



Student Academic Integrity Policy

1. Purpose and scope

Academic integrity is the expectation that students, teachers, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility. Academic integrity is important since it will have impact on the student's reputation, KOI's reputation, the student's future career, securing accreditation from professional bodies when the student complete his/her studies, and it will also protect the student from criminals. Note 1 & Note 2.

Breaches of academic integrity vary in severity, with more minor breaches handled as inappropriate academic practice which have educative consequences and more serious breaches handled as academic misconduct.

King's Own Institute (KOI) is committed to promoting high academic and professional standards across all members of its academic community and equally expects students to undertake academic work which is underpinned by academic honesty, integrity, and ethical behaviour.

This policy defines academic integrity and KOI's expectations and responsibilities for students by setting out the consequences of not meeting the expected standards. The policy also sets out the processes and responsibilities for KOI staff in promoting academic integrity as an educational approach whilst at the same time deterring and identifying breaches of academic integrity. This Policy should be read in conjunction with the Student Academic Misconduct Procedure which is about how to manage alleged academic misconduct by a student in a fair, consistent, transparent manner.

2. Related Documents

This Policy is to be read in conjunction with KOI's:

- Assessment and Assessment Appeals Policy
- Complaints and Appeals Policy
- Complaints and Appeals Form
- Records Management Policy
- Student Academic Misconduct Procedure
- Student Code of Conduct
- Student Non-Academic Misconduct Policy
- Student Handbook

3. Definitions

Academic Integrity	Acting with the values of honesty, trust, fairness, respect and responsibility in learning and teaching. It is the use, generation and communication of knowledge, information, and data in an ethical, honest, and responsible manner.
Academic integrity breach	Any action or attempted action that may result in an unfair academic advantage to one or more students. This includes academic fraud, plagiarism, self-plagiarism, cheating, collusion, and contract cheating. (Examples of breaches of academic integrity can be found in the <i>Student Academic Integrity Procedure</i> , including the penalties for serious breaches)
Student conduct breach	Student conduct contrary to the accepted standards at KOI as set out in the Student Code of Conduct
Cheating	Any fraud, dishonesty, or deceit of any kind in relation to an academic assessment. Cheating is considered a serious breach of academic integrity.



Collusion	Unauthorised collaboration on assessment items with any other person/s. Includes: working with others to produce an assessment item where such collaboration is not permitted (e.g., working with friends on writing an individual essay or report), sharing assessment material (e.g., written reports, quiz and examination questions and answers) with other students within KOI, and providing assessment material (e.g., written reports, quiz and examination questions and answers) to students and third parties (e.g., commercial cheating services providers) outside of KOI.
Contract cheating	A student requests or pays someone else to produce all or part of an assessment task that is submitted as their own work, including arrangements through a third party. It may include the use of contract cheating service providers or websites. It is illegal in Australia to provide or advertise academic cheating services in higher education. Contract cheating is considered a serious breach of academic integrity.
Monitoring Academic Progress (MAP)	An intervention strategy which identifies students at academic risk. Monitoring Student Academic Conduct (MSAC)
Monitoring Students Academic Conduct (MSAC)	A component of MAP (see above) for students who breach academic integrity. It is a 4-week program addressing academic integrity, research skills, referencing, and paraphrasing and familiarisation with Turnitin. Students with proven breaches of academic integrity are enrolled in the program which focuses on supporting them to avoid breaches of academic integrity rather than being a punitive measure.
Plagiarism	The presentation of work, ideas or data of others as one's own, without appropriate acknowledgement and referencing.
Self-plagiarism	The re-use of one's own work for more than one assessment, without acknowledgement and referencing. Every assessment is expected to be an original attempt.

Examples of Student Academic Misconduct

Examples of student academic misconduct include (but are not limited to):

Academic Misconduct	Examples
Academic fraud	Fraudulent documentation supporting assessment submissions, including but not limited to, providing false or altered information such as medical certificates and assessment submission receipts.
Cheating	- Copying or attempting to copy from other students in an assessment or examination. - Communicating with others in an examination. - Using unauthorised materials or mechanical and electronic devices in an examination. - Leaving your examination or test answer papers exposed to the view of other students. - Colluding with other students in individual assessments such as online quizzes and/or written work. - Allowing others to provide you with any materials that give you an unfair advantage in an assessment - Purchasing material and submitting it as your own work.



	• Providing materials to other students to present it in part or whole as their own work. • Completing an individual assessment for another person or having someone else complete all or part of your individual assessment and submitting it as your own work. • Making changes to an assignment that has been marked then returning it for re-marking claiming that it was not correctly marked. • Taking an examination for another person or having another person take an examination for you. • Providing forged or falsified academic, medical, or other documents in order to gain unfair academic advantage. • Making a false claim in relation to an assessment or examination, in order to obtain an unfair advantage. • The falsification of data, information, or citations as part of an assessment. • Attempting to prevent other students from completing their assessment work.
Contract Cheating	• Requesting another person or service to produce or complete all or part of an assessment task to submit as their own work.
Plagiarism	• Using the words, ideas, code, media, research findings or other material, including designs and physical artefacts, of others as their own without appropriate attribution or referencing (excluding poor academic practice eligible for early intervention). This may include materials sourced from file-sharing sites, previous students or text that has been modified through paraphrasing tools.
Poor or inadequate referencing	• Is not necessarily plagiarism, although it still fails to meet the requirements for good practice.
Self-Plagiarism	• Re-using your own work for more than one assessment, without acknowledgement and referencing. Every assessment is an original work.
Using Digital Tools Inappropriately	• You may use ChatGPT and other artificial intelligence applications and digital tools (e.g., for generating ideas, for checking spelling, grammar, punctuation) for your assessments, but such use must be permitted and with appropriate acknowledgement. You cannot use ChatGPT and other artificial intelligence applications and digital tools for creating content of your assessments. The use of digital tools is typically managed at the subject level and could differ between different subjects. On a related note, for the use of digital translation tools, only limited use (i.e., only for some words but not for sentences and paragraphs) is expected
Other forms of academic misconduct	• Failing to abide by reasonable directions of a staff member regarding the submission of an assignment or conduct in an examination. • Altering group assessment work that has been agreed as final by all participating students prior to submission without the consent of the other students.

4. Principles

4.1 Academic integrity is underpinned by KOI's five core principles: practical education, student-centered service, collaboration, innovation, and ethical principles.

4.2 All members of KOI's academic community, including students, have shared responsibilities for promoting,



maintaining, and upholding academic integrity and to mitigate the risk of future breaches occurring.

- 4.3 KOI is committed to an educational approach to academic integrity that provides students with practical academic skills for their future professional work, but which is underpinned by academic honesty, integrity, and ethical behaviour.
- 4.4 Academic integrity enables students to create and collaborate, build knowledge, and produce innovative work, whilst respecting and acknowledging the work of others.
- 4.5 Student academic misconduct is unacceptable because it undermines the core values at KOI and as a result is liable to be treated under this Policy by an educational approach and/or a Penalty (See MSAC).
- 4.6 KOI will treat student academic misconduct in an equitable, consistent, transparent, and timely manner which is underpinned by a student-centered process. Students have a right to appeal (in accordance with the Assessment and Assessment Appeals Policy and Complaints and Appeals Policy and Form).
- 4.7 KOI will ensure that records of investigations and outcomes are kept secure and confidential, in accordance with its Privacy Policy.
- 4.8 KOI will ensure that there is a continuous cycle of quality improvement to monitor and report occurrences and nature of academic misconduct and take action to address underlying causes.

5. Detection of an Alleged Student Academic Integrity Breach

- 5.1 When a staff member detects a possible breach of student academic integrity, it should be brought to the attention of the Academic Integrity Officer, using the TechOne Case Management Portal.
- 5.2 When other forms of academic misconduct, including cheating in examinations and class tests, have been detected, the staff member need to complete an Examination Incident Report or report the case through the TechOne Case Management Portal.

6. Right to Appeal

- 6.1 Students have a right to appeal if dissatisfied with the outcome of an academic misconduct offence. A preliminary meeting with the Academic Integrity Officer can be sought to discuss the outcome of the case, within twenty working days of the date of the letter in which the decision on the misconduct was notified.
- 6.2 If the student remains dissatisfied, there are options for a Formal Internal Appeal and an External Appeal. Full details of the External Appeals Process can be found in the Complaints and Appeals Policy.

7. Roles and Responsibilities

- 7.1 **All members of KOI's academic community** have shared responsibilities for promoting, maintaining, and upholding academic integrity and to mitigating the risk of future breaches occurring.
- 7.2 **The Vice-President (Academic)** is responsible for monitoring the effectiveness of this Policy and associated procedure, including identifying new forms of academic integrity/misconduct. Other key responsibilities include:
- Providing training and support for academic staff to design curriculum and assessment that builds capacity for students to develop their academic work in an ethical and scholarly manner.
 - Providing training to academic and professional staff in learning design, technology-enabled systems and software, and online resources to support academic integrity.



- Using institutional academic integrity/misconduct data to improve practices in learning and teaching.

7.3 The Vice-President (Academic) is responsible for promoting a culture of shared responsibility for upholding academic integrity processes across KOI and promoting training on academic integrity across academic and professional staff. In consultation with the Heads of Program, the Vice-President (Academic) has access to the Academic Integrity/Misconduct Register, incident reports and has oversight of all cases of academic integrity breach.

7.4 The Heads of Program are responsible for supporting a culture of shared responsibility for upholding academic integrity and processes across KOI, including:

- Supporting subject coordinators and other staff to promote academic integrity within their subjects and courses at KOI.
- Supporting subject coordinators and teaching staff address allegations of misconduct in accordance with this policy and relevant procedure.
- Maintaining secure and confidential records relating to the management of allegations of academic misconduct within KOI and reporting incidents on the Academic Integrity/Misconduct Register in consultation with the Vice-President (Academic).

7.5 Academic staff engaged in learning, teaching and assessment and related activities, demonstrate a commitment to promoting academic integrity through responsibilities, including:

- Designing assessment tasks and learning activities to support the development of academic skills to demonstrate academic integrity and to minimise opportunities for academic misconduct.
- Supporting students to understand the importance of academic integrity and adhere to KOI's expectations regarding academic integrity and to mitigate the risk of future breaches occurring.
- Promoting a culture that encourages positive academic integrity outcomes.
- Providing guidance to students on academic integrity tools and support resources, including guidance on what constitutes a breach of academic integrity
- Implementing early intervention strategies (e.g., Online Academic Integrity Module) to support prevention of breaches of academic integrity Undertaking professional development on educational approaches to academic integrity and support resources.
- Providing guidance to students on positive group work in assessment and supporting a positive learning environment, including clear notification of assessment deadlines, materials, and other expectations.
- Reporting alleged breaches of academic integrity to the Academic Integrity Officer, including the collection of evidence to support the alleged breach.

7.6 The Academic Integrity Officer:

- coordinates KOI's academic integrity activities prescribed in the Academic Integrity Procedure.
- is in charge of the investigation of the reported Academic Misconduct cases.
- is responsible for maintaining the academic integrity breach cases in TechOne Case Management Portal.

7.7 Students share responsibility for adhering to academic integrity at KOI which is achieved through:

- Understanding and adhering to KOI's expectations regarding academic integrity awareness and



use of the Academic Integrity Module and annual refresher modules (accessed via Moodle), on the Library Home page and in Subject Outlines.

- Being familiar with this Policy and the accompanying Student Academic Integrity Procedure and seek support or clarification when they are unsure about requirements to adhere to academic integrity requirements.
- Being available to attend academic support classes under the Monitoring Student Academic Conduct (MSAC) scheme if requested.
- Submitting an honest presentation of academic work at KOI which acknowledges authorship and originality of work.
- Creating innovation through their own ideas in their academic work.
- Completing assessment tasks independently and acknowledging the ideas and work of others where collaboration through group work is required.
- Accurately reporting data and results in their academic work.
- Complying with procedures and instructions in examinations and other assessment tasks.
- Taking precautions to prevent their own work from being copied or misused.
- Avoiding behaviour that results in academic misconduct due to breaches of academic integrity, such as academic fraud, plagiarism, collusion, cheating and any other type of academic misconduct.
- Students may use Turnitin prior to the final submission of their assessment to check and approve their work. Students are responsible for planning ahead of time to ensure their academic work is submitted on time.
- Students must complete the assessment declaration provided when submitting assessment tasks, except for assessments completed and submitted in class.

8. Reporting and Recording

The Academic Integrity Officer will maintain a confidential and secure record of all cases of academic misconduct and penalties applied at KOI, in accordance with KOI's Privacy Policy.

Each trimester, the Academic Integrity Officer in consultation with the Vice President (Academic), will provide a report to the Vice-President (Academic) for the Academic Board, outlining the number and types of academic misconduct cases and penalties applied.

Each year, the Academic Board will report to the AIBM Council on statistics and key trends relating to academic misconduct received; the way allegations were treated and steps to promote academic integrity and minimise opportunities for academic misconduct.

9. Schedule of penalties

There are three levels of penalties which may be imposed for misconduct. For Level 1 penalties, the Head of Program's approval is required. For Level 2 and Level 3 penalties, the Vice President (Academic) or AIBM Council's approval is required.

Level 1

Level 1 penalties typically apply to first offence plagiarism, self-plagiarism and breaches that are deemed not to be a serious offence. KOI acknowledges that first offence plagiarism may occur early in a student's



course, possibly due to poor understanding of academic practice. In such circumstances, the purpose of the penalty is to educate the student on correct academic practice.

A level 1 penalty is any one or more of the following:

- a warning or formal reprimand to the student
- requiring the student to complete (or repeat) the Academic Integrity Module
- requiring the student to attend academic support classes under the Monitoring Student Academic Conduct (MSAC) scheme
- allowing the student to resubmit the assessment, possibly with a cap imposed on the maximum possible mark
- a reduced mark for the assessment, including to zero.

The breach will be recorded in TechOne Case Management Portal and the student will receive the Standard Warning / First Offence Letter.

Level 2

Level 2 penalties typically applies to repeat offences or deliberate plagiarism or serious misconduct. As a guide, an offence is considered serious if there is a deliberate intent to deceive or if the amount of plagiarised content exceeds 30% of what is expected to be the student's contribution to the assignment. Plagiarised content means content, which is identical, or nearly identical (minor paraphrasing), to other source(s) which have not been identified in the assignment. Standardised parts of the assignment such as title pages, tables of contents and student declarations will be excluded. Where Plagiarism/Self-plagiarism/Using Digital Tools Inappropriately is proven and constitutes a serious offence and cannot be deemed to result from unfamiliarity with good academic practice, the penalty will be determined based on the seriousness of the offence.

Where contract cheating is proven, it will be classified as a serious offence. Proven cases of contract cheating may result in restrictions on enrolment or suspension from KOI. The principles are:

- to penalise the behaviour in a manner which is fair and just in all the circumstances;
- to protect and maintain standards of conduct and behaviour which allow KOI to perform its higher education role and functions.

A level 2 penalty is a formal reprimand to the student and any one or more of the following will be applied:

- requiring the student to complete (or repeat) the Academic Integrity Module
- requiring the student to attend academic support classes under the Monitoring Student Academic Conduct scheme
- a reduced mark for the assessment, including to zero.
- a fail grade for the subject.
- a restriction on enrolment (e.g., students are not able to self-enrol online).

Level 3

Level 3 penalties apply to serious offences, repeated serious offences and fraudulent conduct. A level 3 penalty is a formal reprimand to the student and any one or more of the following:

- a fail grade for the subject



- requiring the student to attend academic support classes under the Monitoring Student Academic Conduct scheme
- a restriction on enrolment
- suspension for one or more study periods or expulsion from KOI
- revocation of an award conferred on the student (requiring the approval of the AIBM Council).

Note that when an international student is suspended, KOI is required to report the suspension to the Department of Home Affairs. This may affect the student's visa status.

Academic Integrity and Graduation

In a situation where an academic misconduct case is not identified until sometime after it has occurred, it must be investigated in a similar manner as if it had been identified immediately.

Where a student has received an award from KOI for which the subject in which the academic misconduct occurred was a component, and as a consequence of that misconduct breach the student is failed in the subject, then the award will be rescinded, the student's name shall be deleted from the Register of Graduates and the student will be required to return the testamur and final transcript to KOI.

10. Academic Integrity Practices

KOI supports students that follow academic integrity processes which value academic honesty, integrity, and expectations of ethical behaviour as a member of KOI's academic community. Here are some valuable tips to make sure students meet these academic integrity processes:

- If students are unsure about what academic integrity is, they should talk with their lecturers or tutors or contact a Student Support Services Officer to get support and advice as KOI offers academic support classes.
- Complete the Academic Integrity Module available in the Moodle by the end of Week 4.
- Find out how to appropriately reference sources.
- Take precautions so that assignments cannot be read or accessed by others (e.g., leaving your USB in a computer).
- Assignments should represent an honest presentation of the student's academic work at KOI.
- Students should plan to start assignments early, so as not to feel pressured to cheat or plagiarise. Students can access Turnitin which is a similarity detection system prior to final submission of assignments to check work but need to plan early to ensure on time submission.
- Students need to acknowledge other people's work, as well as assignments previously written if using information from them.
- Students working in groups must acknowledge the ideas and work of others.
- When reporting data and results, do so accurately or it can be seen as misrepresentation.
- When undertaking an examination or other assessments, make sure to follow instructions carefully. and if unsure, ask an examination supervisor, tutor, or lecturer, but not another student.
- Completing an assessment declaration when submitting assessment tasks, means acknowledging that the academic work is original and not attributed to others.



11. Relevant Legislations

- Australian Privacy Principles, under the Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Higher Education Standards Framework (Threshold Standards) 2021
- Privacy Act 1988
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018

***Note 1: TEQSA, “What is academic integrity?”** <https://www.teqsa.gov.au/what-academic-integrity>

***Note 2: Understanding academic integrity: Frequently asked questions (FAQs):**

<https://www.teqsa.gov.au/students/understanding-academic-integrity/understanding-academic-integrity-frequently-asked-questions-faqs>

Document Control

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Changes in this version	Inclusion of Academic Fraud as a breach of KOI's student academic integrity, including explicitly stating that academic fraud is inclusive of providing false or altered information such as medical certificates and assessment submission receipts. Further editing to align with a stronger student-centric focus on students supporting and upholding academic integrity (and addressing student breaches thereof) Sub-sections re-sequenced to align with the <i>Policy Management Policy</i> approved template format.

***** END OF POLICY *****