



TAFE NSW HIGHER EDUCATION ACADEMIC INTEGRITY AND HONESTY PROCEDURE

Contents

1.	Document history and details	2
2.	Introduction.....	2
3.	Audience and applicability	2
4.	Definitions	2
5.	Ensuring student awareness of academic integrity requirements.....	3
6.	Academic misconduct.....	4
7.	Plagiarism, cheating and collusion	5
8.	Dealing with suspected cases of academic misconduct.....	5
9.	Penalties for unintentional academic misconduct.....	6
10.	Penalties for intentional academic misconduct.....	6
11.	Appeals.....	7
12.	Roles and responsibilities.....	7
13.	Related documents	7
14.	Monitoring and evaluation.....	7
15.	Publication of this procedure	7
16.	Approval	7

1. Document history and details

Version 5: 2 December 2021

Commencement date: Semester 1 2022

2. Introduction

- 2.1 This procedure describes academic misconduct and outlines the way in which TAFE NSW Higher Education will respond to instances of academic misconduct by students enrolled in TAFE NSW Higher Education programs.
- 2.2 TAFE NSW Higher Education upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavour.
- 2.3 This procedure applies to students of TAFE NSW Higher Education who are expected to conduct themselves in their academic studies honestly and ethically and to carefully acknowledge the work of others in all their academic activities.
- 2.4 Students must:
- submit assessments as their own original work;
 - acknowledge the work of others in all academic activities; and
 - not engage in plagiarism including self-plagiarism, collusion, or cheating including contract cheating.
- 2.5 Academic misconduct will not be tolerated and any detected or suspected instances of academic misconduct will put in train the procedures and penalties outlined below.

3. Audience and applicability

- 3.1 This procedure applies to:
- all students enrolled in TAFE NSW Higher Education courses;
 - academic staff, who have a responsibility to model and explain to students good scholarly practice and principles of academic integrity and honesty; and
 - academic staff, who are responsible for monitoring, reviewing and dealing with cases of academic misconduct.

4. Definitions

Academic misconduct	Academic misconduct includes any form of activity that negates the academic integrity of the student or another student and/or their work
Academic staff	Dean of Higher Education, Course Coordinators, Teachers
Academic Council	Responsible for academic policy making, academic administration, oversight of the educational process and control over the administration of TAFE NSW Higher Education curriculum to allow educational objectives to be achieved.
Academic fraud	A deliberate misstatement or false representation made with an intention to deceive others and gain an unfair advantage.
Cheating	When a student seeks to obtain an unfair advantage through deliberate deceit or dishonesty when submitting assessment work, or during an examination.

Collusion	When a student collaborates with another student(s) in assessment work that is meant to be wholly their own independent, and original work, or helps another student(s) to commit plagiarism or cheating.
Contract Cheating	When a student outsources their assessment to a third party, such as a friend, family member or professional service, whether paid or unpaid.
Course Coordinator	The manager of a TAFE NSW Higher Education course, who has overall responsibility for course and student management at the delivering campus.
Dean	Responsible for overseeing and reporting to the Academic Council on a range of TAFE NSW Higher Education academic matters, student management, course implementation and professional development of staff.
Head of TAFE NSW Higher Education	Overall responsibility for TAFE NSW Higher Education programs and point of contact between TAFE NSW and TEQSA.
LMS	The Learning Management System, such as Moodle, is the online method of distributing learner resources, assessment information and teacher communications to students.
Plagiarism	When a student inadvertently or deliberately claims ownership of an idea or concept without acknowledging the source of the information.
Self-plagiarism	Self-plagiarism is a form of academic misconduct that occurs when a student submits a piece of their own work for an assessment, that has been previously submitted for assessment in another subject without acknowledgement of the previously submitted work
Smart Device	Any gadget or electronic device capable of storing, transmitting, receiving or displaying digital information, including but not limited to mobile phones, smart phones, iPads, tablets, smart glasses, smart watches cameras, mobile/wireless earpieces.
Student Management System	The digital system used by TAFE NSW to manage student records including student enrolment, academic progress and course completion documentation. Often referred to as SMS.
TAFE NSW Higher Education	TAFE NSW Higher Education is the registered trading name of the Technical and Further Education Commission as a higher education provider.
Teaching and Learning Committee	The Teaching and Learning Committee (TLC) monitors the implementation of a TAFE NSW Higher Education course to ensure quality and consistency of teaching and learning across all delivery locations.

5. Ensuring student awareness of academic integrity requirements

5.1 All Subject Guides will include clear information in relation to:

- referencing requirements;
- whether students are permitted to work on an assessment task jointly and provide clear guidelines relating to all aspects of group work;

- the consequences of, and possible penalties for, academic misconduct.
- 5.2 Academic staff will reinforce to students the provisions of this procedure at the commencement of each subject
- 5.3 The Course Handbook will include information about this procedure.
- 5.4 All students are required to complete the Academic Integrity Module available on the Learning Management System within the first three weeks of enrolment in a TAFE NSW Higher Education course.
- 5.5 All TAFE NSW Higher Education academic staff are required to complete the Academic Integrity module on the Learning Management System within three weeks of initial commencement of Higher Education teaching duties.

6. Academic misconduct

- 6.1 TAFE NSW Higher Education takes all cases of academic misconduct seriously and students are subject to penalties for committing intentional academic misconduct.
- 6.2 The main types of academic misconduct include, but are not limited to:
- plagiarism including self-plagiarism;
 - collusion;
 - cheating;
 - fraud; and
 - contract cheating.
- 6.3 Academic misconduct may be deemed unintentional:
- where the student is in the first year of the course and has not received a prior warning;
 - where the student has limited previous academic experience and has not received a prior warning;
 - in cases of plagiarism where the teacher deems that a negligible amount has been plagiarised;
 - in cases of plagiarism where a student with limited previous academic experience has made an inadequate attempt at referencing.
- 6.4 Academic misconduct may be deemed intentional:
- where the student has been shown to deliberately disregard academic conventions and rules to gain an unfair advantage;
 - where the students in the cohort were given information on how to acknowledge extracts and quotations and the student was present and knew that the use of material without acknowledgement was unacceptable;
 - where the student has received a prior warning about academic misconduct;
 - where the student has plagiarised a large amount of information or failed to reference large amounts of information;
 - where the student has engaged in contract cheating;
 - where the student uses unauthorised notes, technology or smart devices in an exam.

7. Plagiarism, cheating and collusion

7.1 Plagiarism occurs when a student fails to acknowledge that the ideas of others are being used. Specifically, it occurs when:

- other people's work and/or ideas are paraphrased and presented without a reference;
- other students' work is copied either in full or partially;
- other people's designs, codes or images are presented as the student's own work;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or source;
- lecture notes are reproduced without due acknowledgement;
- a student commits self-plagiarism.

7.2 When marking papers academic staff may detect possible plagiarism, collusion or cheating by observing details such as:

- a mixture of quotation marks;
- changes in writing style within a paper or when compared to work previously submitted;
- suspicious/unexplained improved writing style;
- a paper not addressing the question or veering away from the topic;
- lack of recent reference sources or unusual or anachronistic references;
- common phrases appearing in more than one paper.

7.3 Students are required to submit all written assessments in electronic form to enable the use of electronic text matching software such as Turnitin.

7.4 Students will have the opportunity prior to submitting an assessment task, to review their assessment for possible breaches of academic integrity using electronic text matching software such as Turnitin.

7.5 Academic staff will use electronic text matching software such as Turnitin to detect breaches of academic integrity.

7.6 Where plagiarism, cheating or collusion is suspected, academic staff must collect evidence to support their suspicion.

8. Dealing with suspected cases of academic misconduct

8.1 Allegations of academic misconduct must be based on firm evidence.

8.2 When academic misconduct is suspected the Course Coordinator must be notified.

8.3 The Course Coordinator will examine the evidence and determine whether the allegation of academic misconduct is upheld.

8.4 The Course Coordinator will determine whether the academic misconduct is intentional or unintentional in accordance with 6.3 and 6.4 above.

8.5 The Course Coordinator will meet with the student and give the student an opportunity to respond to the allegation of academic misconduct. The student can request that a support person be allowed to attend the meeting.

- 8.6 The student will be informed of the penalties that may be applied if the allegation of academic misconduct is upheld.
- 8.7 In cases where it is impracticable for a student to attend such a meeting, the Course Coordinator will write to the student with the particulars of the alleged academic misconduct. The student must respond within one week from the date shown on the written communication. Failure to respond will be accepted as an admission of guilt and penalties will automatically apply.
- 8.8 All cases of academic misconduct are reported by the Course Coordinator to the Dean of Higher Education and recorded in the Student Issues Register.

9. Penalties for unintentional academic misconduct

- 9.1 Where the Course Coordinator deems that academic misconduct was not intentional they may take one of the following possible actions:
- warn the student and mark the assessment item without penalty; or
 - warn the student and mark the assessment item with penalty; or
 - warn the student, request resubmission, and mark the assessment item with or without penalty.
- 9.2 Penalties for academic misconduct must be communicated in writing to the student and a copy kept on the student's file in the Student Management System and recorded in the Student Issues Register.
- 9.3 The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

10. Penalties for intentional academic misconduct

- 10.1 Before the Course Coordinator determines that the academic misconduct was intentional they must consider the student's response to the allegation.
- 10.2 If the student fails to respond to an allegation of intentional academic misconduct or does not convince the Course Coordinator that the academic misconduct was unintentional, the Course Coordinator will report the matter to the Dean of Higher Education.
- 10.3 In such cases the Dean of Higher Education, in consultation with the Course Coordinator, will determine the appropriate penalty for the intentional academic misconduct.
- 10.4 The severity of the academic misconduct will inform the severity of the penalty.
- 10.5 Serious penalties will apply for instances of repeat academic misconduct.
- 10.6 Penalties which will be applied can include one or more of the following.
- The student may be required to undertake an additional or alternative assessment where the maximum possible mark for the event will be 50%.
 - A mark of zero will be recorded for the assessment item.
 - A grade of Fail may be recorded for the subject.
 - The student may be suspended from the course for a period of specified time.
 - The student may be excluded from the course and have their enrolment terminated.
- 10.7 A student in breach of exam conduct guidelines, can at the discretion of the invigilator, be ejected from the examination room.

- 10.8 Penalties for academic misconduct must be communicated in writing to the student and a copy kept on the student's file in the Student Management System and recorded in the Student Issues Register.
- 10.9 The student shall also be advised of their right to appeal the finding of academic misconduct and the penalty imposed.

11. Appeals

- 11.1 A student may appeal against a decision made under this procedure.
- 11.2 The grounds for appeal are that the decision is inconsistent with this procedure.
- 11.3 Appeals must be made in writing and lodged with the Dean of Higher Education within two weeks of the date shown on the written notification of the decision.
- 11.4 The Dean of Higher Education will normally respond in writing to the appeal within two weeks of receiving the written request appealing the decision, and may uphold or vary the decision.
- 11.5 If a student remains dissatisfied with the outcome of their appeal they may utilise the provisions of the TAFE NSW Higher Education Grievance Procedure.

12. Roles and responsibilities

- 12.1 Students are responsible for complying with this procedure.
- 12.2 All TAFE NSW Higher Education academic staff need to be aware of their responsibility to comply with this procedure.
- 12.3 The Dean of Higher Education and/or Course Coordinator are responsible for the training of academic staff in this procedure.
- 12.4 The Dean provides a summary report of all cases of academic misconduct to the Academic Council at the end of each semester.
- 12.5 This procedure does not replace or modify any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

13. Related documents

TAFE NSW Higher Education Assessment Procedures and Guidelines.
TAFE NSW Higher Education Progression and Exclusion Procedure
TAFE NSW Higher Education Student Grievance Procedure
TAFE NSW Complaints Handling Procedure

14. Monitoring and evaluation

This procedure will be reviewed and updated regularly in line with the TAFE NSW Higher Education Quality Assurance and Continuous Improvement Framework.

15. Publication of this procedure

The current version of this procedure is published on the TAFE NSW internet.

16. Approval

The TAFE NSW Higher Education Academic Council approved this version of this procedure on 2 December 2021.