

## Academic Honesty Policy

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### 1. Purpose

To ensure UniSmarter takes a consistent, equitable and transparent approach to academic honesty among its staff and students.

### 2. Application

This policy applies to all modules, all students and staff at UniSmarter.

### 3. Policy Statement

Academic honesty is an integral part of the core values and principles outlined in the UniSmarter Student Code of Conduct.

The key principles of this policy are that UniSmarter will:

- expect all students to do their academic work honestly;
- use a range of approaches to educate students in the practice of honest academic work;
- take consistent and equitable action to encourage academic honesty by:
  - modelling academic honesty in practice (e.g. referencing sources);
  - embedding academic honesty in learning so that students understand what is expected of them;
  - communicating that any piece of academic work can be checked at any time using an appropriate process;
  - applying a common penalty framework across the platform;
  - applying appropriate, consistent procedures for detecting and investigating alleged academic misconduct; and
  - providing and communicating the appeal process;

Examples of dishonest behaviours are contained in the Glossary.

### 4. Principles of Academic Honesty

Throughout their studies at UniSmarter, students are expected to conduct themselves in an honest and ethical manner and in accordance with accepted standards outlined in the UniSmarter *Student Code of Conduct*. Behaviour contrary to these standards, including plagiarism and deception, are understood to be academic misconduct.

The approach taken by UniSmarter to academic honesty is one that is appropriate to a learning organisation, with equity, respect, fairness and responsibility the core values that underpin the learning environment. If a student is found to have breached the standards of the UniSmarter Student Code of Conduct, they will be subject to penalties.

## 5. Promoting Academic Honesty

In fulfilling its commitment to promoting and maintaining the highest standards of academic integrity, UniSmarter will ensure that students are supported and encouraged to conduct themselves honestly. To support this:

- academic honesty is dealt with at every level from policy, through processes, to individual staff practices;
- academic expectations are explained to students during the orientation process, as well as throughout their studies;
- this policy is made available to all staff and students via the portal and reference to the policy is included in all Module Outlines which are distributed and covered in the first week of class;
- a Communication module which assists to develop appropriate academic communication skills and practices and to gain an increased understanding of the values that underpin academic culture;
- the importance of adhering to writing and referencing conventions is addressed by tutors/lecturers in conjunction with major written assessments;
- appropriate review of modules, and curriculum design or development will take into consideration assessment design that aims to minimise the ability of students to engage in contract cheating;
- plagiarism and collusion software is used for detection purposes;
- all teachers are made aware of the process for reporting breaches of the Academic Honesty Policy.

## 6. Determining Academic Misconduct and Penalties

Academic misconduct includes, but is not limited to, behaviours outlined in the Glossary of this document. The Academic Committee is responsible for investigating reports of academic misconduct, determining the severity of the incident, deciding whether a penalty should be imposed, and what that penalty should be.

The Academic Working Party consists of no less than three Online Module Coordinators and at least one Program Manager. A record of any penalties imposed will be retained on the student's record.

The Academic Committee reviews each case to determine severity and penalties in accordance with the framework outlined below. The Academic Committee may find that an incident does not constitute academic misconduct and close the case.

The following will be considered to determine the severity level of academic misconduct:

- type and extent of the behaviour;
- student experience and their stage in the course; and
- prior offence history (if applicable).

Academic misconduct may be deemed **significant** if it is or appears to be deliberately planned, and/or substantial in scope or scale. Otherwise, it will be deemed **minor**.

## 6.1 Penalty Framework

Level	Description	One or more of the following penalties may be applied
1	Initial and minor offence	<ul style="list-style-type: none"> <li>Requirement to undertake training on Academic Integrity</li> <li>Warning letter</li> <li>Reduced mark for the assessment task</li> <li>Required resubmission or re-attempt with reduced maximum mark as issuance of a caution.</li> </ul>
2	Initial and significant offence OR second and minor offence	Level 1 penalties may be applied, in conjunction with: <ul style="list-style-type: none"> <li>Fail for assessment task (with mark of zero) or</li> <li>Downgrade on the final grade in the module</li> </ul>
3	Second and significant offence, or subsequent cases	<ul style="list-style-type: none"> <li>Fail for module (with mark of zero)</li> <li>Module deferral for one or more study period</li> <li>Exclusion from UniSmarter studies</li> </ul>

## 7. Appeals

Students who are dissatisfied with the outcomes and penalties applied can appeal against the decision. They should refer to the *Grade Review and Appeal Policy* or the *Student Complaints and Appeals Policy* for more details.

The *Grade Review and Appeal Policy* applies in those cases where the student is appealing the decision about the grade itself.

The *Student Complaints and Appeals Policy* applies in those cases where the student is appealing the process itself, or the fairness of the decision, for example.

## 8. Glossary

Academic misconduct involves any attempt to gain academic advantage in an assessment task or examination by doing something misleading or unfair. Examples of academic misconduct include:

### 8.1 Plagiarism

Using the work or ideas of another person and presenting this as your own without clear acknowledgement of the source of the work or ideas. This includes, but is not limited to, any of the following acts:

- copying out part(s) of any document or audio-visual material or computer code or website content without indicating their origins;
- using or extracting another person's concepts, results, or conclusions without acknowledgement;

- summarising another person's work without acknowledgement;
- submitting substantially the same final version of any material as another student in an assignment;
- submitting the same or substantially the same piece of work for two different tasks (self-plagiarism).

### *8.2 Deception*

Deception includes, but is not limited to, false indication of group contribution, false indication of assignment submission, submission of a work previously submitted, presenting collaborative work as one's own without acknowledging others' contributions, cheating in an examination or using others to write material for examination.

### *8.3 Sabotage*

Sabotage includes, but is not limited to, theft of work, destruction of learning materials.

### *8.4 Collusion*

Collusion includes inciting, assisting, facilitating, concealing or being involved in academic misconduct with others.

### *8.5 Contract Cheating*

Contract cheating is where either paid or unpaid, a student commissions or seeks to commission another party that is offering its services to produce academic work on the student's behalf. The work commissioned may be in the form of essays or reports, but can also include all kinds of assessment work, including laboratory work, computer codes or any other technical subject material.

### *8.6 Exam Cheating*

Cheating is defined as "a failure to comply with any reasonable direction or instruction of the University relating to the conduct of the formal examination or assessment" this includes:

- copying from another student in an exam or on a task, including via electronic means;
- using prohibited material (notes or phones) in an exam;
- paying someone else to do an assessment task for you (this is called 'contract cheating');
- using freely available content or tools to complete an assessment task which you were required to do individually.

### Amendment History

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