Elite Education Vocational Institute

Academic Integrity Policy

Purpose

The purpose of this policy is to support staff and students to uphold the academic integrity in relation to assessments. Elite Education Vocational Institute's (EEVI) students' submitted assessments will be monitored to ensure assessments are completed with integrity and honesty. Similarly, staff practices will be monitored to ensure academic values are not compromised or devalued.

The following legislation is applicable:

- Standards for Registered Training Organisations 2015
  - Clause 1.8

Statement of obligation

All Registered Training Organisations (RTOs) must comply with the legislative components of the Vocational Education and Training (VET) Quality Framework which includes the Standards for Registered Training Organisations 2015 (the Standards). As an RTO, Elite Education Vocational Institute (EEVI) must comply with the Standards.

Scope

This policy applies to all students studying in a VET course at EEVI. This policy does not apply to any students who have not yet commenced their VET courses with EEVI.

This policy also applies to all staff who conduct assessment at EEVI.

To ensure compliance with this policy, all nominated staff must fulfill their delegated responsibilities within the required timeframes.

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Procedures

Action	Responsibility
All staff must promote the values of Academic Integrity, especially understand copyright restrictions and obligations	Head Trainer
Provide staff with: • resources to ensure that students are supported to develop the skills required to uphold the values of Academic Integrity in all academic endeavours • knowledge, skills and resources that will assist them in supporting academic integrity through teaching and research, and in supporting students to acquire and demonstrate the values of academic integrity	Head Trainer
Design assessment tasks and study load in such a way as to support academic integrity and minimise opportunities for plagiarism and other forms of academic misconduct.	Trainers/Assessors

All students must understand and comply with copyright restrictions and obligations	Trainers/Assessors
Provide students with resources to ensure that students are supported to develop the skills required to uphold the values of Academic Integrity in all academic endeavours	Trainers/Assessors
Inform all students of acknowledgement practice methods that are appropriate for their fields of study and provide clear examples of what is acceptable	Trainers/Assessors
Provide students with a clear understanding of the conditions of assessment, including assessment task requirements, appropriate source acknowledgement practice, and marking criteria	Trainers/Assessors
Clearly explain academic expectations and what constitutes plagiarism or other forms of academic misconduct to students	Trainers/Assessors
Set appropriate conditions for group work and make clear the distinction between group work and individual work	Trainers/Assessors
Cultivate with students a climate of respect for authorship and for acknowledging the source of ideas	Trainers/Assessors
Actively seek to detect plagiarism	Trainers/Assessors
Identify and act whenever plagiarism or other forms of academic misconduct is suspected	Trainers/Assessors
Submit only work which properly acknowledges the ideas, designs, words or works of others and which is otherwise their own original work	Student
Avoid lending or otherwise providing original work to others for any reason other than where work is provided to another student in the course of collaboration in connection with group work assessment, and subject to any requirements imposed on students in connection with such collaboration	Student
Provide, when requested to do so (and where the item of work has been prepared using electronic means), an electronic copy of any work to academic staff involved in marking the work	Student
Utilise acknowledgement practice methods that are appropriate for their field of study	Student
Be aware of the collective responsibility of proper source acknowledgement within group assignments, and be able to support their claims of authorship in a group assignment	Student
Encourage other students to uphold the values of academic integrity and discourage other students from plagiarising or carrying out other forms of academic misconduct	Student
Conduct manual searches of resources, as well as the use of electronic text matching software (e.g. Turnitin) to compare work submitted for assessment against electronic text on the publicly accessible internet, in published works, on commercial databases, and in student assignments previously submitted	Assessors
Carry out investigations of student academic misconduct in accordance with the policy and report to the PEO	Head Trainer
Advising the student in writing of the referral of the allegation of student academic misconduct	Head Trainer
Issue student with a notice to show cause in relation to the allegation with advice that failure to respond within 10 days may result in confirmation of the allegation and imposition of a penalty	Head Trainer
Examine the material with reference to the academic integrity policy	Head Trainer
Consider any evidence or representations deemed necessary to undertake an assessment of the matter	Head Trainer
Impose penalties if any form of student misconduct is found to have occurred	Head Trainer
Provide remedial action such as counselling or training on proper academic	Head Trainer

conventions and techniques and/or allow the student to re-attempt the assessment item without loss of marks	
Award no marks for the assessment task	
Award a not competent outcome for the unit	
Impose: • a suspension, with or without conditions, for a specified period of time • an exclusion, with or without conditions, for a specified period of time, at the end of which the student will be required to apply for re-admission to the Institute	
Expel the student from the Institute	
Document the decision and relevant conditions in imposing any penalty, once a determination has been made on the misconduct matter	
Inform student in writing of the determination	
Inform the Student Services staff regarding the misconduct and outcome of investigation	
Record the misconduct and outcome on the student's academic record and/or amend student's enrolment, if required	
Lodge appeal against a determination if there is: • evidence of a breach of this policy or general principles of procedural fairness • suggestion that the determination was affected by a conflict of interest or personal bias • new information that could not reasonably have been provided prior to the hearing and it is probable that this information would have affected the determination * must be in writing to the PEO, within 20 days of notice of the determination, and the grounds for appeal must be clearly set out	
Do not consider an appeal on the grounds of penalty alone	
Undertake a preliminary review to determine the validity of the appeal.	
Once determined, and within 10 days of receiving the appeal, : • dismiss the appeal if not valid • make a determination in relation to the appeal • confirm, vary or set aside the original determination *Appeal decision made by PEO is final and there is not further avenue within the Institute	
Inform student in writing of the appeal determination outlining reasons for decision	
Advise student services staff of the appeal determination	
Maintain appropriate records	
Lodge external appeal to NSW Ombudsman if disagree with PEO's determination	

Note: Students under investigation for student academic misconduct will not be eligible to graduate until the matter is resolved.

Forms and Systems

1. SMS
2. PRISMS
3. Turnitin

Enforcement

Any student that does not comply with this policy will have their enrolment cancelled. Consequently, overseas students will be reported via PRISMS. Immigration may also cancel the overseas student's visa.

Any staff that does not comply with this policy will have the disciplinary procedure undertaken as outlined in their contracts.

Definitions (in alphabetical order)

Academic misconduct includes but is not limited to conduct that involves plagiarism and any other dishonest conduct by a student to gain an academic or general advantage; or conduct that otherwise contravenes the provisions of EEVI's academic rules, policies, procedures and/or guidelines. Dishonesty in the preparation or presentation of any assessable work is regarded as student academic misconduct. Academic misconduct includes, but is not limited to:

(a). Cheating: behaving deceitfully or dishonestly in examinations, in the preparation of assessable items and during in-class tests;
(b). Fabrication: intentional and unauthorised falsification or invention of any information or citation in an academic exercise;
(c). Intentionally or recklessly facilitating academic dishonesty by other students;
(d). Providing an assessment item, or providing access to an assessment item to others, either directly or indirectly, in circumstances where it is reasonably foreseeable that that it will be used dishonestly.
(e). Deceitful behaviour by which it is sought to gain some unfair or dishonest advantage either for yourself or for another person;
(f). Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students;
(g). Misrepresentation: misrepresenting data or information incorrectly, improperly or falsely;
(h). Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources;
(i). Re-using one's own work without appropriate acknowledgement;
(j). Using unauthorised equipment or material in an assessment item; and
(k). Using another person to undertake an examination or assessment item in your name.

Academic plagiarism is a form of academic misconduct that involves making a false representation to gain an unjust advantage. It can include:

(a). Falsification of data;
(b). Using a substitute person to undertake, in full or part, an examination or other assessment item;
(c). Reusing one's own work, or part thereof, that has been submitted previously and counted towards another course without permission from the relevant course coordinator;
(d). Making contact or colluding with another person, contrary to instructions, during an examination or other assessment item;
(e). Bringing material or device(s) into an examination or other assessment item other than such as may be specified for that assessment item;
(f). Making use of computer software or other material and device(s) during an examination or other assessment item other than such as may be specified for that assessment item; and
(g). Contract cheating or having another writer compete for tender to produce an essay or assignment and then submitting the work as one's own.

CoE: Confirmation of Enrolment

Course: means a course of education or training

Overseas student: means a person (whether within or outside Australia) who holds a student visa.

Plagiarism is the presentation of the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:

- (a). Copying or paraphrasing material from any source without due acknowledgment;
- (b). Using another person's ideas without due acknowledgment;
- (c). Collusion or working with others without permission, and presenting the resulting work as though it was completed independently.

VET: Vocational Education and Training

Related Information

The following policies, websites, and documents can provide supplemental information to this policy:
1. https://www.asqa.gov.au/rto/responsibilities/complying-legislation
2. https://www.legislation.gov.au/Details/F2019C00503
3. Copyright Act 1968: https://www.legislation.gov.au/Details/C2019C00042
4. Relevant position descriptions
5. Corresponding staff contracts
6. Staff Recruitment Review and Promotions Policy
7. Information Privacy Policy
8. Assessment Policy
9. Assessment Appeals Policy
10. Student Deferral, Suspension or Cancellation Policy

Date	Action	Version
23 October 2015	Policy developed	1.0
June 2017	Update	2.0
23 October 2018	Review	2.0
October 2019	Review	2.0
6 July 2020	Update	3.0
July 2021	Review	

Authority: Approved by PEO