

Student Academic Integrity Policy

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1. Purpose

- a. Integrity is one of the University's four [core values](#) which define the way the Flinders University community carries out its work and study. Academic integrity requires adhering to professional and ethical standards in teaching, learning, research and scholarship.
- b. This policy is intended to promote academic integrity among Flinders University students, by specifying:
 - the main principles of academic integrity, as they apply to students
 - the consequences when students fail to act in accordance with these principles.

2. Scope

- a. This Student Academic Integrity Policy applies to:
 - i. all students who are enrolled in a Flinders University coursework topic or course (including Honours courses and postgraduate coursework courses with a research component), and
 - ii. all academic and professional staff involved in teaching a coursework topic or supervising a research project in a coursework course.
- b. The [Research Integrity Policy](#) applies to all students enrolled in a higher degree by research (HDR) course.
- c. Students enrolled in topics at other institutions are covered by the equivalent policies of their enrolling institution.
- d. The University's approach to assessment and the principles and procedures which must be followed by academic staff when designing and grading assessment are contained in the [Assessment Policy](#).
- e. This policy complements and is consistent with the provisions of [Statute 6.4—Student Conduct](#).

3. Policy statement

- a. **Principles of academic integrity** – Academic integrity as it applies to coursework students encompasses the following principles:

- i. academic studies are undertaken responsibly and honestly
- ii. academic studies that involve research are conducted with the required ethics approvals and any other required approvals, permits or licences
- iii. all academic work submitted for assessment as the work of the student is indeed the work of that student (this does not prevent the ideas or works of others being used in the student's academic work, provided those ideas or works are acknowledged in accordance with the conventions of the relevant discipline)
- iv. all academic collaborations in the production or creation of academic work are acknowledged
- v. academic work is not falsified in any way
- vi. only authorised resources are used by the student during assessment tasks.

A comprehensive description and examples of what constitutes a failure to meet academic integrity requirements is contained in [Schedule 3—Examples of failure to meet student academic integrity requirements](#).

b. Student requirements – Students must:

- i. adhere to the standards of academic integrity that are expected in the discipline/s in which they are studying
- ii. act honestly at all times in the creation, development, application, and use of ideas and information, particularly when submitting academic work which they are claiming as their own
- iii. protect their work from being copied or misused by other students (wherever those students might be studying), and
- iv. carry out the responsibilities specified in the [Student Academic Integrity Procedures](#).

c. Staff requirements – Staff involved in teaching must:

- i. inform students that it is each student's responsibility to uphold the principles of academic integrity and to submit work for assessment in accordance with this policy
- ii. model and display leadership on the required standards of academic integrity and honesty
- iii. apply appropriate strategies for preventing and detecting failures to meet academic integrity requirements, and
- iv. carry out the general and any individual responsibilities specified in the [Student Academic Integrity Procedures](#).

d. Failure to meet academic integrity requirements – a failure to meet the requirements of academic integrity may be Misunderstanding or Academic Misconduct. What constitutes these, and their consequences, is set out in [Schedules 1](#) and [2](#) below. The following matters will be taken into account in determining whether there is Misunderstanding or Academic Misconduct:

- i. the type and extent of the failure to meet academic integrity requirements
- ii. the student's intent and experience, and
- iii. the student's prior record, if any.

e. Procedural fairness – All allegations of failure to meet academic integrity requirements will be dealt with in accordance with:

- i. the processes specified in the [Student Academic Integrity Procedures](#) and/or the policy and procedures for [Handling a Matter under Statute 6.4—Student Conduct, and](#)
- ii. the principles of procedural fairness, namely:
 - the right to be treated fairly
 - the right for an individual to be informed of allegations made against them
 - the right to respond

- the right to an unbiased decision-maker
 - the right to not have irrelevant matters considered, and
 - the right to review or appeal.
- f. **Confidentiality** – All documentation relating to a failure to meet student academic integrity requirements is kept confidential and only disclosed to those persons who have a role in the Student Academic Integrity Process, or as required by law.

4. Authorities

Pro Vice-Chancellor (Academic Quality and Enhancement)

Amend Schedule 3—Examples of failure to meet student academic integrity requirements, as required.

5. Supporting procedures

Supporting procedures and documents are part of this policy and provide additional detail to give practical effect to the policy principles.

[Student Academic Integrity Procedures](#)

6. Related policies and links

[Assessment Policy](#)

[Research Integrity Policy](#)

[Statute 6.4—Student Conduct](#) and supporting [Procedures](#)

[Managing an Academic Integrity issue](#)

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* Unless otherwise indicated, this procedure will still apply beyond the review date.

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Schedule 1—Misunderstanding

- a. **Misunderstanding** is an unintentional failure to meet academic integrity requirements, because of inadequate study skills and a lack of familiarity with academic writing conventions.
- b. To make a determination of Misunderstanding, it must be evident that no impropriety was intended by the student and the student has genuinely misunderstood the requirements of academic integrity and/or good academic practice.
- c. In all such cases, the student will receive Educational Advice to improve their academic skills, and be directed to appropriate educational resources to help them do that; and will receive an Academic Response as specified in the table below. Where a student is offered the opportunity to revise and re-submit an assessment task, the student will be given guidance on the parts of the assessment task that need to be revised. The student will only be permitted to revise those parts of the work failing to meet academic integrity requirements.
- d. The student's receipt of Educational Advice will be recorded on the Academic Integrity Register.

Academic response to Misunderstanding determination

Coursework topics:

<p>a. Where the failure occurs in academic work submitted for assessment in a coursework topic (including examinations, quizzes and tests for a topic)</p>	<p>i. The portion of the work unaffected by the failure to meet academic integrity requirements will be marked as if it were the whole work (i.e., without taking any account of the portion which did not meet academic integrity requirements).</p> <p>OR</p> <p>ii. The student will be provided with the opportunity to revise and resubmit the work, in whole or in part.</p>
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Research component of an Honours or postgraduate coursework course

<p>b. Where the failure occurs in academic work that is in progress (i.e. submitted for review rather than examination)</p>	<p>Continuation of the student's enrolment in the research topic will be subject to conditions, including that the student demonstrates that they have improved their academic skills.</p>
<p>c. Where the failure occurs in academic work that is submitted for examination</p>	<p>i. The examination may proceed, but the award of a final grade will be subject to the student revising the academic work to the satisfaction of the Course Coordinator</p> <p>OR</p> <p>ii. The student will be required to revise and resubmit the work for examination.</p>

Schedule 2—Academic Misconduct

Level 1 Academic Misconduct

- a. Level 1 Academic Misconduct is an intentional or reckless failure to meet academic integrity requirements, i.e. any action by a student who intends to deceive by misrepresenting their level of academic achievement, or is indifferent to such misrepresentation.
- b. Where a determination of Level 1 Academic Misconduct is made, the student's action is recorded as Academic Misconduct on the Academic Integrity Register.

Penalties for Level 1 Academic Misconduct

Coursework topic:

<p>a. Where the failure occurs in academic work submitted for an examination, test or quiz for a topic:</p>	<ol style="list-style-type: none"> i. A deduction of up to 100% for the examination, test or quiz, or the relevant component OR ii. A Fail Grade for the topic, with no further option for assessment i.e. supplementary assessment.
<p>b. Where the failure occurs in academic work submitted for any form of assessment not covered by a. above—</p>	
<p>First Level 1 case:</p>	<ol style="list-style-type: none"> i. A requirement that the student re-submit the assessment task, with a maximum obtainable grade of Pass OR ii. A deduction of up to 100% of the available mark for the assessment task, with no option for resubmission or supplementary assessment.
<p>Second Level 1 case:</p>	<ol style="list-style-type: none"> i. One of the penalties available for a First Level 1 case OR ii. A Fail Grade for the topic, with a recommendation to the Dean (Education) that the student be permitted a supplementary assessment OR iii. A Fail Grade for the topic, with no further option for assessment i.e. supplementary assessment.

Research component of an Honours or postgraduate coursework course:

a. the failure does NOT apply to a substantial or significant element of the research component

<p>Where the failure occurs in academic work that is in progress (i.e. submitted for review rather than examination)</p>	<p>Continuation of the student's enrolment in the research topic will be subject to specified conditions.</p>
<p>Where the failure occurs in academic work that is submitted for examination</p>	<ol style="list-style-type: none"> i. The examination may proceed, but the maximum obtainable grade will be a Pass, and the student must revise the work to the satisfaction of the Course Coordinator before the grade is awarded OR ii. The examination will pause, and the student must revise and resubmit the work for examination.

b. the failure DOES apply to a substantial or significant element of the research component

Where the failure occurs in academic work that is in progress (i.e. submitted for review rather than examination)	The student's enrolment in the research topic will be terminated, and the student restricted from further enrolment in that topic for up to five years.
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Where the failure occurs in academic work that is submitted for examination	All of the following: i. The examination of the academic work will not proceed. ii. The student will receive a Fail Grade for the research topic. iii. The student will not be allowed to present for the topic again.
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Level 2 Serious Academic Misconduct

- a. Level 2 Serious Academic Misconduct is any failure to meet academic integrity requirements by a student:
- i. if the student already has two records of Level 1 Academic Misconduct
- OR
- ii. if the failure is so serious that it prejudices the interest of other students, the integrity of the assessment scheme itself, or the reputation of the University.
- b. All allegations of Level 2 Serious Academic Misconduct will be referred for action under [Statute 6.4– Student Conduct](#).
- c. Any of the penalties available for Academic Misconduct Level 1 under this policy may be imposed, as well as any of the penalties under [Statute 6.4–Student Conduct](#), which include suspension, exclusion or expulsion from the University.
- d. Where a determination of Level 2 Academic Misconduct is made, the student's action is recorded as Serious Academic Misconduct on the Academic Integrity Register.

Schedule 3—Examples of failure to meet student academic integrity requirements¹

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- a. Plagiarism
- b. Collusion
- c. Contract cheating
- d. Submitting identical work
- e. Cheating in examinations, tests and quizzes
- f. Fabrication and falsification of results
- g. Misrepresentation
- h. Breach of ethical or other approval requirements
- i. Solicitation
- j. Complicit actions

A failure to meet academic integrity requirements includes, but is not limited to:

a. Plagiarism

When the work of another is represented, intentionally or unintentionally, as one's own original work, without appropriate acknowledgement of the author, creator or the source. This includes but is not limited to the following:

- i. paraphrasing from a source text, whether in manuscript, printed or electronic form (e.g., article spinning, text rewriting and content creation tools), without appropriate acknowledgement
- ii. word-for-word copying, cutting or pasting statements from a single source or multiple sources or piecing together work of others and representing them as original work. In cases where direct extracts are presented without quotation marks, it is not sufficient to merely acknowledge the source.
- iii. submitting as one's own work all or part of another student's work, even with the student's knowledge or consent
- iv. copying out parts of any work without acknowledging the source(s). This may be:
 - written text (verbatim copying or paraphrasing)
 - structures within texts
 - diagrams
 - formulae
 - sound files
 - still photographs
 - audio-visual material (sound and image files)
 - graphics/animations/multimedia objects
 - software and code, including mashed-up products or code
 - other computer-based material
 - mathematical proofs
 - art objects
 - practical artefacts (i.e. apprenticeship pieces)
 - research data and other source material
 - other work as relevant.

b. Collusion

Unauthorised collaboration on assessable work (written, oral or practical) with others. Collusion occurs when a student, without the authorisation of the teaching staff:

- i. works with one or more people to prepare and produce work
- ii. allows others to copy their work or share an answer to an assessment task
- iii. allow someone else to write or edit their work (except when such a use is expressly allowed e.g., the use of a scribe as part of a disability access accommodation), or
- iv. writes or substantially edits work for another student without the knowledge of the assessor

Proofreading that identifies changes to formatting, grammar and style that do not alter or improve the substantive content of the assessable work is allowable and is not collusion.

¹ This section is based on Griffith University's *Institutional Framework for Promoting Academic Integrity among Students* (December 2017), and used with permission. Additional material has been drawn from Victoria University's *Academic Integrity Policy* (July 2018) and used with permission.

c. Contract cheating

Acquiring or commissioning a piece of work, which is not the student's own and representing it as if it were, by:

- i. purchasing the assessment task from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned
- ii. submitting an assessment task produced by a third party, including a friend, family member, fellow student or a staff member of the University
- iii. submitting an assessment task generated by an algorithm, computer generator or other artificial intelligence

[Contract cheating is, at minimum, Level 2 Academic Misconduct in all instances.]

d. Submitting identical work

When a student submits identical or almost identical work for more than one assessment item without the permission of the Topic Coordinator. This includes submitting work already submitted for credit for another topic, course or other study outside of Flinders University. Where a student is repeating a topic and wishes to resubmit a piece of work previously submitted for that topic, in part or in full, it is the student's responsibility to seek advice about any originality requirements from the Topic Coordinator before submission.

e. Cheating in examinations, tests and quizzes

When a student uses any method to attempt to gain an unfair advantage in the exam or test environment, including but not limited to:

- i. communicating, or attempting to communicate, with a fellow student or individual who is neither an invigilator nor a member of University staff
- ii. copying, or attempting to copy from a fellow student
- iii. being in possession of any unauthorised material or device which contains or conveys, or is capable of conveying information concerning the subject matter under examination, including any unauthorised printed or written material, or electronic calculating or information storage device; or mobile phones or other communication device
- iv. recording, transmitting or disseminating questions and/or answers to themselves or another person
- v. impersonating another student, or
- vi. failing to comply with an instruction by a University officer appointed to supervise the examination.

f. Fabrication and falsification of results

When a student claims to have carried out tests, experiments or observations that have not taken place, fabricates or misrepresents research data, source material or results, or presents results not supported by the evidence.

g. Misrepresentation

When a student presents an untrue statement or omits to disclose information to meet an assessment requirement. This may relate to:

- i. Work Integrated Learning placement requirements and assessment requirements, including (but not limited to) fitness for placement, placement attendance, participation, training, assessments or reports
- ii. attendance and or participation in other learning activities
- iii. falsified documents, reports and medical certificates
- iv. inclusion of citations to non-existent or incorrect sources
- v. falsified or manipulated text matching software reports, or
- vi. word count declarations.

[Misrepresentation is, at minimum, Level 1 Academic Misconduct in all instances.]

h. Breach of ethical or other approval requirements

When a student conducts research without the required ethics or other required approvals, or not in accordance with the terms of those approvals (e.g. where research involves human or animal experiments, or biosafety, or export controls).

i. Solicitation

When a student contracts, commissions, pays, procures, or otherwise engages another individual or entity to:

- i. complete assessment tasks on the student's behalf, and/or
- ii. produce materials or items for the purpose of cheating, misrepresentation and/or plagiarism, or materials or items which are likely to result in such use

—and/or requests, offers, encourages, induces or advertises for another party to do any of i. or ii.

Materials or items include: exam papers, model exam answers, exam questions, exam scripts, on-line quizzes, and other types of assessment as described in the [Assessment Policy](#).

[Solicitation is, at minimum, Level 2 Academic Misconduct in all instances.]

j. Complicit actions

When a student willingly assists another to circumvent the purpose of assessment through solicitation, cheating, misrepresentation or plagiarism (for example by willingly sharing their own work, giving them access to their own work, using a file swapping site or advertising the availability of their own work or someone else's work).

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