

# Academic and Professional Integrity Policy

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Approved by	Academic Board
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## Purpose

Sydney Institute of Higher Education (SI) shall uphold the principles of academic integrity as a fundamental value. This includes a moral code of truth, honesty, accuracy, ethical scholarship, academic respect and fairness that governs all teaching and learning and research behaviour, practice and activities, the awarding of qualifications, marketing and admissions processes. It is imperative that SI protects responsible and ethical academic conduct within its higher education operation in order to protect the reputation of the Higher Education sector of which it is a part.

This policy establishes principles and procedures with which all staff and students at SI are expected to abide to ensure an institutional culture of respect for academic integrity is maintained and protected.

## Scope

This policy applies to all staff and students at SI and all academic activities and behaviour including teaching and learning contexts, student assessments, research, academic publications and other forms of academic engagement and experience that relate to ethical scholarship and academic standards. This policy is also applicable to third party arrangements or contexts.

## Principles

To ensure academic and professional integrity is respected, observed and practised SI will actively promote an academic culture that values fairness and honesty in all aspects of teaching and learning, and research.

SI staff and students will be inducted into a culture of ethical scholarship through orientation, teaching and learning, professional development, monitoring and academic skills support. They will be fully informed of their obligations regarding academic integrity and the consequence of engaging in academic misconduct.

Academic staff and students will receive ongoing guidance and training on best practice for maintaining academic integrity in their scholarly work and learning contexts. This includes understanding what constitutes academic misconduct, knowing how to avoid it through the implementation of good practices, and recognising that academic misconduct undermines SI's reputation, credibility and success as a higher education provider.

SI staff and students are expected to comply with the principles of academic integrity and ethical scholarship, to value and protect them.

All arrangements with third parties are to adhere to the principles of academic and professional integrity. For more information refer to the *Third-Party Arrangements Policy*.

Any allegations of academic misconduct will be addressed and investigated fairly, equitably and confidentially. For more information refer to the *Misconduct Policy*.

## Procedures

### Responsibilities

The *Corporate Governance Board* is ultimately responsible for higher education at SI including the maintenance of and addressing any threats to academic integrity. The *Corporate Governance Board* delegates responsibility for approving and implementing this policy to the *Academic Board*.

The *Academic Board* is responsible for overseeing academic integrity, including monitoring potential risks, ensuring that the underlying causes of incidents, should they occur, are addressed to prevent future incidents, and advising the *Corporate Governance Board* accordingly.

In order to uphold academic integrity, academic staff and students shall:

- Refrain from engaging in plagiarism, collusion, cheating, or contracting another person to write their work, or falsifying research data.
- Acknowledge the work of others, and use the work of others in a way that reflects the author's actual intentions
- Apply correct referencing and citation practices to all work
- Remain ethical and impartial in academic inquiry
- Support their work with sound scholarship and research drawn from legitimate sources
- Respect the worth, confidentiality and academic freedom of other staff and students.

### Preserving academic integrity

SI is committed to preventing and mitigating the risk of breaches to academic integrity as far as possible. SI will stay abreast of technological developments and emerging trends that increase the risk of academic misconduct.

The following measures allow SI to create conditions in which academic integrity is preserved.

### Academic oversight and monitoring

Crucial to ensuring that staff and students uphold academic integrity, the Academic Board will exercise robust oversight over various processes:

- Appropriate entry requirements and admissions (refer to the *Admissions Policy*)
- Hiring qualified and experienced academic staff (refer to the *Workforce Policy*)
- Program content (refer to the *Program Development and Approval Policy* and the *Program Review and Continual Improvement Policy*)

- Assessment integrity (refer to the *Assessment Policy*, *Moderation Policy* and *Examinations Policy*)
- The identification and investigation of Academic Misconduct (refer to the *Misconduct Policy*)
- Secure storage of sensitive information (refer to the *Data and Records Integrity Policy*).

### ***Information for students and staff***

All staff and students, including prospective students, will be provided with information about academic integrity via:

- Regular class teaching
- The SI website
- Policies and procedures
- Library and IT resources
- Orientation and academic skills workshops
- Induction and professional development

### **Assessment task instructions**

Students will be provided with various modes of support to induct them into a learning and teaching context that upholds academic integrity, such as:

- Each unit having a clearly identified preferred citation style that is clearly stated in the unit outline, including examples
- Students are required to complete a non-assessed online activity at the beginning of their program explaining the practices of academic integrity including referencing and citation, examples of misconduct, and how cases of academic misconduct are handled
- Students given clear guidelines on referencing and citation practices, both on commencing their program and reinforced throughout the program
- A full citation guide made available to students at all times
- Referencing and citation being an assessable part of each assessment task, and will be clearly identified as such in the grading assessment criteria
- Markers provided feedback on referencing for each assessment task if applicable

Students provided with clear guidelines on what constitutes academic misconduct (see *Misconduct Policy*)

The [Academic Skills Advisor](#) will develop and deliver workshops on academic integrity and skills for all students at the start of each term and throughout the program, and will be available for consultation throughout the program (see *Academic Support Policy*).

Academic staff training and professional development will include:

- Identifying student confusion about academic integrity
- Fostering student development of ethical scholarship practice through targeted learning and teaching activities, assessment strategies, and feedback
- Ensuring that all teaching and learning materials demonstrate correct referencing and citation practices
- Identifying instances of academic misconduct through various means

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Responding to academic misconduct at the appropriate level (see *Misconduct Policy*).

### ***Plagiarism detection software***

Students will be required to submit assessment tasks online using plagiarism detection software that is linked to the Learning Management System. The software will provide academic staff with reports to monitor academic integrity and detect any instances of plagiarism.

### ***Breaches of academic integrity***

SI differentiates between two types of breaches of academic integrity:

- Minor breaches, which are inadvertent, or as a result of inexperience or ignorance
- Serious breaches, which are premeditated and committed with dishonest intentions

See the *Misconduct Policy* for more information.

## **Policy Implementation and Monitoring**

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Dean and senior teaching staff.

The *Academic Board* will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, the *Academic Board* will review on an ongoing basis all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct.

Based on these monitoring activities, the *Academic Board*, in accordance with the *Compliance Calendar*, will provide a report to the *Corporate Governance Board* and ensure that findings are taken into account in planning, quality assurance and improvement processes.

## **Definitions**

**Academic Board:** the governing body responsible for academic matters, including learning and teaching, program approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes. The *Academic Board* advises the *Corporate Governance Board* on academic matters.

**Academic community:** the environment in which academics contribute to their discipline through research, writing, publication, public discussion and education. Members of the academic community are united by their dedication to maintaining academic integrity and the pursuit of ethical scholarship.

**Academic governance:** the framework of policies, structures, relationships, systems and processes that collectively provide leadership and oversight of SI's academic activities, including teaching and learning, scholarship and research, at an institutional level.

**Academic integrity:** the set of values relating to academic standards that an institution is expected to

observe, uphold and promote to staff and students. These include fairness, transparency, honesty, and respect for other scholars and ethical scholarship.

**Academic misconduct:** behaviour that compromises or undermines the academic integrity of SI.

**Academic staff:** staff employed at SI in a teaching or research capacity.

**Cheating:** the use of prohibited materials, sources, information or assistance in any academic activity, including presenting reports or research results as one's individual work without due acknowledgment of other contributors.

**Collaboration:** the act of working jointly with at least one other individual to produce a single piece of academic work in which all are identified as authors.

**Collusion:** when one or more students work together to submit an assessment task that requires they work individually. Collusion is classified as a form of cheating. When an academic staff member submits work for publication, as their own individual work, when in fact it is partly or entirely the product of an unauthorised collaboration with another person or persons.

**Corporate governance:** The framework of structures, rules, relationships, systems and processes through which authority is delegated, accountability is maintained, the directions and targets of the higher education provider are determined and implemented, performance is monitored, risks are identified and managed, and corporate culture is developed.

**Corporate Governance Board:** the governing body responsible for oversight of all higher education operations, including the ongoing viability of the institution and the quality of its higher education delivery. The *Corporate Governance Board* guides management and delegates responsibility for academic matters to the *Academic Board*.

**Moderation:** a quality assurance process to ensure the assessment marking process is consistent, equitable, fair and transparent.

**Plagiarism:** presenting the work or intellectual property of another as one's own. This includes not acknowledging sources.

**Plagiarism detection software:** software designed to detect plagiarism within a digital document submitted online, usually through the Learning Management System for a unit of study.

## Review Schedule





























This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	01/03/2018		01/3/2021

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## Related Documents

		<a href="#">Academic Freedom Policy</a>
		<a href="#">Academic Support Policy</a>
		<a href="#">Misconduct Policy</a>
		<a href="#">Admissions Policy</a>
		<a href="#">Assessment Policy</a>
		<a href="#">Program Development and Approval Policy</a>
		<a href="#">Program Review and Continual Improvement Policy</a>
		<a href="#">Data and Records Integrity Policy</a>
		<a href="#">Examinations Policy</a>
		<a href="#">Workforce Policy</a>
		<a href="#">Moderation Policy</a>
		<a href="#">Student Complaints and Appeals Policy</a>
		<a href="#">Third Party Arrangements Policy</a>
		<a href="#">Academic Skills Advisor</a>
		<a href="#">Corporate Governance Board - Terms of Reference</a>
		<a href="#">Academic Board - Terms of Reference</a>