



TAFE NSW HIGHER EDUCATION ACADEMIC INTEGRITY AND HONESTY PROCEDURES

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1. Document history and details

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2. Introduction

- 2.1 These procedures describe academic misconduct and outline the way in which TAFE NSW Higher Education will respond to instances of academic misconduct detected in courses and activities delivered by the TAFE NSW Higher Education.
- 2.2 TAFE NSW Higher Education upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavour.
- 2.3 This procedures applies to students of TAFE NSW Higher Education who are expected to conduct themselves in their academic studies honestly and ethically and carefully acknowledge the work of others in all their academic activities.
- 2.4 Students must:
- submit assessments as their own original work;
 - acknowledge the work of others in all academic activities; and
 - not engage in plagiarism, collusion, or cheating, including contract cheating.
- 2.5 Academic misconduct will not be tolerated and any detected or suspected instances of academic misconduct will put in train the procedures and penalties outlined below.

3. Audience and applicability

- 3.1 These procedures apply to:
- all students enrolled in TAFE NSW Higher Education courses;
 - academic staff who have a responsibility to model and explain to students good scholarly practice and principles of academic integrity and honesty; and
 - academic staff who are responsible for monitoring, reviewing and dealing with cases of academic misconduct.

4. Definitions

Academic misconduct	Academic misconduct includes any form of activity that negates the academic integrity of the student or another student and/or their work
Academic staff	Dean, Course Coordinators, Teachers
Cheating	When a student seeks to obtain an unfair advantage through deliberate deceit or dishonesty when submitting assessment work, or during an examination.
Collusion	When a student collaborates with another student(s) in assessment work that is meant to be wholly their own independent, and original work, or helps another student(s) to commit plagiarism or cheating.
Contract Cheating	When a student outsources their assessment to a third party, such as a friend, family member or professional service, whether paid or unpaid.

Course Coordinator	The program manager of a TAFE NSW Higher Education course, who has overall responsibility for course and student management at the delivering campus.
Dean	Responsible for overseeing and reporting to the Academic Council on a range of academic matters, course implementation and professional development of staff.
Plagiarism	When a student inadvertently or deliberately claims ownership of an idea or concept without acknowledging the source of the information.
Smart Device	Any gadget or electronic device capable of storing, transmitting, receiving or displaying digital information, including but not limited to mobile phones, smart phones, iPads, tablets, smart glasses, smart watches cameras, mobile/wireless ear pieces.
TAFE NSW Higher Education	TAFE NSW Higher Education is the registered trading name of the Technical and Further Education Commission as a higher education provider.
Teaching and Learning Committee	The Teaching and Learning Committee (TLC) monitors the implementation of a TAFE NSW Higher Education course to ensure quality and consistency of teaching and learning across all delivery locations. The TLC also has responsibility for endorsing and monitoring any proposed course improvements.

5. Notification to students

5.1 All subject guides will include clear information about:

- referencing requirements;
- whether students are permitted to work on an assessment task jointly and provide clear guidelines relating to all aspects of group work;
- the consequences of, and possible penalties incurred, for academic misconduct.

5.2 Academic staff will reinforce to students the provisions of this procedure at the commencement of each subject

5.3 The Course Handbook will include information about this procedure.

6. Academic misconduct

6.1 TAFE NSW Higher Education takes all cases of academic misconduct seriously and students are subject to penalties for committing intentional academic misconduct.

6.2 The main types of academic misconduct include, but are not limited to:

- plagiarism
- collusion
- cheating
- contract cheating
- unauthorised use of notes, technology and devices in exam situations.

6.3 Academic misconduct may be deemed unintentional:

- where the student is in the first year of the course and has not received a prior warning;
- where the student has limited previous academic experience and has not received a prior warning;
- in cases of plagiarism where the teacher deems that a negligible amount has been plagiarised;
- in cases of plagiarism where the student has made an inadequate attempt at referencing.

6.4 Academic misconduct may be deemed intentional:

- where the students in the cohort were given information on how to acknowledge extracts and quotations and the student was present and knew that the use of material without acknowledgement was unacceptable;
- where the student has received a prior warning about academic misconduct;
- where the student has plagiarised a large amount of information or failed to reference large amounts of information;
- where the student has engaged in contract cheating;
- where the student uses unauthorised notes, technology or smart devices in an exam.

7. Plagiarism, cheating and collusion

7.1 Plagiarism occurs when students fail to acknowledge that the ideas of others are being used. Specifically it occurs when:

- other people's work and/or ideas are paraphrased and presented without a reference;
- other students' work is copied either in full or partially;
- other people's designs, codes or images are presented as the student's own work;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;
- lecture notes are reproduced without due acknowledgement.

7.2 When marking papers academic staff may detect possible plagiarism or cheating by observing changes in formatting within a paper, including:

- a mixture of quotation marks;
- changes in writing style within a paper;
- suspicious/unexplained improved writing style;
- a paper veering away from the topic;
- lack of recent reference sources or unusual or anachronistic references;
- common phrases appearing in more than one paper.

7.3 Students are required to submit all written assessments in electronic form to enable the use of electronic text matching software.

7.4 Students will have the opportunity prior to submitting an assessment task, to review their assessment for possible breaches of academic integrity using electronic text matching software such as Turnitin or other services.

- 7.5 Academic staff will use electronic text matching software such as Turnitin or other services to detect breaches of academic integrity.
- 7.6 Where plagiarism, cheating or collusion is suspected, academic staff must collect evidence to support their suspicion.

8. Dealing with suspected cases of academic misconduct

- 8.1 Allegations of academic misconduct must be based on firm evidence.
- 8.2 When academic misconduct is suspected the Course Coordinator must be notified.
- 8.3 The Course Coordinator will examine the evidence and determine whether the allegation of academic misconduct is upheld.
- 8.4 The Course Coordinator will determine whether the academic misconduct is intentional or unintentional in accordance with 6.3 and 6.4 above.
- 8.5 The Course Coordinator will meet with the student and give the student an opportunity to respond to the allegation of academic misconduct. The student can request that a support person be allowed to attend the meeting.
- 8.6 The student will be informed of the penalties that may be applied if the allegation of academic misconduct is upheld.
- 8.7 In cases where it is impracticable for a student to attend such a meeting, the Course Coordinator will write to the student with the particulars of the alleged academic misconduct. The student must respond within one week from the date shown on the written communication. Failure to respond will be accepted as an admission of guilt and penalties will automatically apply.
- 8.8 All cases of academic misconduct are reported by the Course Coordinator to the Teaching and Learning Committee and recorded in the Student Issues Register.

9. Penalties for unintentional academic misconduct

- 9.1 Where the Course Coordinator deems that academic misconduct was not intentional they may take one of the following possible actions:
- warn the student and mark the assessment item without penalty (deduction of marks); or
 - warn the student and mark the assessment item with penalty; or
 - warn the student, request resubmission, and mark the assessment item with or without penalty.
- 9.2 Penalties for academic misconduct must be communicated in writing to the student and a copy kept on the student's file.
- 9.3 The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

10. Penalties for intentional academic misconduct

- 10.1 Before the Course Coordinator determines that the academic misconduct was intentional they must consider the student's response (if any) to the allegation.
- 10.2 If the student fails to respond to an allegation of intentional academic misconduct or does not convince the Course Coordinator that the academic misconduct was unintentional, the Course Coordinator will report the matter to the Dean.

- 10.3 In such cases the Dean, in consultation with the Course Coordinator, will determine the appropriate penalty for the intentional academic misconduct.
- 10.4 The severity of the academic misconduct will inform the severity of the penalty.
- 10.5 Serious penalties will apply for instances of repeat academic misconduct.
- 10.6 Penalties which will be applied can include one or more of the following.
- The student may be required to undertake an additional or alternative assessment where the maximum possible mark for the event will be 50%.
 - A mark of zero will be recorded for the assessment item.
 - A grade of Fail may be recorded for the subject.
 - The student may be suspended from the course for a period of specified time.
 - The student may be excluded from the course and have their enrolment terminated.
- 10.7 Penalties for academic misconduct must be communicated in writing to the student and a copy kept on the student's file.
- 10.8 The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.
- 10.9 A student in breach of exam conduct guidelines, can at the discretion of the invigilator, be ejected from the examination room.

11. Appeals

- 11.1 A student may appeal against a decision made under this procedure.
- 11.2 The grounds for appeal are that the decision is inconsistent with this procedure.
- 11.3 Appeals must be made in writing and lodged with the Dean within two weeks of the date shown on the written notification of the decision.
- 11.4 The Dean will normally respond in writing to the appeal within two weeks and may uphold or vary the decision.
- 11.5 All decisions of the Dean in regards to appeals will be reported to the Academic Council.
- 11.6 If a student remains dissatisfied with the outcome of their appeal they may utilise TAFE NSW Higher Education Grievance Procedures.

12. Roles and responsibilities

- 12.1 Students are responsible for complying with this procedure.
- 12.2 All TAFE NSW Higher Education academic staff need to be aware of their responsibility to comply with this procedure.
- 12.3 The Dean and/or Course Co-ordinator are responsible for the training of academic staff in these procedures.
- 12.4 The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

13. Related documents

TAFE NSW Higher Education Assessment Policy, Procedures and Guidelines.

TAFE NSW Higher Education Student Grievance Procedures

TAFE NSW Complaints Handling Procedures

14. Monitoring and evaluation

This document will be reviewed and updated regularly in line with the TAFE NSW Higher Education Quality Assurance and Continuous Improvement Framework.

15. Publication of this procedure

The current version of this procedure is published on the TAFE NSW internet.

Where appropriate it will be quoted, paraphrased or cited in Subject Guides and on the TAFE NSW Higher Education Learning Management System.

16. Approval

The TAFE NSW Higher Education Academic Board approved this version of this procedure on 15 November 2018.