

# 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	<p>The act of representing the ideas or work of another person(s) as your own, and can include:</p> <ul style="list-style-type: none"> <li>• Word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons without correct and appropriate acknowledgement (e.g. quotation marks and in text references) and within any guidelines of acceptable practice given.</li> </ul> <p>(This can include, but is not limited to, material from books, journal articles, thesis, unpublished works, working papers, seminar and conference papers, internal reports, Internet articles and publications, lecture notes or audio, computer code, artwork,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);</p>

	<ul style="list-style-type: none"> <li>• 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 reference is provided as the wording is too similar and no quotation marks are used;</li> <li>• Self-plagiarising is re-using or re-submitting material used in a previous assessment, either submitted in the same or a different course;</li> <li>• Copying computer files in whole or in part without indicating their origin.</li> </ul>
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, but is not limited to:</p> <ul style="list-style-type: none"> <li>• 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 in an assessment;</li> <li>• 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 in an assessment;</li> <li>• Copying and submitting another student's work, wholly or partially, by a process of mechanical transformation, for example changing variable names in computer programmes;</li> <li>• 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.</li> </ul>
Cheating	<p>Dishonest conduct in assessment. Examples of cheating may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Taking unauthorised material including written notes into an examination room whether on some object (e.g. dictionary) or on part of the body;</li> <li>• Communicating with others during examinations (written, spoken, sign language, electronic or other means);</li> <li>• Having notes written in dictionaries, on rulers, etc.;</li> <li>• Leaving notes outside the classroom to access later during the exam;</li> <li>• Looking at another student's paper during an examination;</li> <li>• Having a mobile phone/communication device on person during test/examination;</li> <li>• Contributing little or nothing to a group task and claiming an equal contribution and share of the marks.</li> </ul>
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, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Using previously published data;</li> </ul>

	<ul style="list-style-type: none"> <li>Using falsified survey data;</li> <li>Adjusting previously published data so it matches the argument for the assignment.</li> </ul>
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 to 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.
Suspension and termination of enrolment	A student's enrolment may be suspended for a period of time and they will not be considered a current student of UCIC. A termination of enrolment may be for an indeterminate or specified time and subject to re-admission criteria. In both cases Immigration New Zealand will be notified that the student is not currently enrolled at UCIC.

## 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:

- Students will be advised in writing of the Academic Integrity Policy at the commencement of their studies.
- 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 will use plagiarism/collusion detection software.

### 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.
- 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 tests and 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 academic misconduct, will:

- Discuss the issue with the student or students involved in order to determine whether academic misconduct has occurred.
- Complete the Academic Misconduct Reporting Form if required.
- Forward the Academic Misconduct Reporting Form to the Academic Coordinator.

Where a student is suspected of being involved in academic misconduct during a final examination, the Examination Invigilator will notify the Academic Coordinator.

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 an allegation of academic misconduct is as follows:

- The Academic Coordinator notifies the student that he/she has received an allegation 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 nominee) 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 matter will be referred 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 nominee) is not fully satisfied that academic misconduct has occurred, but considers the case is a result of poor academic practice, s/he may decide to:

- Allow the student to resubmit the work; or
- Impose other remedial measures (such as require the student to attend a compulsory academic skills workshop or meet with the Student Learning Advisor).

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

- Require the student to attend a compulsory academic skills workshop or meet with the Student Learning Advisor;
- Issue a formal warning to the student;
- Impose 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 in 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):

- Award a fail (E, WF) or dishonesty (X) grade for the course within which the academic misconduct occurred. A failing grade will result in the award of a -1 GPA value and a dishonesty grade will result in a GPA value of -3; or
- Suspend the student's enrolment for a specified period of time; or
- Terminate the student's enrolment at UCIC. Re-admission to UCIC will be at the discretion of the Admissions Committee on consideration of the student's case for re-admission.

## 7. Appeal

A student who has been penalised for academic misconduct has the right to appeal the penalty imposed. Refer to the Appeals Policy for grounds for appeal. An Appeal Form is available from the UCIC Office.

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

UCIC's Appeals and Grievance Committee will consider the appeal and notify the student, in writing, of the outcome of their appeal within the timeframes outlined in the Appeals Policy.

<b>Policy Title</b>	Academic Integrity Policy	
<b>Policy Owner(s)</b>	Academic Manager	
<b>Contact Person(s)</b>	Academic Coordinator	
<b>Key Stakeholders</b>	UCIC Academic Staff and Students	
<b>Approval Authority</b>	UCIC Executive Committee	<b>Meeting date approved</b> 11/10/2019
<b>Relevant Legislation</b>	The Education (Pastoral Care of International Students) Code of Practice 2016 and amendments, and the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989.	
<b>Related Policies</b>	Student Code of Conduct Policy, Appeals Guidelines, Assessment Policy, Test and Examination Regulations	
<b>Related Guidelines</b>		
<b>File information</b>	<b>File number</b> N/A	<b>Version number</b> V4.3
<b>Date Effective</b>	11/10/2019	<b>Next Review Date</b> March 2020