

Academic Integrity Policy

1. Purpose

UC International College (UCIC) is committed to promoting and maintaining the highest standards of academic integrity in the conduct of teaching, learning and research. As a result, all members of the teaching and learning environment are responsible for the promotion and protection of academic integrity.

The approach taken by UC International College to academic integrity is to educate students about the expected conventions for academic writing and the appropriate use and acknowledgement of all forms of intellectual material, including authorship. Honesty, trust, respect, fairness and responsibility are the core values that underpin the learning aims around academic integrity at UCIC.

2. Scope

- 2.1 This policy applies to all students at UC International College.
- 2.2 The Academic team is responsible for administering the Academic Integrity Policy and deciding on and issuing penalties (within the scope of Section 6).
- 2.3 In serious or repeated cases of Academic Misconduct, the matter will be referred to the Academic Progress and Discipline Committee (APDC).

3. Definitions

Term or Acronym	Definition
Academic misconduct	Covers, but is not limited to, acts of plagiarism, cheating, fabrication of data or research, unauthorised collaboration (i.e. collusion), ghost writing, misrepresentation of student status, and falsification of academic qualifications. Breaching any of the standards of conduct outlined in the Examinations Policy is also considered to be academic misconduct.
Plagiarism	The act of representing the ideas or work of another person(s) as your own, and can include: <ul style="list-style-type: none"> • Word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including material from books, journal articles, thesis, unpublished works, working papers, seminar and conference papers, internal reports, Internet articles and publications, lecture notes or audio, computer code, artwork, graphics or other material); • Very closely paraphrasing (e.g. only changing a few words occasionally) sentences or paragraphs from one or more sources without appropriate acknowledgement. A teacher may consider this plagiarism, even if a

	<p>reference is provided as the wording is too similar and no quotation marks are used;</p> <ul style="list-style-type: none"> • Self-plagiarising is re-using or re-submitting material used in a previous assessment, either submitted in the same or a different course; • Copying computer files in whole or in part without indicating their origin.
Collusion	<p>The presentation by a student of work as his or her own which is in fact the result, in whole or in part, of unauthorised collaboration with another person or persons. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material (colluders) are considered participants in the act of collusion. Examples of collusion may include:</p> <ul style="list-style-type: none"> • Submitting work that includes material obtained as a result of significant assistance from another person(s), if that assistance does not comply with the instructions or guidelines set out by a lecturer or tutor or UCIC; • Assisting or provoking another student to present/submit work that is not their own and which does not meet the instructions or guidelines set out by a lecturer or tutor or UCIC; • Copying and submitting another student's work, wholly or partially, by a process of mechanical transformation, for example changing variable names in computer programmes; • Copying and/or submitting another person's work as if it were your own. If a student lends an assignment to another student and their assignment is copied and handed in by that student, both students will be penalised.
Cheating	<p>Dishonest conduct in assessment. Examples of cheating may include, but are not limited to:</p> <ul style="list-style-type: none"> • Taking unauthorised material including written notes into an examination room whether on some object (e.g. dictionary) or on part of the body; • Communicating with others during examinations (written, spoken, sign language, electronic or other means); • Having notes written in dictionaries, on rulers, etc; • Leaving notes outside the classroom to access later during the exam; • Looking at another student's paper during an examination; • Having a mobile phone/communication device on person during test/examination; • Contributing little or nothing to a group task and claiming an equal contribution and share of the marks.
Fabrication of research or data	<p>Presenting copied, fabricated or improperly obtained data as if it were the result of laboratory work, field trips or other investigatory work. Examples may include:</p> <ul style="list-style-type: none"> • Using previously published data; • Using falsified survey data; • Adjusting previously published data so it matches the argument for the assignment.

Ghost writing	The use of another person(s) (with or without payment) to prepare all or part of item submitted for assessment.
Poor academic practice	Poor academic practice is academic misconduct that may arise from a student's limited knowledge about academic integrity or how use correct academic or referencing conventions.
Academic Progress and Discipline Committee	Academic Progress and Discipline Committee (APDC). A committee whose functions include the consideration of allegations of serious academic misconduct and the review of programme progress and enrolment of students who have not met, or at risk of not meeting UCIC academic and attendance requirements.
Appeals and Grievance Committee	Appeals and Grievance Committee (AGC). The final appeals body at UC International College which considers appeals from students against any decision by UC International College of an academic or non-academic nature.

4. Policy Statement

In fulfilling its commitment to promoting and maintaining the highest standards of integrity, UC International College, with cooperation of all members of the teaching and learning environment, will ensure:

- A collaborative approach to managing plagiarism.
- Students will be advised of the Academic Integrity Policy at the commencement of their studies and be reminded at other periods during their enrolment.
- Students are educated about the expected conventions for authorship and the appropriate use and acknowledgment of all forms of intellectual material.
- Approaches to assessment minimise the possibility for students to submit plagiarised material, while not reducing the quality and rigour of assessment requirements.
- Procedures are in place for monitoring and detecting cheating, including appropriate penalties and re-education measures.
- Students and staff are provided with access to plagiarism/collusion detection software for self-assessment and development purposes.

4.1 Protecting Academic Integrity

- Both staff and students have a responsibility for protecting the reputation and integrity of UC International College by reporting any suspected breaches of academic integrity to the Academic Manager (or delegate).
- Observations of academic misconduct are to be reported promptly, preferably at the time of the occurrence, using the Academic Misconduct Reporting Form.
- UCIC shall deal with a suspected breach of academic integrity or an allegation of academic misconduct quickly and with due regard for the principles of natural justice.

4.2 Detection

- Instances of academic misconduct may be detected through a variety of mechanisms such as the invigilation of examinations, or the comparison of assessment to either the work of another student or to that of a published author.
- UCIC will also use plagiarism/collusion detection software to assist with the identification of instances where assessment submitted by a student has been copied inappropriately from another source.

5. Process

5.1 Step One

An academic staff member of UCIC, who suspects that a student has been involved in some form of academic misconduct, will investigate the form of misconduct. Once this has been determined, the staff member will discuss the issue with the student concerned and outline the suspected occurrence of academic misconduct. On the basis of the discussion, the staff member may decide to:

- Refer the matter to the Academic Manager (or delegate), using the Academic Misconduct Reporting Form, detailing the nature of the alleged misconduct and including any evidence in support of the allegation.
- Where a student is suspected of being involved in academic misconduct during a final examination, the Examination Invigilator will notify the Academic Manager.

A student who has reason to believe that another student has committed a form of academic misconduct shall report the matter to the teacher for investigation, providing reasons for the referral and any supporting evidence.

5.2 Step Two

The process for dealing with the complaint is as follows:

- The Academic Manager (or delegate) receives a complaint of academic misconduct against a student.
- The Academic Manager (or delegate) notifies the student that he/she has received a complaint of academic misconduct and outlines the nature of the alleged misconduct.
- The student has two (2) working days to respond in writing to the allegation of academic misconduct.
- The Academic Manager (or delegate) will make a ruling regarding the case of academic misconduct and if applicable impose a penalty (as outlined in Section 6).
- NOTE: in serious or repeated cases of academic misconduct the Academic Manager (or delegate) will refer the matter to the Academic Progress and Discipline Committee (APDC).
- The student will be notified in writing of the decision, including the reasons for the decision.
- A note will be placed on the student's record and if under 18 the parents (or guardian) of the student will also be notified.

6. Penalties

6.1 Where the Academic Manager (or delegate) is not fully satisfied that academic misconduct has occurred but the case is a result of poor academic practice, s/he may make a decision on the matter as s/he considers appropriate. Such decisions may include:

- Allowing the student to resubmit the work;
- Deducting marks;
- Giving a mark of zero (0); or
- Other remedial measures

6.2 Where a student has been found to have engaged in a form of academic misconduct, the Academic Manager (or delegate) may apply one or more of the following penalties:

- Requirement to attend a compulsory academic skills workshop or meet with the Student Learning Advisor;
- A formal warning to the student;
- A mark reduction or a mark of zero (0) awarded for the assessment item in which the academic misconduct occurred.

6.3 Where a student has found to have engaged on serious or repetitive academic misconduct, the Academic Progress and Discipline Committee may apply any of the following penalties (or penalties outlined in sections 6.1 and 6.2):

- A fail (X) grade for the course within which the academic misconduct occurred;
- Exclusion from enrolling in the programme of study for a specified period of time;
- Expulsion from UCIC (readmission to UCIC is at the discretion of the Admissions Committee on consideration of the student's case for readmission);

7. Appeal

A student who has been penalised for academic misconduct has the right to appeal the penalty imposed. An Appeals Form is available from the UCIC Office and outlines the grounds on which an appeal can be made.

Any appeal to the Appeals and Grievance Committee must be submitted on the official UC International College Appeals Form within five (5) days of the notification of the penalty that has been imposed. Appeals should be submitted to the Quality and Compliance Coordinator.

UCIC's Appeals and Grievance Committee will consider the appeal and notify the student, in writing, of the outcome of their appeal within five (5) days. To avoid any conflict of interest, an alternative senior staff member from UCIC or UC will replace any Committee member who has been involved in the decision being appealed.

Policy Title	Academic Integrity Policy	
Policy Owner(s)	Academic Manager	
Contact Person(s)	Academic Coordinator	
Key Stakeholders	UCIC Academic Staff and Students	
Approval Authority	UCIC Executive Committee	Meeting date approved 24/05/2017
Relevant Legislation	The Education (Pastoral Care of International Students) Code of Practice 2016 - Tertiary, and the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989	
Related Policies	Student Code of Conduct, Student Complaints Policy, Assessment Policy, Examinations Policy	
Related Guidelines	Academic Misconduct Process Map	
File information	File number N/A	Version number V 3.1
Date Effective	24/05/2017	Next Review Date May 2018

Version 3.1 approved by:	
	College Director and Principal, UC International College

Appendix A: UCIC Academic Misconduct Process Map

