

## ACADEMIC INTEGRITY POLICY AND PROCEDURES 2023

Dated: 01 September 2023

Last amended: N/A

Signature:

Position:

---

### CONTENTS

<b>Contents</b> .....	<b>1</b>
<b>PART 1 - ACADEMIC INTEGRITY POLICY</b> .....	<b>1</b>
1 Name of policy .....	1
2 Commencement .....	1
3 Policy is binding .....	1
4 Overview .....	1
5 Application .....	2
6 Definitions .....	2
7 General principles .....	6
8 Procedural fairness .....	6
9 Records Management .....	7
<b>PART 2 – ACADEMIC INTEGRITY PROCEDURES</b> .....	<b>7</b>
10 Education and training of students in academic integrity and misconduct .....	7
11 Training of staff and teaching affiliates on academic integrity .....	8
12 Assessment strategies to promote academic integrity .....	8
13 Conduct and security of exams .....	8
14 Reporting and investigating academic misconduct .....	8
15 Penalties for academic misconduct .....	9
16 Reporting trends in academic misconduct and quality assurance .....	10
17 Rescissions and replacements .....	10
<b>Notes</b> .....	<b>11</b>

---

### PART 1 - ACADEMIC INTEGRITY POLICY

---

#### 1 Name of policy

This is the Academic Integrity Policy and Procedures 2023.

#### 2 Commencement

This policy commences the day after the day on which it is registered.

#### 3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds Navitas Australia Pty Limited (formerly named Study Group Australia Pty Limited) (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), staff, students and affiliates.

## 4 Overview

This policy (and its procedures) outlines the requirements for fostering a culture of academic integrity in staff and students and handling allegations of academic misconduct in students enrolled in a Taylors College course. The focus is on academic student misconduct, as non-academic misconduct is covered by the Student Misconduct Policy and Procedures.

## 5 Application

This policy (and its procedures) applies to students:

- (a) currently enrolled, or
- (b) who have been enrolled in the past two years.

Who are in an English Language Intensive Courses for Overseas Students (ELICOS) course delivered by Navitas Australia Pty Limited (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), and to staff and affiliates of the College.

## 6 Definitions

<b>Academic integrity</b>	means honest and ethical behaviour in all academic activities and acknowledgement of the work of others.
<b>Academic misconduct</b>	means an intentional or unintentional breach of academic integrity resulting in academic advantage for oneself or others by unfair means. Academic misconduct includes, but is not limited to: <ul style="list-style-type: none"><li>• Breach of examination or assessment rules</li><li>• Bribery</li><li>• Cheating</li><li>• Checking answers on study help websites and submitting questions and answers to these websites</li><li>• Collusion</li><li>• Contract cheating (see separate definition)</li><li>• Engaging the services of private tutoring companies to be coached on how to complete an assignment</li><li>• Information fabrication or falsification</li><li>• Plagiarism</li><li>• Recycling</li><li>• Submitting someone else's work</li><li>• Student identity fabrication or falsification</li><li>• Using document sharing websites to submit 'model' assignment answers provided by a private tutor or tutoring company.</li></ul>
<b>Affiliates</b>	means consultants and contractors to the College, members of the College

	Committees; and any other persons appointed or engaged by the College.
<b>Appeal</b>	<p>means the request by a student for a review of a decision made by the College:</p> <ul style="list-style-type: none"><li>• about an outcome of a complaint by a student or about a student</li><li>• to cancel an enrolment</li><li>• in response to a Notice of Intention to Report (NIR)</li><li>• in response to a request by a student to suspend their enrolment</li><li>• on a grade outcome</li><li>• in response to a student's application for special consideration</li><li>• as a result of a misconduct finding and/or penalty.</li></ul>
<b>Assessment</b>	<p>means the process of gathering a range of evidence about students' learning and performance that enables judgements to be formed as to whether a student has achieved the specified level of knowledge, skill and/or proficiency of application and/or performance in relation to the learning outcomes appropriate for the level of the course as specified in the expected learning outcomes for the course and subjects set out in the course and subject syllabus.</p>
<b>Breach of examination or assessment rules</b>	<p>means failure to comply with the examination or assessment rules provided to students.</p>
<b>Bribery</b>	<p>means offering or accepting bribes (e.g, money or goods) for admission or grades.</p>
<b>Cheating</b>	<p>means copying the work of others, using translation, paraphrasing or grammar software when prohibited, having or providing unauthorised materials or information relating to an assessment task.</p>
<b>College</b>	<p>means Taylors College Sydney, including its staff, affiliates and contractors.</p>
<b>College Director</b>	<p>means the most senior staff member for the College (or their delegate).</p>
<b>Collusion</b>	<p>means unauthorised collaboration or cooperation that is not legitimate or not part of group work, on assessable work with another person or persons.</p>
<b>Contract cheating</b>	<p>means when a student gets someone else to produce work to be submitted for all or part of an assessment as the student's own, with or without payment. Examples include but are</p>

not limited to:

- asking a partner, friend or family member to write part or all of an assessment;
- posting questions and answers on study and tutoring websites and forums and seeking feedback
- engaging a tutor or a ghost-writing company for assistance with an assessment;
- engaging a private tutoring company to coach you on how to complete an assessment; or
- completing or contributing to part or all of an assessment for another student.

**Course**

means a sequence of academic subjects to achieve stated learning outcomes. An ELICOS course must have a minimum of 20 hours face-to-face scheduled course contact per week.

**Delegate**

means a person who has been authorised to perform a specific responsibility.

**ELICOS**

means an English Language Intensive Courses for Overseas Students (ELICOS) course is a course of education or training that is:

- solely or predominantly of English language instruction; and
- provided, or intended to be provided, to an overseas student as defined in section 5 of the ESOS Act.

**Group work**

means a formally established project to be carried out by a number of students working together that results in a single piece of assessment or a number of associated pieces of assessment.

**Head of Department**

means the most senior leader of an academic discipline, responsible for recording allegations of academic misconduct.

**Information fabrication or falsification**

means making up raw data such as experimental or interview data for research focused tasks. Using information incorrectly from references or citing references that do not exist.

**International student/overseas student**

means a person (whether physically located within or outside Australia) who holds or needs a visa with rights to study in

	Australia and who has the right to enrol at the College.
<b>Legitimate cooperation</b>	means any reasonable, fair and transparent practice that aims to facilitate optimal learning outcomes through interaction between students, and that does not unfairly advantage a student or group of students. Examples include, but are not limited to: <ul style="list-style-type: none"><li>• researching, writing or presenting group/joint work;</li><li>• discussing general themes and concepts;</li><li>• interpreting assessment criteria;</li><li>• informal study or discussion groups;</li><li>• strengthening and developing academic writing skills through peer assistance.</li></ul>
<b>Plagiarism</b>	means when a student deliberately uses other people's words, ideas, images or other information as their own without appropriate referencing.
<b>Recycling</b>	means recycling or resubmitting own work from previous assessments, with or without alteration, in the same or different subjects.
<b>Student</b>	means a person who is currently an enrolled student in a Taylors College course and students enrolled in a Taylors College course within the past two years.
<b>Student identity fabrication or falsification</b>	means when a student pretends to be someone else, or allows someone else to pretend to be them, for an assessment task or course requirement.
<b>Student Management System (SMS)</b>	means the system used to record student personal information and grades.
<b>University of Sydney Preparation Programs (USPP)</b>	means the non-award pathway programs offered by the University of Sydney and delivered by Navitas Australia trading as Taylors College Sydney. They include the University of Sydney Foundation Program and the High Achievers Preparation Program (HAPP).

## 7 General principles

- (1) The College will foster a culture of academic integrity amongst its students, staff and affiliates. The College expects honest and ethical behaviour in all academic activities and acknowledgement of the work of others.
- (2) It is the responsibility of all students, staff and affiliates of the College to demonstrate the values of academic honesty and integrity.
- (3) The College will not tolerate academic dishonesty and has documented clear expectations of the academic integrity required of students, staff and affiliates in this policy and its procedures.
- (4) A person studies with academic honesty and integrity when they are doing their own work at all times, and does not try to benefit academically by misleading or unfair behaviour.
- (5) Students, staff and teaching affiliates will be educated on the importance and value of academic integrity, what constitutes academic misconduct and supported with relevant information and training.
- (6) Staff and teaching affiliates will take action to mitigate foreseeable risks to academic integrity, including via appropriate teaching and learning and assessment practices.
- (7) Students, staff and affiliates will use correct referencing techniques and respect copyright when using external sources.
- (8) Where allegations of academic misconduct concern group work, each student will be treated separately under this policy.
- (9) Potential academic misconduct will be promptly identified by staff and teaching affiliates and investigated by relevant Heads of Departments within set timeframes.
- (10) All allegations of academic misconduct will be investigated in a timely, transparent, ethical and appropriate manner in conjunction with all relevant policies, procedures and guidelines.
- (11) Appropriate penalties will be imposed for confirmed academic misconduct and trends monitored to improve teaching and learning practices and compliance processes.
- (12) If necessary, verified academic misconduct findings that result in the cancellation of a student's enrolment or the cancellation of a student's report (if already issued) will be reported to the relevant Heads of Department for the student's subsequent USPP and if applicable, the University of Sydney, as provided for in section 16(1) of this policy and procedures.

## 8 Procedural fairness

- (1) The College is committed to the principles of procedural fairness and natural justice when dealing with allegations of student misconduct, which include:
  - (a) the right to be heard;
  - (b) the right to be treated fairly and impartially;
  - (c) ensuring that parties are not victimised or discriminated against in relation to an academic misconduct allegation and process;
  - (d) the right to be informed of allegations being made with appropriate notice, and to be provided with opportunities to respond to these;
  - (e) the right to be given reasons for any decision;
  - (f) where applicable, an opportunity to correct information and explain mitigating circumstances; and
  - (g) the right to make an internal appeal against decision of academic misconduct and subsequent penalty under the Student Complaints and Appeals Policy and Procedures.

## 9 Confidentiality

- (1) Except for reporting to the University of Sydney as provided in section 7, the College will keep confidential all information relating to the implementation of this policy and its procedures, including allegations of potential academic misconduct, unless a student or former student consents to disclosure of part or all of the information for a specified purpose.
- (2) All students must keep confidential all information concerning the implementation of this policy and its procedures, unless disclosure is required to obtain support or advice from:
  - (a) immediate family members, parents, legal guardians or caregivers, or
  - (b) a student representative or support person.
- (3) Staff and affiliates must keep confidential all information concerning the implementation of this policy and its procedures unless:
  - (a) disclosure is required to the DHA for the purposes of reporting.
  - (b) disclosure is required by law.
  - (c) staff and affiliates are investigating new and historic allegations of academic misconduct.
- (4) The confidentiality requirements concerning the implementation of this policy apply, but are not limited to, the identity of the person who reports alleged academic misconduct, the information collected in the course of investigating the alleged academic misconduct, the fact that academic misconduct is being investigated and the outcome of the investigations.

## 10 Records Management

Records in association with this policy will be kept in accordance with the Records Management Policy and Procedures. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements, and all information about allegations and investigations will be stored in a confidential file.

## **PART 2 – ACADEMIC INTEGRITY PROCEDURES**

---

### 11 Education and training of students in academic integrity and misconduct

- (1) Students will be informed of the College's expectation to uphold academic integrity and what legitimate cooperation is through the completion of certain mandatory tasks within the first ten weeks of study. The College will ensure the completion of these tasks.
  - (a) a pre-arrival module.
  - (b) an interactive online course on academic integrity.
  - (c) Training in the use of invigilation and text matching software.
- (2) Students who do not complete their mandatory training will not receive a report, nor an attendance certificate. The College will provide students relevant education in academic writing and a consistent referencing convention. A common referencing style guide will be promoted at the College.
- (3) Students will be expected to attend meetings which will inform them of the examination rules and outline behavioural expectations during assessments and/or examinations.
- (4) Students are required to agree to an academic integrity statement at the start of every formal examination and on every assignment being submitted to certify that it is their own work.

## 12 Training of staff and teaching affiliates on academic integrity

- (1) Staff and teaching affiliates are informed of the College's policy and procedures to uphold academic integrity through the completion of the following tasks within the first ten weeks of employment or appointment. The Heads of Departments will monitor and ensure the completion of these tasks.
  - (a) an interactive online course on academic integrity.
  - (b) training on the use of invigilation and text matching software.
- (2) Staff and teaching affiliates will be informed of the College examination rules and assessment rules and the invigilation of these tasks.
- (3) Staff and teaching affiliates will receive training in and adhere to copyright regulations.
- (4) Staff and teaching affiliates will be expected to model and teach the common referencing style guide.

## 13 Assessment strategies to promote academic integrity

- (1) Academic staff will design assessment tasks to minimise opportunities for academic misconduct. Strategies may include but are not limited to:
  - (a) setting students informal tasks and providing feedback to prepare them for formal assessment tasks;
  - (b) monitoring stages of an assessment task and providing feedback;
  - (c) using an oral presentation as part or all of the assessment;
  - (d) using randomisation in test construction; and/or
  - (e) using sequential online exams.
- (2) Academic staff will use text matching software to check written assessments submitted electronically to detect plagiarism.

## 14 Conduct and security of exams

- (1) The College provides students with a set of examination rules which apply to all examinations. Students are reminded of the rules immediately prior to the commencement of every examination.
- (2) Online exams, where applicable, and the invigilation arrangements for these, will be communicated to students.
- (3) Examinations, where possible, are scheduled at the same time and conducted for the same duration.
- (4) All students will have their identity verified for all examinations.
- (5) Academic staff will invigilate examinations and ensure appropriately spaced seating arrangements during face-to-face examinations.
- (6) Heads of Departments will ensure examination papers are kept securely at all times.

## 15 Reporting and investigating academic misconduct

- (1) Staff and teaching affiliates who identify potential academic misconduct must report it to the relevant Head of Department (or delegate) in writing.
- (2) The Head of Department (or delegate) reviews the allegation and supporting evidence, makes an initial decision as to whether the matter is to proceed and within 5 working days either:
  - (a) dismisses the allegation or



- (b) contacts the student, communicates the allegation to them and invites them to respond formally in writing. The student may be requested to attend an interview and can have a support person present.
- (3) If the student replies to the allegation, the Head of Department or delegate investigator will record the response in the Academic Misconduct Register and any additional supporting evidence in the SMS. The investigation will be completed in no more than 20 working days. Where this may not be possible, students will be advised of the projected time frame and reasons for the delay.
- (4) The investigation will include a review of any recorded information of the student's prior academic misconduct history, such as previous penalties.
- (5) The Head of Department (or delegate) may use an alternative task or viva voce as part of the investigation to determine if the work produced and submitted is the student's own work.
- (6) If the decision is to dismiss the allegation, this would mean there is insufficient evidence to support the allegation and therefore no clear grounds for the allegation to be put to the student.
- (7) In all other instances, the student will be contacted in writing, including after initial meetings, and will have the right to reply to the allegation within 5 working days.
- (8) If a student admits to the allegation, the matter will be considered for an appropriate penalty and will not require further investigation.
- (9) If there is no response from the student by the due date, the decision will be made based on the information available to the College.
- (10) If the student is found guilty of the allegation based on the information available to the College, they will be assigned a penalty from the Schedule of Penalties for Academic Misconduct. The Head of Department (or delegate) will inform the student of the decision and of their right to appeal (as per the Student Complaints and Appeals Policy and Procedures).
- (11) The Head of Department (or delegate) will record details of the academic misconduct, investigation and the penalty in the Academic Misconduct Register and in the SMS. Where academic misconduct is found not to have occurred, or further remedial action is needed, the Head of Department will record details of the investigation and the outcome in the SMS.

## 16 Penalties for academic misconduct

- (1) Penalties are based on the severity and frequency of academic misconduct.
- (2) The Schedule of Penalties for Academic Misconduct is used as a guideline to determine the penalty for academic misconduct. The College may consider other factors when determining a student misconduct penalty. Other considerations may be given in reaching an outcome for a breach of academic integrity. An appeal cannot be made against a penalty based on inconsistency with the Schedule of Penalties for Academic Misconduct. Where a student is found to have engaged in academic misconduct, penalties could include:
  - (a) further training in the College's expectations of academic integrity, involving a workshop or an online unit;
  - (b) resubmission of an assessment task with no reduction in score;
  - (c) a 10% reduction in score;
  - (d) resubmission of an assessment, for a maximum of 50% of the total mark;
  - (e) zero for assessment;
  - (f) zero for subject;
  - (g) cancellation of enrolment; or
  - (h) cancellation of report (if already issued).

- (3) A student will be advised of the outcome of investigations into academic misconduct and if any penalties apply.
- (4) Where a student is not found to have engaged in academic misconduct, the allegations will be dismissed and no penalties will apply.
- (5) Where a student is found to have engaged in academic misconduct, they may lodge an internal appeal against the decision in accordance with the Student Complaints and Appeals Policy and Procedures.
- (6) Notification of verified academic misconduct findings that result in cancellation of a student's enrolment or the cancellation of a student's report (if already issued) will be reported to the University of Sydney, as the principal provider of the course in which a student is enrolled, at the conclusion of the case.
- (7) Please refer to the Cancellation and Refunds Policy and Procedures for refund entitlements in the event of a student's exclusion by cancellation of enrolment.

## **17 Reporting trends in academic misconduct and quality assurance**

- (1) The College is responsible for monitoring, analysing and reporting academic misconduct. This will include a comparison of data on the number of incidences, nature, and penalties at the end of each 10-week term, which will be provided to the College Director.
- (2) The academic managers will make recommendations on improving teaching and learning practices.

## **18 Rescissions and replacements**

This document replaces the following, which are rescinded as from the date of commencement of this document:

Nil.

## NOTES

Academic Integrity Policy and Procedures 2023

Date adopted: 06 September 2023

Date registered: 06 September 2023

Date commenced: 18 September 2023

Administrator: Principal Executive Officer

Review date: At least once every 5 years from the date of commencement.

Rescinded documents: Not applicable

Related documents:

- (1) *Competition and Consumer Act 2010 (Cth)*
- (2) *Corporations Act 2001 (Cth)*
- (3) *Education Services for Overseas Students (ESOS) Act 2000 (Cth)*
- (4) *Education Services for Overseas Students Regulations 2019 (Cth)*
- (5) *ELICOS Standards 2018*
- (6) *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)*
- (7) *Privacy Act 1988 (Cth)*
- (8) Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures
- (9) Monitoring Course Progress Policy and Procedures
- (10) Records Management Policy and Procedures
- (11) Student Assessment Policy and Procedures
- (12) Student Code of Conduct
- (13) Student Complaints and Appeals Policy and Procedure
- (14) Student Learning Assistance Policy and Procedures
- (15) Student Misconduct Policy and Procedures
- (16) Student Privacy Policy