment requirements, including (but not limited to) fitness for placement, placement attendance, participation, training, assessments or reports

ii. attendance and or participation in other learning activities

iii. falsified documents, reports and medical certificates

iv. inclusion of citations to non-existent or incorrect sources

v. falsified or manipulated text matching software reports, or

vi. word count declarations.

[Misrepresentation is, at minimum, Level 2 Academic Misconduct in all instances.]

h. Solicitation
When a student contracts, commissions, pays, procures, or otherwise engages another individual or entity to:

i. complete assessment tasks on the student’s behalf, and/or
ii. produce materials or items for the purpose of cheating, misrepresentation and/or plagiarism, or materials or items which are likely to result in such use
—and/or requests, offers, encourages, induces or advertises for another party to do any of i. or ii. Materials or items include: exam papers, model exam answers, exam questions, exam scripts, on-line quizzes, and other types of assessment as described in the Assessment Policy.

[Solicitation is, at minimum, Level 2 Academic Misconduct in all instances.]

i. Complicit actions
When a student willingly assists another to circumvent the purpose of assessment through solicitation, cheating, misrepresentation or plagiarism (for example by willingly sharing their own work, giving them access to their own work, using a file swapping site or advertising the availability of their own work or someone else’s work).

<table>
<thead>
<tr>
<th>Approval Authority</th>
<th>Deputy Vice-Chancellor (Students), as per s.6 Student Academic Integrity Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Date</td>
<td>21 November 2018</td>
</tr>
</tbody>
</table>