
Academic Honesty and Misconduct Policy & Procedure

Policy/Document Approval Body:	Academic Board
Date Created:	23 February 2009
Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation & Compliance Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years from commencement
Revision No:	10
Date of Revision:	29 July 2020
Date Approved:	15 November 2020
Date Commenced:	7 December 2020

1.0 Purpose

The purpose of this policy is to set out EIT's position on academic integrity and honesty and the consequences resulting from failing to adhere to these expectations.

2.0 Scope

This policy applies to all students and staff of EIT in VET and Higher Education courses.

3.0 Objectives

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of EIT community to abide by the principles of academic honesty. Academic honesty is an integral part of the core values and principles contained in EIT's Academic Freedom and Code of Ethics Policy. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information.

EIT regards academic honesty as the foundation of teaching, learning, research and scholarship. It requires its academic staff and students to observe the highest ethical standards in all aspects of academic work. EIT demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalising academic dishonesty and all forms of academic misconduct. There are serious challenges with the corporatisation of online-based contract cheating companies which have to be confronted.

EIT expects that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaboration is acknowledged academic work and is not falsified in any way (such as when the ideas of others are used, and that these ideas are acknowledged appropriately).

- all academic and professional staff involved in learning, teaching and research are expected to display leadership in this area.

One of EIT's objectives is to produce ethically and socially aware graduates, capable of applying the skills and knowledge they have developed at EIT to all aspects of their lives, as well as to their academic work. Academic dishonesty undermines the integrity of EIT's academic awards and assessment processes, and damages EIT's reputation. It also reduces the effectiveness of a student's time at EIT.

The key principles of this policy are that EIT will:

1. Require all students and staff to undertake their academic work honestly
2. On a continuous basis, use a range of approaches to educate students and staff to practise honesty in their academic work and raise awareness of the importance of ensuring ethical behaviour with respect to scholarship and research
3. Take consistent and equitable action to manage dishonest student behaviours by:
 - a. communicating to students that any piece of academic work can be checked at any time using an appropriate process
 - b. implementing a common remedial and penalty framework across EIT
 - c. establishing and applying appropriate, consistent procedures for detecting and investigating alleged academic misconduct
 - d. providing and communicating the appeal process
4. Apply the appropriate processes of EIT's staff contract agreements to manage alleged academic misconduct by staff.

4.0 Implementation

EIT regards plagiarism and cheating as serious misconduct. While EIT encourages students to communicate with each other and share ideas and experiences, all assignments (other than specifically denoted group assignments) must be completed independently.

Any established instance of academic misconduct will result in the determination of a penalty in consultation with all relevant academic and administrative staff.

EIT will engage staff and students by:

- using appropriate mechanisms to advise staff and students of this policy
- developing educational strategies to promote academic honesty & integrity
- developing strategies that reduce opportunities for academic misconduct, such as plagiarism
- designing strategies to increase student engagement with their study, and their ability to submit their own work
- reviewing these strategies at appropriate intervals.

Student Responsibility for Academic Integrity

When students submit any piece of work they are agreeing that:

- The work is their own work or the work of the group
- They may be subject to student discipline processes in the event of an act of academic misconduct.

- They further grant to EIT, or any third party so authorised, the right to reproduce and/or communicate (make available online or electronically transmit) the work submitted by that student in order to detect any plagiarism.

Plagiarism

This refers to the reproduction of someone else's words, ideas or findings and presenting them as one's own ideas without proper acknowledgement, and includes:

- Direct copying or paraphrasing from someone else's published work (either electronic or hard copy) without acknowledging the source (or authors)
- Using facts, information and ideas derived from a source without acknowledgement
- Assisting another person to commit an act of plagiarism
- Submitting a paper to be graded or reviewed that the student has not written on their own.
- Copying answers or text from another classmate and the student then submitting it as their own.
- Citing data without crediting the original source.
- 'Reworking' data from another source (such as another student's lab results) without acknowledgement or for the student to pass it off as their own work.
- Proposing another author's idea as if it were the student's own.
- Fabricating references or using incorrect references.
- Submitting someone else's presentation, program, spreadsheet, software, code or other file with only minor alterations.
- Falsifying lab or experimental data or observations.
- A modern form of plagiarism is known as "washing". This occurs when Google Translate or similar services are used to translate a plagiarised assessment into another language and then back again into English. This process involves automatically substituted generated synonyms and phrases and creating an ostensibly "new" document.

Intentional and Unintentional Plagiarism

The seriousness of the misconduct is determined, in part, by whether the conduct is regarded as intentional or unintentional. Intentional plagiarism is carried out knowingly with an intent to deceive, and is therefore considered as serious misconduct. Unintentional plagiarism may occur due to lack of familiarity with academic writing practices, and is therefore considered to be less serious the first time that it occurs.

Cheating

This is taken to include producing assignments (required explicitly or implicitly to be independently produced) in collaboration with and/or using the work of other people.

It also includes cheating in examinations or tests by:

- copying or attempting to copy from another student (or external party)
- attempting to use unauthorised material either in written or electronic format
- verbally communicating with another student or attempting to communicate with another student, fabricating information, data, research or other elements
- requesting or permitting another person to take your place (impersonate you) at a test or examination

Contract Cheating

This occurs when a student engages someone else to produce all or part of an assessment task that is submitted as their own work, including arrangements through a third party. Contract cheating usually is a paid arrangement, but not exclusively.

Third party services may include, academic custom writing, private tutors, copyediting services, online labour markets, pre-written essay banks, file sharing sites, paid exam takers, sites disguised as tutoring websites.

Contact cheating is a serious breach of academic integrity and code of conduct and is a form of fraud.

File Sharing

File sharing, or the distribution of EIT course material through digital networking technology (such as peer-to-peer file sharing networks), is the practice of distributing or providing access to digitally-stored course material. This includes posting, publishing or selling material to websites, including reading materials, lecture slides and assessment questions.

All course material is the intellectual property of EIT. Course material includes the subject content and teaching material created and shared with students through Moodle (EIT's Learning Management System) and other means, such as lecture notes, PowerPoint presentations, subject guides, exam papers and marking guides.

File sharing by students is a breach of copyright law and EIT's intellectual property rights. As a result, the following disciplinary actions will be taken against any student, including EIT graduates, who have been found engaging in file sharing activities.

Offender:	Frequency of offence:	Disciplinary action typically resulting in:
EIT students (Higher education and vocational education)	First time offence	Educative response (reprimand, repeat the assessment, resubmission, alternate assessment, failure of unit/module etc)
	Repeated offence	Suspension of up to a year or termination of enrolment (based on severity)
EIT graduates	First time offence	Written warning
	Repeated offence	Revocation of qualification

Collusion

This is unauthorised collaboration with one or more students for completing assessment activities or assisting another student in an act of academic misconduct.

Collusion maybe with another EIT student or students external to EIT.

Bribery

Bribing, or an attempt to bribe, a person who has influence over any aspect of student's academic performance is both a breach of academic honesty, code of conduct and potentially a corruption matter considered to be very serious.

Bribery does not always have to involve money. Any offer to exchange favours or benefits of any kind is also considered bribery.

Falsification of Information

Falsifying any information, including fabrication of data, is a breach of academic honesty.

Falsification of information includes, but not limited to:

- providing incorrect or misleading statement about one's academic qualification, results, work history, personal data
- distorting or inventing data to support an assessment or research argument
- distorting or inventing arguments or quotations, ascribed to other individuals
- impersonation
- inventing references or intentionally providing incorrect references
- unauthorised omission of data, information or results in documents, reports and presentations
- misrepresentation of data using inappropriate scales, magnification in graphs, charts and hiding data, results, or information
- falsifying information pertaining to the subjects participating in an experiment
- misleading subjects for research recruitment for experiments without revealing the purpose of the experiments or receiving institutional approval for involving subjects in the experiment
- unauthorised use of another individual's login credentials

Sabotage

Sabotage involves disrupting or destroying another person's work so that the person cannot complete an academic activity successfully.

Sabotage may include:

- installing malware, spyware, viruses or other damaging software in EIT's computers or another person's computer
- colluding with others to falsely accuse them of academic dishonesty
- disturbing experimental setup or calibration of equipment arranged by another person
- destroying academic resources to prevent other students from completing their work successfully
- revealing confidential data or experimental results from another person's project or procedures to others

Examination Academic Integrity / Misconduct

For remote invigilated exams, an analysis of the recordings will be completed by a Learning Support Officer (LSO) (or automated process). The following factors for misconduct will be considered:

- For more than 15% flagged frames - misconduct will be considered at level 1.

- Frames are considered flagged when a student's face is not detectable for more than 5 seconds.
- This will be reviewed for suspected misconduct behaviour before level 1 misconduct is awarded.
- No webcam, or audio or screen share visible in recording. Purposely not allowing any of the three recording sources, misconduct will be considered level 2.
- Leaving the room, having another person present in the room, or talking to another person. A misconduct of level 3 will be considered.
- Failure to supply a recording altogether, will result in level 3 misconduct.
 - This will be reviewed for suspected behaviour and misconduct, and if failure is not due to technical problems out of a student's control, but found to be purposely neglected or sabotaged, level 3 misconduct is issued.

Levels and Penalties for Student Academic Misconduct (other than File Sharing)

It is understood that students in early stages of study may make trivial errors as part of their academic learning process. These errors do not constitute academic misconduct if EIT believes that this is part of the regular learning process.

Factors

Levels of academic misconduct are determined based on a number of factors that determine the seriousness of the academic misconduct. These factors are:

- The type of misconduct
- Whether the misconduct was intentional or unintentional
- The knowledge and experience of the student
- Whether the misconduct has occurred before

Levels

The level of academic misconduct has been divided into three categories:

- Level 1 – minor
The conduct is judged to be unintentional, typically a first offence, and due to lack of knowledge or experience. Examples include plagiarism of less than 10% due to poor referencing and using paraphrasing that is too close to the original; copying of a few sentences without referencing.
- Level 2 – moderate
The conduct is a repeated offence and judged to be possibly unintentional or intentional; the student should have sufficient knowledge and experience to understand academic misconduct; but only constitutes a moderate breach rather than a major breach. Examples include moderate plagiarism of between 10-20%, other than a thesis or dissertation; fabricating or falsifying data in an assessment other than a thesis or dissertation; colluding with other students and submitting work as individual work, other than group work that has been stated as acceptable.

- Level 3 – major

The conduct includes multiple instances of academic misconduct or is judged to be intentional and constitutes a serious and substantial breach. Examples include cheating in examinations; major plagiarism of more than 25%, and particularly in a thesis or dissertation; fabricating or falsifying data in a thesis or dissertation.

Penalties

Penalties should consider the level of academic misconduct and the contributing factors. Consideration is to be given to the experience of the student and whether academic misconduct has occurred before when determining the penalty.

The decision-makers for academic misconduct are:

- Level 1 – Learning Support Officer (in conjunction with the Lecturer for HE)
- Level 2 – Course Coordinator (HE) or VET College Manager (VET)
- Level 3 – Dean/Deputy Dean and/or Academic Board

The available penalties may include one or more of the following:

1. A student warning.
2. Requiring a student to undertake learning support or other counseling.
3. An opportunity to resubmit the assessment item or undertake supplementary assessment, with a limitation on the maximum achievement to be awarded (e.g. maximum of a pass grade).
4. Requirement to undertake another form of assessment which has improved integrity.
5. A reduction in the marks allocated to the relevant assessment component consistent with the level of academic misconduct.
6. A mark of zero allocated to the assessment item.
7. A Unit/Module fail, with the option to re-enroll at a future date.
8. Exclusion from the Course with the option to re-enroll at a future date.
9. Exclusion from a course without the option to re-enroll at a future date
10. Withdrawal of an awarded qualification.

Process - VET

1. The Instructor or Assessor refers the alleged academic misconduct issue to the Learning Support Officer (LSO) (or vice versa) in the first instance to determine the level of misconduct, together with any evidence, such as an assignment, proctoring recording, or TurnItIn report.
2. The LSO then asks another assessor to check to see whether academic misconduct has occurred.
3. The LSO investigates, compiles evidence and completes the ‘*STEP 1 – Academic Misconduct Review Report*’ detailing the findings.
4. The LSO then sends via email to the student the “*STEP 2 – Initial Notice of Academic Misconduct*” letter to the student which will include details of the alleged misconduct.
5. The student is invited to respond to the letter within fourteen calendar days.
6. Once the student has responded the LSO will investigate if the student has had any prior warning in other units/modules, or been involved in any other case of misconduct.

7. If the misconduct is deemed by the LSO to be a minor (Level 1) offence, and a first offence then the LSO, in conjunction with the VET College Manager, will decide a penalty to be applied. The LSO will close out the Step 1 report and issue the formal ‘STEP 3 - Notification of Academic Misconduct’ notice to the student and record it on the student’s file. This notice will also outline the student’s right to appeal the decision.
8. If the case is complex, or the student has been involved in multiple cases, the LSO may discuss the case with the VET College Manager to either agree with the LSOs initial proposed penalty or to suggest a new penalty. In extreme (Level 3) cases it may go to the Dean, Deputy Dean or Academic Board.
 - a. The VET College Manager will then advise the LSO of the outcome, including the reasons behind it. The VET College Manager and LSO will facilitate any necessary discussions until the matter is agreed on.
 - b. Once a penalty is determined and agreed on, the LSO will close out the Step 1 report.
 - c. The LSO will issue the formal ‘STEP 3 - Notification of Academic Misconduct’ notice to the student and record it on the student’s file. This notice will also outline the student’s right to appeal the decision.
9. If the student does not respond to the initial notice within the 14 day timeframe, the LSO makes a decision on whether a penalty will be imposed; defines the penalty; and determines if any supports are required. The LSO will close out the Step 1 report and issue the formal ‘STEP 3 - Notification of Academic Misconduct’ notice to the student and record it on the student’s file. This notice will also outline the student’s right to appeal the decision.
10. Copies of the notice and subsequent actions are sent to relevant administrative and academic personnel to ensure that it is recorded on the student’s file, and assessments are adjusted accordingly.

Process – Higher Education

1. The Lecturer or Assessor refers the alleged academic misconduct issue to the Learning Support Officer (LSO) (or vice versa) in the first instance to determine the level of misconduct, together with any evidence, such as an assignment, proctoring recording, or TurnItIn report.
2. The LSO and lecturer investigate, compile evidence and complete the ‘STEP 1 – Academic Misconduct Review Report’ detailing the findings.
3. The LSO then sends via email to the student the “STEP 2 – Initial Notice of Academic Misconduct” letter to the student which will include details of the alleged misconduct.
4. The student is invited to respond to the letter within fourteen calendar days. A meeting may also be held between the student, LSO and lecturer to discuss the case, or in order to gather further information or evidence regarding the case.
5. Once the student has responded the LSO will investigate if the student has had any prior warning in other units, or been involved in any other cases of misconduct.
6. If the misconduct is deemed by the LSO to be a minor (Level 1) offence, and a first offence, then the LSO, in conjunction with the HE Manager, will decide a penalty to be applied. The LSO will close out the Step 1 report and issue the formal ‘STEP 3 -

Notification of Academic Misconduct' notice to the student and record it on the student's file. This notice will also outline the student's right to appeal the decision.

7. If the case is complex, or the student has been involved in multiple cases, the LSO may discuss the case with the Higher Education Manager to either agree with the LSOs initial proposed penalty or to suggest a new penalty. In extreme (Level 3) cases it may go to the Dean, Deputy Dean or Academic Board.
 - a. The HE manager will then advise the LSO of the outcome, including the reasons behind it. The HE Manager and LSO will facilitate any necessary discussions until the matter is agreed on.
 - b. Once a penalty is determined and agreed on, the LSO will close out the Step 1 report.
 - c. The LSO will issue the formal '*STEP 3 - Notification of Academic Misconduct'* notice to the student and record it on the student's file. This notice will also outline the student's right to appeal the decision.
8. If the student does not respond to the initial notice within the 14 day timeframe, the LSO makes a decision on whether a penalty will be imposed; defines the penalty; and determines if any supports are required. The LSO will close out the Step 1 report and issue the formal '*STEP 3 - Notification of Academic Misconduct'* notice to the student and record it on the student's file. This notice will also outline the student's right to appeal the decision.
9. Copies of the notice and subsequent actions are sent to relevant administrative and academic personnel to ensure that it is recorded on the student's file, and assessments are adjusted accordingly.

Appeals

A student who has been judged to have committed an act of misconduct can appeal the penalty decision in accordance with EIT's Student Complaints, Grievances and Appeals Policy and Procedure.

6.0 Definitions:

Academic Integrity: Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework or research.

Academic misconduct: means conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course or unit of study and includes, cheating, collusion and plagiarism. It may be intentional or reckless.

Cheat/Cheating: means to seek to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study and includes the resubmission of work that has already been assessed in another unit.

File Sharing: The practice of distributing or providing access to digitally-stored material. This includes posting, publishing or selling material to websites, including reading materials, lecture slides and assessment questions.

Plagiarism: Using another person's ideas, designs, words or works without appropriate acknowledgement.



Proctoring/Remote Invigilation: The online monitoring of audio, video and screen of students' work environment during an online examination, with flagging of behaviour that may show academic dishonesty.

Turnitin: An electronic text matching system that compares text in a student assignment against electronic text found in the publicly accessible Internet, published works, commercial databases, and student assignments.

7.0 Related policies and procedures

The following policies and procedures are related to this policy:

- EIT01.4 Conduct Effective Assessments Policy 2015 Rev 1 (VET)
- Academic Freedom and Code of Ethics Policy (DS)
- Academic Misconduct Detection Policy (HE)
- Student Code of Conduct (DS)
- Student Complaints, Grievances and Appeals Policy (HE & VET versions)
- Student Complaints, Grievances and Appeals Procedure (HE & VET versions)

8.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.

Acknowledgement is accorded to the University of Western Australia in the development of the levels and penalties of student academic misconduct in this policy.