

<b>Policy Title:</b>	<b>Academic Integrity</b>
<b>Policy Owner:</b>	<b>Senior Deputy Vice-Chancellor</b>
<b>Keywords:</b>	<b>Academic Integrity, Academic Misconduct, Academic Breach, Scholarship</b>
<b>Policy Code:</b>	<b>PL276 [ac107]</b>

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## 1. INTENT

This policy articulates the principles underpinning the University's commitment to academic integrity and sets out the framework for promoting and assuring academic integrity in all aspects of learning, teaching and research at the University:

- in accordance with the requirements of the [Australian Higher Education Standards Framework \(Threshold Standards\) 2015](#) and the [Australian Code for the Responsible Conduct of Research 2018](#); and
- consistent with the University's values of:
  - Integrity – being ethical, honest and fair;
  - Respect – considering the opinions and values of others;
  - Rational inquiry – motivated by evidence and reasoning; and
  - Personal excellence – demonstrating the highest personal and professional standards.

## 2. ORGANISATIONAL SCOPE

- 2.1 This policy applies to all Students and staff of the University.
- 2.2 This policy is to be read in conjunction with the [University Statute No. 22 Student Conduct](#) and the [Academic Misconduct Rules \(Students\)](#).
- 2.3 While academic integrity, in its broad sense, encompasses research integrity (as defined in the [TEQSA Guidance Note, 2017](#)), responsible research conduct is articulated in dedicated legislation, codes of conduct and guidelines. Accordingly, this policy is to be read in conjunction with the [ECU Framework for the Responsible Conduct of Research](#).

## 3. DEFINITIONS

- 3.1. The word *including* is not used as a word of limitation and means "including but not limited to".
- 3.2. The following definitions apply in this Policy:

TERM	DEFINITION
Academic Breach	An act of minor and unintentional Plagiarism, as determined by the Designated Officer(s) in accordance with the University's Academic Misconduct Procedures, committed by a New to ECU Student.

TERM	DEFINITION
Academic Integrity Module	An online module providing education and information on academic integrity and referencing/citation requirements.
Academic Misconduct	Any conduct by a Student in relation to academic work that is dishonest or unfair, including: <ul style="list-style-type: none"> <li>a) Bribery or Coercion;</li> <li>b) Cheating in Examinations;</li> <li>c) Contract Cheating;</li> <li>d) Fabrication and/or Falsification;</li> <li>e) Failure to meet required research standards;</li> <li>f) Plagiarism; and</li> <li>g) Unauthorised Collaboration</li> </ul> (which terms are defined in the <a href="#">Academic Misconduct Rules (Students)</a> ), but does not include conduct which constitutes an Academic Breach.
Assessment and Progression Committee	The relevant committee (or Board of Examiners) established within each School or Teaching Area to monitor and regulate Student progression, discipline and Unit assessment integrity and effectiveness.
Assessment Task	A process or task to determine a Student's achievement of identified learning outcomes, which may include a range of written and oral methods and practice or demonstration. In these Rules, an Assessment Task includes an Examination or Thesis.
Central Examination	A centrally-coordinated Examination, administered by the Student Administration [Directorate] on behalf of a School or Teaching Area during a designated Examination period.
Course	A program of study approved for delivery.
Course Coordinator	An academic staff member responsible for coordinating a Course, or a person acting in that position.
Examination	An invigilated form of assessment where a Student is required to undertake specific Assessment Tasks within a specified period of time, and where the location and access to external assistance is regulated (excluding a Thesis examination).
Executive Dean	An executive leader of a School appointed by the Vice-Chancellor (or a substantially equivalent role within a School or Teaching Area, including the Director, Western Australian Academy of Performing Arts (WAAPA), the Dean, South West Campus, the Head, Kurongkurl Katitjin, or the Director, Centre for Learning and Teaching), or a person acting in that position, or their nominee.
Higher Degree By Research	A Masters Degree (Research) or Doctoral Degree.
Manager, Learning Support	A member of the Centre for Learning and Teaching who reports to the Deputy Vice-Chancellor (Education), and who is responsible for the oversight and management of learning and teaching support to staff and Students (or a substantially equivalent role), or a person acting in that position.

TERM	DEFINITION
New to ECU Student	A Student enrolled in a Course who, at the time of the alleged Academic Breach or Academic Misconduct: <ul style="list-style-type: none"> <li>has been enrolled for two or less teaching periods at the University, in either a part-time or full-time capacity; and</li> <li>has not previously be found to have committed an act of Academic Breach or Academic Misconduct at the University; and</li> <li>is not enrolled in a Higher Degree By Research, or one-year Bachelor Honours Degree.</li> </ul>
Scholarship	Those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field.
School	An academic organisational unit of the University, including the Western Australian Academy of Performing Arts (WAAPA), but not including the Graduate Research School, South West Campus, Kurongkurl Katitjin, the Centre for Learning and Teaching, or other Teaching Areas.
Student	A person who is enrolled at the University as prescribed in the <a href="#">Admission, Enrolment and Academic Progress Rules</a> .
Student Academic Integrity Coordinator	A staff member, who reports to Manager, Learning Support, responsible for oversight and management of investigations into Academic Breach and Academic Misconduct in accordance with the Academic Misconduct Procedures (or substantially equivalent role), or a person acting in that position.
Teaching Area	An area within the University, other than a School, which has ownership of, or responsibility for delivery or supervision of a Course or Unit, including the Graduate Research School, South West Campus, Kurongkurl Katitjin and the Centre for Learning and Teaching.
Teaching Staff	Any person involved in the preparation, delivery or supervision of any Course or Unit, including adjunct or honorary lecturers, and employees of third party organisations delivering Courses or Units or supervising Student research in partnership with the University.
Unit	A unit of study or unit of competency delivered by or on behalf of the University.
Unit Coordinator	An academic staff member responsible for the coordination of a Unit, or a person acting in that position.

#### 4. POLICY CONTENT

##### ***Principles***

A culture of academic integrity, consistent with the University's values, is fundamental to the University's operations and reputation. Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching, Scholarship and research. At its core, academic integrity calls for a commitment to the fundamental values of honesty, trust, fairness, respect, responsibility and courage, even in the face of adversity. From these values flow principles of behaviour that are foundational to the work of the whole academic community ([International Centre for Academic Integrity, 2014](#)).

The following principles underpin academic integrity at the University:

4.1 Academic integrity will be promoted through holistic and multi-stakeholder engagement and comprehensive education:

- a) The University is committed to ensuring all staff and Students understand the importance of academic integrity, what constitutes Academic Breach and Academic Misconduct, and the consequences of Academic Breach and Academic Misconduct.
  - b) The University is committed to guiding and supporting staff and Students to undertake learning, teaching and research activities with integrity at all times through a range of resources, education and training activities.
  - c) Unless exempted by the Senior Deputy Vice-Chancellor, the University requires the successful completion of an Academic Integrity Module by all:
    - i) staff involved in University research;
    - ii) Teaching Staff involved in teaching and/or research supervision, other than guest and adjunct lecturers; and
    - iii) Students commencing at the University irrespective of mode or location, within the first teaching period.
  - d) Course and Unit assessment regimes will be designed to minimise the potential for Academic Breach and Academic Misconduct, in accordance with the principles underpinning the University's [Assessment Policy](#) (assessment that is learning-centred, globally relevant and transformational) and strategies outlined in the [Assessment, Examination and Moderation Procedures](#).
- 4.2 Detecting and responding to Academic Breach and Academic Misconduct will be co-ordinated, evidence-based and technologically-supported:
- a) The University will maintain and support contemporary technologies and business systems, which will assist in establishing a culture of academic integrity.
  - b) All staff involved in the detection and response to academic integrity matters will be supported through ongoing training to respond in a fair, consistent, transparent and timely manner in accordance with the University's applicable statutes, rules, and procedures, including the [Academic Misconduct Rules \(Students\)](#), and the Academic Misconduct Procedures.
- 4.3 Quality improvement will be driven through the ongoing review of institutional data and the effectiveness of implemented actions, in order to advance a culture of academic integrity, as set out further in 4.4 below.

### ***Roles and Responsibilities***

- 4.4 To achieve the University's commitment to academic integrity, staff and Students have the following responsibilities:
- a) Students are required to:
    - i) act in accordance with the principles of academic integrity in their learning and research;
    - ii) complete the required Academic Integrity Module in their first teaching period;
    - iii) actively engage with the University's expectations for assessment, including Assessment Task and submission requirements, acknowledgement and referencing practices, marking criteria and any other relevant standards;
    - iv) only submit work for assessment that properly acknowledges the words, ideas, designs, or works of others and is otherwise their own work; and
    - v) otherwise refrain from any other forms of Academic Breach or Academic Misconduct as defined in this or any other University rule, policy or procedure.
  - b) Staff are required to:
    - i) support a consistent, holistic approach to establishing a culture of academic integrity; and
    - ii) adhere to the [Academic Misconduct Rules \(Students\)](#) and the Academic Misconduct Procedures.

- c) Teaching Staff are required to:
  - i) take a fair and consistent approach to identifying and investigating possible cases of Academic Breach and Academic Misconduct, and taking actions to address substantiated allegations;
  - ii) maintain and secure confidential records relating to allegations of Academic Breach and Academic Misconduct as prescribed by the University; and
  - iii) undertake training to support education, detection and response to academic integrity matters.
- d) Each Unit Coordinator is required to:
  - i) promote academic integrity in Courses and Units as they are developed or reviewed, through the integration of learning and assessment experiences and the use of enabling technologies, which allow Students to develop and demonstrate good academic practices as they progress through a Course or Unit;
  - ii) support an educational approach in the design and delivery of Unit curriculum and assessment, including ensuring that Students are aware of acknowledgement and referencing practices that apply to each Assessment Task; and
  - iii) report on assessment practices and outcomes to their relevant Assessment and Progression Committee.
- e) Each Associate Dean (Teaching and Learning), or the person performing a substantially equivalent role within the relevant School or Teaching Area, is required to:
  - i) oversee the development and implementation of appropriate academic integrity education in their School or Teaching Area in collaboration with the Centre for Learning and Teaching; and
  - ii) analyse reports about trends relating to allegations and findings of Academic Misconduct and Academic Breach, and advise the relevant Assessment and Progression Committee, Executive Dean, Associate Deans and Course Coordinators, about appropriate educational interventions.
- f) Each Associate Dean (Research), or the person performing a substantially equivalent role within the relevant School or Teaching Area, in collaboration with the Library and the Centre for Learning and Teaching, in relation to research Students, is required to:
  - i) oversee the development and implementation of appropriate academic integrity education in their School or Teaching Area in collaboration with the Centre for Learning and Teaching; and
  - ii) analyse reports about trends relating to allegations and findings of Academic Misconduct and Academic Breach, and advise the Dean, Graduate Research School, and the relevant Executive Dean, Associate Deans and Course Coordinators about appropriate educational interventions.
- g) The Deputy Vice-Chancellor (Research), the Associate Deans (Research) and the Dean, Graduate Research School, will have the roles and responsibilities for the responsible conduct of research at the University as detailed in the [ECU Framework for the Responsible Conduct of Research](#).
- h) The Director, Student Administration, is required to report to Associate Deans on trends relating to allegations and findings of Academic Misconduct in Central Examinations.
- i) The Deputy Vice-Chancellor (Education) will (through the Library, the Centre for Learning and Teaching, or otherwise):
  - i) provide academic integrity support and training for Students and Teaching Staff;
  - ii) provide advice and resources for Students and Teaching Staff which address academic integrity and acknowledgment conventions, including through the University website;
  - iii) provide Teaching Staff and Students with access to enabling technologies, and exemplars for use;
  - iv) regularly review policies and procedures against national and international benchmarks to encourage best practice in promoting academic integrity and dealing with Academic Breach and Academic Misconduct; and

- v) provide an annual consolidated report on academic integrity within the University, to each Assessment and Progression Committee and to the Academic Board.
- j) Each Assessment and Progression Committee will respond to the Deputy Vice-Chancellor (Education)'s annual report, for submission to Academic Board, addressing the following in relation to their School or Teaching Area:
  - i) data and trends relating to allegations and findings of Academic Breach and Academic Misconduct for both undergraduate and higher degree research Students;
  - ii) the manner in which allegations were dealt with;
  - iii) the steps taken to promote academic integrity and minimise Academic Breach and Academic Misconduct; and
  - iv) action plans to continuously improve academic integrity.
- k) The Student Academic Integrity Coordinator is required to:
  - i) assist the University to ensure that allegations of Academic Breach and Academic Misconduct are responded to in a fair, consistent, transparent and timely manner across all Schools and Teaching Areas;
  - ii) facilitate the University's continuous improvement of academic integrity procedures; and
  - iii) use data to identify academic integrity concerns at a University level, and assist in the development of actions to address such concerns.
- l) The Manager, Learning Support is required to:
  - i) provide institutional leadership in relation to academic integrity;
  - ii) facilitate professional learning for academic integrity decision makers; and
  - iii) support a consistent, whole-of-University approach to promoting academic integrity principles and practices .
- m) The Senior Deputy Vice-Chancellor will support the University to:
  - i) have systematic, mature, internal processes for quality assurance and the maintenance of high academic standards and academic integrity;
  - ii) work with its collaborative partners, including third party providers and providers of work integrated learning opportunities, to encourage them to:
    - uphold and promote the principles and practices of academic integrity;
    - maintain policies and procedures in respect of academic integrity that are congruent, compatible and as equally robust as the University's rules and policies; and
    - enable their Teaching Staff to act in a manner consistent with the University's academic integrity rules and policies;
  - iii) collaborate with other higher education providers, to strengthen the University's culture of academic integrity, and to adopt best practices; and
  - iv) maintain and secure confidential records of academic integrity allegations, breaches, investigations and outcomes, in accordance with the University's [Privacy Policy](#), [Records Management Policy](#) and any other applicable law.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Senior Deputy Vice-Chancellor has overall responsibility for the content of this policy and its operation.

The Manager, Learning Support is responsible for maintaining this policy.

## 6. RELATED DOCUMENTS

- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)
- [Australian Code for the Responsible Conduct of Research 2018](#)
- [University Statute No. 22 Student Conduct](#)

- [University Rules: Academic Misconduct Rules \(Students\)](#)
- [University Rules: Admission, Enrolment and Academic Progress Rules](#)
- [ECU Framework for the Responsible Conduct of Research](#)
- [Responsible Research Conduct Policy \[PL047\]](#)
- [Research Misconduct Policy \[PL232\]](#)
- [Assessment Policy \[PL281\]](#)
- Academic Misconduct Procedures
- [Assessment, Examination and Moderation Procedures](#)
- [Privacy Policy \[PL090\]](#)
- [Records Management Policy \[PL057\]](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

Policy Approved by:	Senior Deputy Vice-Chancellor (Acting Vice-Chancellor)
Date Policy First Approved:	21 December 2017
Date last modified:	11 December 2019
Revision History:	2 March 2018 (minor typos – approved by Academic Governance & Standards) 23 April 2019 (major review – approved by Vice-Chancellor) 14 June 2019 (minor amendment – approved by Policy Owner) 11 December 2019 (amendment – approved by Vice-Chancellor)
Next Revision Due:	December 2020
TRIM File Reference	SUB/85167