

ACADEMIC INTEGRITY POLICY

1.0 Purpose

This document sets out CG Spectrum Institute (CGSI)'s policy regarding academic integrity.

2.0 Scope

This policy applies to all CGSI academic staff and students.

3.0 Definitions

Academic integrity means upholding high ethical standards of academic conduct. It requires honesty and transparency in the use of information, respect for the knowledge and work of others, responsibility to classmates and colleagues and fairness in the presentation of ideas (visually, verbally or in writing). Academic integrity is a shared responsibility between students and staff.

Breaches of academic integrity in regard to courses of study include:

- plagiarism and failures of correct acknowledgement practice
- contract cheating or paying for another person to prepare an assignment
- submitting (for assessment or review) work prepared by another person or Artificial Intelligence (AI) (except where explicitly permitted in the subject outline, assessment task description and/or task conditions);
- collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others
- all forms of cheating in examinations, quizzes and other assessment tasks
- offering or accepting bribes (money or sexual or other favours), e.g. for the creation of assessment items
- fabrication or falsification of information or student identity.

Attempted bribery means a student offering money or other inducements for grades, transcripts, or qualifications.

Cheating means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted, or completed for assessment (such as by submitting assessment materials which have been completed by someone

other than the student themselves).

Contract Cheating is a form of plagiarism. It occurs when students outsource the writing of an assessment or assignment for a fee and then submit the work as their own.

Collusion means unauthorised collaboration on assessable work with another person or persons, doing work for another student, or engaging another student to sit for an examination/quiz.

Exclusion means the student may no longer engage in any synchronous or asynchronous activities and all access to CGSI resources has been withdrawn.

Plagiarism means the unattributed use of someone else's words, creations, ideas and arguments as one's own. Specifically, plagiarism occurs when:

- other people's work and/or material created by Artificial Intelligence are paraphrased and presented without due acknowledgement (except where explicitly permitted in the subject outline, assessment task description and/or task conditions);
- any part of another student's work is copied;
- designs, codes or images created by other individuals or by Artificial Intelligence are presented as the student's own work (except where explicitly permitted in the subject outline, assessment task description and/or task conditions);
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or source; and/or
- course materials are reproduced without due acknowledgement.

4.0 Responsibilities

The **CEO** is responsible for:

- considering recommendations to exclude or terminate the enrolment of a student, based on application of the CGSI Academic Integrity Policy and Procedure documents; and
- briefing the Governing Board about serious breaches of the Academic Integrity Policy by students.

The **Academic Board** is responsible for oversight of this policy, receives reports about risks to academic integrity and, where necessary, recommends corrective and preventative actions.

The **Academic Director** is responsible for the implementation of this policy, for reporting any risks to academic integrity to the Academic Board, and for

implementation of recommendations by the Academic Board regarding academic integrity. They are also responsible for:

- scheduling and overseeing comprehensive reviews of courses to ensure that learning outcomes and teaching methods consider emerging trends and developments in the field of education and associated risks. This includes technological developments such as Artificial Intelligence (AI).
- regularly monitoring, evaluating and guiding course improvements to mitigate potential risks to the quality of the education provided.

The **Dean Learning and Teaching** is responsible for:

- preparing, delivering and continually updating professional learning experiences for academic staff that are focused on academic integrity
- ensuring there is a presentation on academic integrity as part of the Orientation Program for each course and a follow-up module all students complete in their first trimester or first year of study
- selecting, maintaining and continually updating academic integrity resources to be used within learning management sites including plagiarism, collusion, artificial intelligence detection software
- the oversight of the design of assessment tasks for each course and subject so as to minimise, as far as is practicable, opportunities for students to gain unfair advantage through plagiarism or other forms of academic dishonesty (including through the development of cheating resistant assessment tasks such as interactive oral assessments)
- considering the reports of academic misconduct submitted by Faculty Deans or Course Directors in order to determine the level of misconduct
- creating a written report (where the investigation determines that the level of misconduct is major or repeated) for consideration at Assessment Committee, including recommendations for further action
- creating and maintaining a database which records all substantiated cases of academic dishonesty, including the actions taken in response
- use the information within the Academic Integrity database to continuously improve CGSI's practices in relation to academic integrity.

Faculty Deans and/or Course Directors are responsible for ensuring that academic staff utilise academic integrity resources consistently and effectively when assessing student work, investigate cases in breach of this policy and creating, in conjunction with academic teaching team members, and create reports to be considered by the Dean Learning and Teaching.

All students are responsible for:

- completing the Academic Integrity module in the first trimester
- use of the software tool for submitting assessments when and if required

- maintaining the highest levels of personal and professional integrity across all aspects of their academic work

Every member of the CGSI's community has an obligation to support practices that promote academic integrity.

5.0 Principles

1. The integrity of CGSI's grades and accredited higher education courses is paramount.
2. The assessment tasks for each course and subject must be designed so as to minimise, as far as is practicable, opportunities for students to gain unfair advantage through plagiarism or academic dishonesty.
3. Where assessment involves an online examination, suitable arrangements need to be put in place to minimise opportunities for collusion or cheating.
4. High quality academic integrity resources, including specific programs designed to support students and staff to identify intentional or unintentional cases in breach of this policy, must be identified, maintained and continuously updated by CGSI.
5. Instances of academic dishonesty represent a failure to maintain that integrity.

Therefore:

- a. It is the expectation of CGSI's community that all students and staff will acknowledge the work of others in their academic activities.
- b. Academically dishonest behaviour is viewed as a serious breach of CGSI's standards.
- c. It is essential that students are provided with detailed information on the importance of undertaking all academic endeavours honestly and ethically, and the serious consequences of academic dishonesty.
- d. Access for staff and students to this policy and its accompanying procedures is essential.
- e. Resources and guidance on how to avoid plagiarism must be provided to all students in an effective and timely manner.
- f. Subject outlines and assessment task descriptions must provide students with clear instructions as to whether they are permitted to work on an assessment jointly and/or employ Artificial Intelligence to support their work.
- g. Where an instance of academic dishonesty is established, academic staff must follow CGSI's Academic Integrity Procedures in a transparent and consistent manner.
- h. It is important to keep a record of all substantiated instances of academic dishonesty, with this documentation being recorded within a database maintained by the Dean Learning and Teaching.
- i. Documentation relating to the student infringements will be kept separately with the Academic Director or CEO under the student's name.

- j. Where a student is accused of academic misconduct which breaches the Academic Integrity policy, it is essential that opportunities are provided for them to appeal any sanctions resulting from these allegations.

6.0 Related

Academic Integrity Procedure
Students at Risk Policy
Students at Risk Procedure
Assessment and Moderation Policy
Assessment and Moderation Procedure
Student Grievance Complaints and Appeals Policy
Student Grievance Complaints and Appeals Procedure
Quality Assurance Framework
Student Progression Exclusion and Graduation Policy
Student Progression Exclusion and Graduation Procedure

7.0 Forms

Academic Integrity Database

Version Control

Document:	Academic Integrity Policy		
Approved by:	Academic Board	Date:	August 7, 2023
Version:	4.0	Replaces:	3.1
Next Review Date:	2025		
Version History			
Version	Change Notes		
4.0	Revisions required for online delivery, specific inclusion of AI, changes to organisational roles and responsibilities, and additions in response to the July, 2023 TEQSA Guidance Note on Academic Integrity.		
3.1			