

## ACADEMIC INTEGRITY PROCEDURE

### 1.0 PURPOSE

This document aligns with CG Spectrum Institute's (CGSI) *Academic Integrity Policy* and details CG Spectrum Institute's procedures in the event of alleged instances of academic dishonesty by students.

### 2.0 SCOPE

The procedure applies to all CG Spectrum Institute students and academic staff.

### 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/quizz.

**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 Board of Directors 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, ratifies corrective and preventative actions.

The **Executive Dean** 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 having all students complete an academic integrity module in students' 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 database to continuously improve CGSI's practices in relation to academic integrity.

**Faculty Deans and/or Course Directors** are responsible for investigating cases in breach of this policy and creating, in conjunction with academic teaching team members, 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 PROCEDURES

### 5.1 Suspicion of Academic Dishonesty

1. If academic teaching staff suspect a student of academic dishonesty, they will first address their concerns and the reasons for them directly with the student.
2. The Faculty Dean/Course Director will make reference to the *Academic Integrity Database* to ascertain if previous instances of academic dishonesty by this student have been recorded and will also gather further evidence in relation to the case.
3. Following further investigation, including discussion with the student and after accessing the database, the Faculty Dean/Course Director in conjunction with the subject coordinator, will determine the level of misconduct: minor and unintentional; minor but intentional; minor but repeated; major; or significant.
4. If the Faculty Dean/Course Director determines that the level of misconduct is minor and unintentional or minor and intentional (but is a first offence for this student as per the *Academic Integrity Database*) the Course Director/Faculty Dean will collaborate with the student to clarify expectations, require that the student revisits the Academic Integrity Module provided in their first trimester/year of study, and notify them that their name and the breach will be recorded on the database.
5. When the Faculty Dean/Course Director has reasonable grounds to conclude that a student has breached the Academic Integrity Policy and that this breach constitutes a minor but repeated, major or significant infringement, they will immediately investigate. Following this investigation, a preliminary report (in writing) must be forwarded to the Dean Learning and Teaching. This report should include a recommendation relating to the level of the breach.
6. The Dean Learning and Teaching will provide the student facing an allegation of academic misconduct with written notification (via email) of the alleged breach of the Academic Integrity Policy, including full details of the allegation and supporting evidence. This notification will invite the student to respond in writing within ten (10) working days.

### 5.2 Referral to Assessment Committee

1. If there is no response from the student within the 10 day period and/or if the Dean Learning and Teaching is satisfied that repeated, major or significant academic

dishonesty is likely to have occurred, they will advise the student that the matter will be referred to the Assessment Committee.

2. The Assessment Committee will consider the original report and the student's written response to determine the level of the breach and the actions that should be taken. The committee may seek further information if necessary and/or may call the student to attend.
3. The Assessment Committee will keep in mind that the student has rights including the right to:
  - be heard;
  - offer additional evidence in response to the allegation, and
  - be accompanied and assisted by a support person.
4. Students will not be permitted to have legal representation at the hearing.
5. If the student does not attend the hearing, the hearing will proceed.
6. If the student is found by the Assessment Committee to have seriously or repeatedly breached the Academic Integrity Policy, the Dean Learning and Teaching will provide a written report to the Executive Dean within ten (10) working days, outlining the particulars of the breach, the assessment committee's findings and decision, the recommended penalty, and the date of determination.
7. This written report will be added to the Academic Integrity Database.
8. The Academic Board will discuss and, if appropriate, ratify the recommended penalty at its next meeting. At this point the student will be contacted and informed of the determination.
9. Where the recommended penalty is exclusion or termination of enrolment, the CEO will share the AB report with the Board of Directors at its next meeting.

### 5.3 Penalty Options

1. In the instance of a minor (unintentional) failure to understand academic referencing or integrity requirements, the student may receive a formal warning (once only). The panel may recommend that the student is asked to resubmit the assessment task and undertake the Academic Integrity Module again, or receive a fail grade for the assessment, or a fail grade for the subject.
2. For all other instances of intentional or repeated academic dishonesty, and depending on the nature of misconduct, the possible penalty options are:
  - the student is formally counselled and receives a zero mark for the assessment task;
  - the student is formally counselled and receives a Fail or Ungraded Fail grade for the subject;
  - the student is excluded from CG Spectrum Institute for one trimester;
  - the student's enrolment with CG Spectrum Institute is terminated.

## 5.4 Record keeping

1. A database of Academic Integrity infringement will be created and maintained by the Dean Learning and Teaching. .
2. This register is kept with all other registers and referred to in the Risk Management Policy
3. Documentation relating to the student's infringements will be recorded under the student's name, and will include details of the penalty applied and actions taken.

## 5.5 Appeals

A student may appeal against an academic integrity decision. Appeals must be made as per the Student Grievance Complaints and Appeals Policy and Procedure.

## 6.0 RELATED POLICIES AND PROCEDURES

Academic Integrity Policy

Code of Conduct

Student Discipline Policy

Student Discipline 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

Student Progression Exclusion and Graduation Policy

Student Progression Exclusion and Graduation Procedure

### Forms

Academic Integrity Database

**Version Control**

<b>Document:</b>	Academic Integrity Procedure	
<b>Approved by:</b>	Academic Board	<b>Date:</b> August 7, 2023
<b>Version: 4.0</b>	Replaces V 3.1	<b>Next Review:</b> 2025
	This is a substantial revision which takes account of current CGSI staff titles and governance processes including committee structures. It specifically notes AI, includes changes to processes and penalties, and responds directly to the July, 2023 TEQSA Guidance Note on Academic Integrity.	