

Academic Integrity Policy 2025

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Part 1 Purpose and application

1.1 Purpose

- (1) The policy explains:
 - (a) The requirement for fostering a culture of academic integrity in staff and students and handling allegations of academic misconduct in students enrolled in the University of Sydney Preparation Programs (USPPs).
 - (b) The focus is on academic student misconduct as non-academic misconduct is covered by the Student Misconduct Policy and Procedures.
- (2) The Policy is supported by Academic Integrity Procedures 2025.

1.2 Start date

- (1) This Policy commences the day after the day on which it is registered.

1.3 Application

- (1) This policy applies to students:
 - (a) currently enrolled in the University of Sydney Preparation Program, and
 - (b) who have been enrolled in the past two yearsin the USPPs delivered on behalf of the University of Sydney by Navitas Australia Pty Limited (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), and to staff of the College.

1.4 Policy is binding

- (1) Except to the extent that a contrary intention is expressed, this policy binds The University of Sydney Foundation Program Pty Limited (CRICOS Provider Code: 00026A), staff, students and affiliates.

Part 2 General principles

- (1) The College promotes a culture of academic honesty among students, staff, and affiliates. Everyone acts honestly and fairly in their academic work and gives credit to others for their ideas.
- (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 does not accept dishonest behaviour. This policy and its procedures clearly explain the standards expected.
- (4) Academic honesty means doing your own work and not trying to gain an unfair advantage.
- (5) Students, staff and teaching affiliates are educated on the importance and value of academic integrity, the meaning of academic misconduct and supported with relevant information and training.
- (6) Staff and teaching affiliates take action to mitigate foreseeable risks to academic integrity, including via appropriate teaching and learning and assessment practices.
- (7) Students, staff and affiliates 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 Academic Managers within set timeframes.
- (10) The College investigates all cases in a fair, clear, and timely way, following all related policies and procedures.
- (11) Appropriate penalties will be imposed for confirmed academic misconduct according to the Schedule of Penalties for Academic Misconduct and trends monitored to improve teaching and learning practices and compliance processes.
- (12) Verified academic misconduct findings that result in the cancellation of a student's enrolment, or the cancellation of a student's transcript (if already issued) are reported to the University of Sydney.
- (13) The use of generative AI is permitted in unsecured assessment. Generative AI is not permitted in secured assessment task.

Part 3 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.

Part 4 Confidentiality

- (1) Except for reporting to the University of Sydney as provided in Part 2, 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.

Part 5 Records Management

- (1) 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 6 Definitions

Academic integrity	means honest and ethical behaviour in all academic activities and acknowledgement of the work of others.
Academic Manager	means honest and ethical behaviour in all academic activities and acknowledgement of the work of others.
Academic misconduct	<p>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:</p> <ul style="list-style-type: none"> • Breach of examination or assessment rules • Bribery • Cheating • Checking answers on study help websites and submitting questions and answers to these websites • Collusion • Contract cheating (see separate definition) • Engaging the services of private tutoring companies to be coached on how to complete an assignment • Information fabrication or falsification • Plagiarism • Recycling • Submitting someone else's work • Student identity fabrication or falsification • Using document sharing websites to submit 'model' assignment answers provided by a private tutor or tutoring company.
Affiliates	means consultants and contractors to the College; members of the Board of USFP; members of College committees; and any other persons appointed or engaged by USFP to perform duties or functions on its behalf.

Appeal	<p>means the request by a student for a review of a decision made by the College:</p> <ul style="list-style-type: none"> • about an outcome of a complaint by a student or about a student • to cancel an enrolment • in response to a Notification of Intention to Report (NIR) • in response to a request by a student to suspend their enrolment • on a grade outcome • in response to a student's application for special consideration • as a result of a misconduct finding and/or penalty.
Assessment	<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>
Artificial Intelligence	<p>The imitation of human intelligence by machines or computer systems is known as simulation. This involves enabling computers, robots, or software to carry out tasks typically done by humans. It's referred to as a simulation of human intelligence because these tasks demand human-like thinking and judgment, such as reasoning, understanding meaning, making generalizations, or learning from previous experiences.</p>
Breach of examination or assessment rules	<p>means failure to comply with the examination or assessment rules provided to students.</p>
Bribery	<p>means offering or accepting bribes (e.g., money or goods) for admission or grades.</p>
Cheating	<p>means copying the work of others, using translation, paraphrasing or grammar software when prohibited, using generative artificial intelligence tools when prohibited.</p>
College	<p>means Taylors College Sydney, including its staff, affiliates and contractors.</p>
College Director	<p>means the most senior staff member for the College (or their delegate).</p>
Collusion	<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>

Contract cheating	<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 not limited to:</p> <ul style="list-style-type: none"> • 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. <p>engaging a generative artificial tool to complete an assessment when prohibited.</p>
Course	means a sequence of academic subjects to achieve stated learning outcomes.
Delegate	means a person who has been authorised to perform a specific responsibility.
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.
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.
Legitimate cooperation	<p>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:</p> <ul style="list-style-type: none"> • researching, writing or presenting group/joint work. • discussing general themes and concepts. • interpreting assessment criteria. • informal study or discussion groups. <p>strengthening and developing academic writing skills through peer assistance.</p>
Plagiarism	means when a student deliberately uses other people's words, ideas, images or other information as their own without appropriate referencing.

Recycling	means recycling or resubmitting own work from previous assessments, with or without alteration, in the same or different subjects.
Student	means a person who is currently an enrolled student in a USPP, and students enrolled in a USPP within the past two years.
Student identity fabrication or falsification	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.
Student Management System (SMS)	means the system used to record student personal information and grades.
Student	means a person who is currently an enrolled student in a University of Sydney Preparation Program. (This does not include former students).
University of Sydney Preparation Programs (USPP)	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).

Part 7 Notes

Recissions and replacements

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

ACADEMIC INTEGRITY POLICY AND PROCEDURES 2021

USPP Academic Integrity Policy 2025

Date adopted: 30 June 2025

Owner: College Director

Approver USFP Board of Studies

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

Rescinded documents: ACADEMIC INTEGRITY POLICY AND PROCEDURES 2021

Related documents:

- Competition and Consumer Act 2010 (Cth)
- Corporations Act 2001 (Cth)
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)
- National Standards for Foundation Programs
- Privacy Act 1988 (Cth)
- Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures
- Monitoring Course Progress Policy and Procedures
- Progression and Exclusion Policy and Procedures
- Records Management Policy and Procedures
- Student Assessment Policy and Procedures
- Student Code of Conduct
- Student Complaints and Appeals Policy and Procedure
- Student Learning Assistance Policy and Procedures
- Student Misconduct Policy and Procedures
- Student Privacy Policy

Part 8 Amendment History

Register Version	Approved by	Clause	Amendment	Commenced