

Student Academic Integrity Policy and Procedures

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1. PURPOSE

Barton Business School ("BBS") is committed to maintaining the highest academic standards and protecting the integrity of its courses and qualifications.

The *Student Academic Integrity Policy and Procedures* establish the principles for ensuring academic integrity and provide frameworks for promoting academic integrity among students. They also provide the procedures for identifying, preventing, and responding to academic misconduct by a student.

This policy and these procedures align with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#).

2. SCOPE

This policy and these procedures apply to:

- a. all student academic activities and practices within BBS, including assessment tasks and examinations;
- b. all students enrolled at BBS;
- c. all academic and non-academic staff in their roles of managing matters relating to student academic integrity matters.

3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

4. POLICY

- a. Student academic integrity means a commitment by students to act responsibly, fairly, honestly, and respectfully in all academic work.
- b. Student academic integrity is an important foundation of academic life. It is fundamental to the reputation of BBS, its courses, and its staff and students.
- c. BBS must ensure that student academic integrity is maintained by timely, fair, consistent, and transparent procedures.
- d. Any failure by students to maintain academic integrity must be addressed promptly and vigorously.
- e. The nature and maintenance of student academic integrity must be managed as an educative process for students.

4.1. POLICY PRINCIPLES

The primary principles that underpin this policy are:

- a. BBS upholds the principle that student academic integrity relies on all BBS students acting ethically and honestly in their scholarly endeavours.
- b. In their academic studies, BBS students must conduct themselves ethically and honestly, which includes appropriately acknowledging the work of others in all their academic activities.
- c. When undertaking their assessment work, BBS students must indicate whether they have used any tools, such as AI software to generate content, how the tools have been used, and the extent to which the tools have been used.
- d. BBS curricula must promote the importance of students acting with academic integrity.
- e. BBS must provide students with opportunities to develop the skills and understanding that they need to always act with academic integrity.
- f. BBS student assessments must be designed to minimise opportunities for misconduct in relation to academic integrity.
- g. Clear guidance, educative tutorials, and workshops must be provided for students about the academic practices and conventions required to comply with maintenance of academic integrity.
- h. Students must be supported and allowed time to develop the literacies, competencies, and strategies they need to act with academic integrity.
- i. Preventive actions (as identified in *Section 4.2 Preventive Measures*) must be taken to mitigate foreseeable risks to student academic integrity through academic governance arrangements (including monitoring potential risks).
- j. Students must employ appropriate acknowledgement practices in all assessment work when they source images, videos, texts, and artefacts from others.
- k. Appropriate acknowledgement practices must satisfy copyright, licensing, and intellectual property requirements.
- l. Appropriate acknowledgement practices must be easily accessible by students.
- m. Students must be supported in creating and maintaining a culture of academic integrity through an organisation-wide framework.
- n. BBS must maintain a systematic communication and record-keeping system in relation to student academic-integrity matters.
- o. The Learning and Teaching Committee (LTC) must review units or assessment tasks that appear to be problematic in relation to maintenance of student academic integrity.
- p. All suspected or alleged student academic misconduct cases must be reported to a Course Coordinator who must take prompt, appropriate actions.
- q. The processes used and outcomes of a student academic misconduct investigation must be recorded in the *Student Academic Misconduct Register*.
- r. Students must be treated fairly and with dignity.
- s. Any suspected academic misconduct must only be upheld if adequate evidence exists that a student has breached academic integrity.

- t. Each incident of student academic misconduct must be dealt with on its own merits.
- u. Students can ask for support and advice regarding their academic misconduct.
- v. Students have the right to appeal decisions made about academic misconduct matters.

4.2. PREVENTIVE MEASURES

- a. BBS must take preventive actions to mitigate the risk of student academic misconduct.
- b. Appropriate training on the *Student Academic Integrity Policy and Procedures* must be provided to all staff members.
- c. BBS must inform prospective students of the expectations of academic integrity when they are made an offer.
- d. Comprehensive orientation programs on student academic integrity must be provided for all new off-campus and on-campus students (refer to *International Student Orientation Policy and Procedures*).
- e. Academic Integrity must be promoted in the classroom:
 - i. The Librarian and Academic Support Officer must conduct Academic Integrity Workshops at least four (4) times during each semester for students.
 - ii. Assessment tasks and examination requirements must be clearly communicated to students.
 - iii. Students must be encouraged to make every effort to avoid academic misconduct by taking responsibility for understanding what constitutes academic misconduct.
 - iv. Academic staff must demonstrate through example how to maintain academic integrity (e.g., appropriate citations to materials used in their teaching that are sourced from elsewhere).
- f. This policy and these procedures must be published on BBS's website.
- g. BBS's Learning Management System (LMS) must:
 - i. point students to the *Student Academic Policy and Procedures* on BBS's website;
 - ii. inform students about academic skills workshops and library resources that are available on academic integrity.
- h. The BBS Student Handbook must have a dedicated section on student academic integrity.

5. ELEMENTS OF STUDENT ACADEMIC MISCONDUCT

Student academic misconduct is inclusive but not limited to:

5.1. CHEATING IN EXAMINATIONS OR TESTS

Cheating in an examination or test includes:

- a. acquiring, attempting, possessing, or distributing examination/test materials or information without pre-approval of the course coordinator.
- b. reading, copying from, or otherwise using another student's work during an examination or test or knowingly allowing another student to do so.

- c. consulting with another source outside the examination/test room during the examination/testing process.
- d. accepting assistance from any person who is not an invigilator while in an examination room.
- e. procuring impersonation when attempting an examination/test.

5.2. PLAGIARISM

- a. Plagiarism involves presenting another person's ideas or work as one's own.
- b. Plagiarised material can be in written, electronic, or graphical form. It can be presented in written, oral, visual, or graphical forms. It may also include resubmitting one's own work for another assessment item. Typical forms of plagiarism include:
 - i. presenting another person's written work as one's own work.
 - ii. developing or using an idea or hypothesis from another person's work without appropriate acknowledgement.
 - iii. using another person's investigational results as one's own or without appropriate acknowledgement.
 - iv. summarising, directly copying, or paraphrasing another person's work without appropriate acknowledgement of the sources (such acknowledgement must take the form required by the particular discipline).
 - v. copying non-word-based material such as diagrams, musical scores, audio-visual materials, artwork, and plans and presenting them as one's own work.

5.3. COLLUSION

Collusion occurs when a student has an agreement with another person to deceptively present academic work outside requirements, such as when two people work together on an assignment that is to be done individually.

It is acceptable to get help from or provide assistance to others by discussing ideas, strategies, and approaches to a particular piece of academic work (refer to *Academic Freedom and Freedom of Speech Policy*).

It is not acceptable for a student to submit work as their own effort when it was not undertaken independently.

5.4. RECYCLING AN ASSIGNMENT

It is not acceptable to resubmit the exact copy of work previously submitted for assessment without substantially enhancing or refining the concepts contained in the assessment.

Submitting an exact copy of work or any portion of work previously submitted in another unit may adversely affect a student's grade.

5.5. IMPERSONATION AND CONTRACT CHEATING

- a. A student must personally undertake all assessments required for each unit of study and must not procure impersonation of themselves concerning any assessment.
- b. Cheating occurs, including contract cheating, when students use a third party, such as commercial essay writing services, family, friends, other students, private tutors, or editing services, to undertake their assessment work for them.

5.6. OTHER FORMS OF ACADEMIC MISCONDUCT

Other forms of academic misconduct include:

- a. purchasing or otherwise obtaining assessment material through individuals, companies, or web-based tools or services;
- b. misrepresenting, falsifying, misstating, or fabricating data or student identity;
- c. offering or accepting bribes (money or other favours)—for example, for admission or grades;
- d. giving or providing for sale one's own work to another person, company, or website for copying or use by another person;
- e. collaborating with others when not authorised in the assessment requirements;
- f. using software that is proscribed under the requirements specified for completing an assessment item or an examination (e.g., generative artificial intelligence software).

6. PROCEDURES

6.1. IDENTIFYING ACADEMIC MISCONDUCT

- a. Lecturers must monitor a student's work for academic misconduct throughout the semester, particularly during the assessment process.
- b. Identifying student academic misconduct is a judgement made by the Lecturer, who is most aware of the assessment requirements and an individual student's abilities.
- c. If a breach of academic integrity is detected, the Lecturer will report the matter to the Course Coordinator along with evidence to support their claim, which may include:
 - i. the student's work and the work from which they have plagiarised or work by another student with whom they appear to have colluded;
 - ii. incongruence between the student's performance to date in class and performance in prior assessments;
 - iii. non-submission of required drafts or preparatory work, as needed in the assessment brief;
 - iv. a plagiarism report from the plagiarism detection software linked with the LMS;

- v. a report from software that detects use of other software proscribed under the requirements specified for completing an assessment item or an examination (e.g., generative artificial intelligence software);
 - vi. the student's behaviour during an examination.
- d. Using prescribed forms, examination invigilators must report details of misconduct to the Course Coordinator.
- e. Assumption of academic misconduct by a student must not be made without clear and documented evidence.

6.2. INVESTIGATING STUDENT ACADEMIC MISCONDUCT

- a. A Course Coordinator must consider the evidence provided by a Lecturer in relation to potential academic misconduct by a student and determine that either:
 - i. the evidence does not substantiate academic misconduct, in which case the allegation against the student must be dismissed; or
 - ii. sufficient evidence exists to indicate possible academic misconduct by a student, in which case the student must be contacted through email within five (5) working days for a meeting at which the student can present their case. The email must:
 - a. inform the student of the allegation's details and provide the meeting's date and place.
 - b. indicate the meeting will occur within ten (10) working days of the initial notification.
 - c. indicate that the student can bring a support person (who must not be a legal representative).
 - d. indicate that, as an alternative to the meeting, the student can submit a written response by the date of the meeting.
 - e. indicate that a discussion may occur via email or teleconference in the event that the student is unable to attend the meeting.
 - f. include a copy of the Student Academic Integrity Policy and Procedures.
 - g. in the case of suspected ghostwriting, inform the student that they will be required to provide additional evidence to prove their authorship.
- b. The Course Coordinator must record all communication with the student and fully document the investigation and decision process.
- c. If the student does not respond to the meeting request or refuses to participate, the Course Coordinator must decide on the most appropriate actions to take.
- d. The Course Coordinator must consider the following when determining the seriousness of an act of academic misconduct:
 - i. type of academic misconduct.
 - ii. the extent of academic misconduct.
 - iii. prior offences, if any.
- e. Student academic misconduct must be deemed minor or major:

- i. Minor academic misconduct is perceived to be due to a student's inexperience with academic writing, presenting their academic work, or a lack of referencing skills. It tends to arise with students in their first semester.
 - ii. Major academic misconduct reflects serious or multiple instances of misconduct and shows a clear intention to deceive. The misconduct's overall consequence is that it significantly compromises the assessment process.
- f. If the Course Coordinator determines that academic misconduct by a student has occurred, they must:
 - i. decide on the penalty based on *Section 6.3 Outcome of Student Academic Misconduct* of this policy and these procedures.
 - ii. communicate the decision and next steps to the student via email within five (5) working days of the decision.
 - iii. invite the student to respond to the decision in writing (by email) within five (5) working days of the date at which the decision is communicated to the student.
- g. If the student accepts the decision, the Course Coordinator must:
 - i. inform the Lecturer of the decision via email within five (5) working days of the student's response.
 - ii. ensure that the breach and decision are recorded in the *Student Academic Misconduct Register*.
- h. If the student does not accept the decision, they must submit an appeal within ten (10) working days of the date at which the decision has been communicated to them. Students may continue their studies while awaiting the outcome of an internal appeal.
- i. If the Course Coordinator determines that no academic misconduct has occurred, they must:
 - i. communicate the decision to the student via email within five (5) working days of the decision.
 - ii. inform the Lecturer of the decision via email within five (5) working days of the decision.
 - iii. ensure the decision is recorded in the *Student Academic Misconduct Register*.

6.3. OUTCOME OF STUDENT ACADEMIC MISCONDUCT

6.3.1. MINOR STUDENT ACADEMIC MISCONDUCT

Minor student academic misconduct must be recorded in the *Student Academic Misconduct Register*. The student must also undergo an academic counselling process that is educative for the student.

6.3.2. MAJOR STUDENT ACADEMIC MISCONDUCT

Major student academic misconduct must be recorded in the *Student Academic Misconduct Register*. The student must also undergo an academic counselling process that is educative for the student. One or more of the following penalties may be imposed:

- a. the student undertakes an alternative assessment task where the opportunity for academic misconduct has been removed (e.g., an oral assessment or invigilated individual examination);
 - i. a downgrade on the mark, a zero mark, or an unsatisfactory outcome for the assessment task;
 - ii. a downgrade on the final grade in the unit;
 - iii. a Fail outcome for the unit;
 - iv. a probationary period of up to two years, during which time any further breaches will result in the automatic exclusion of the student from the course;
 - v. referral to the Academic Board (AB) with a recommendation of suspension for one or more semesters;
 - vi. referral to the AB with a recommendation of exclusion from the course.

7. ROLES AND RESPONSIBILITIES

- a. Students are responsible for familiarising themselves with this *Student Academic Integrity Policy and Procedures* and knowing the conduct expected of them.
- b. Students must comply with this policy when undertaking assessment tasks.
- c. A Course Coordinator must be responsible for recording all misconducts in the *Student Academic Misconduct Register*, preparing a report on student misconduct at a summary level, and presenting the report to the AB.
- d. Academic staff must model the principles of academic integrity in their teaching and assessment roles.
- e. The AB must oversee academic integrity in relation to students, including monitoring potential risks.
- f. The Board of Directors (BoD) must ensure that allegations of student academic misconduct and breaches of student academic integrity are monitored regularly and action is taken to address underlying causes.

8. STUDENT ACADEMIC MISCONDUCT REGISTER

- a. All findings of student academic misconduct will be recorded in a *Student Academic Misconduct Register*.
- b. A Course Coordinator must maintain this register.
- c. Access to the *Student Academic Misconduct Register* must be limited, and records must be stored confidentially.

9. RECORD-KEEPING AND REPORTING

- a. Records must be maintained in the *Student Academic Misconduct Register* for all minor and major misconduct cases.

- b. These records must be destroyed three (3) years after the student has graduated or five (5) years after the student was last enrolled at BBS, whichever is earlier.
- c. The AB should receive a report each semester summarising the type and number of academic integrity breaches by unit

10.COMPLAINTS AND APPEALS

- a. According to the *Student Complaints and Appeals Policy and Procedures*, students may appeal against an outcome of an academic misconduct investigation.
- b. Students must appeal in writing within twenty (20) working days of notification of the outcome.
- c. Students must include all supporting documentation to justify their appeal.

11. VERSION CONTROL

Document title	Student Academic Integrity Policy and Procedures	
Approved By	Academic Board	
Date of Review	This document is to be reviewed every two years at a minimum from the date of final approval.	
Related Documents	<ul style="list-style-type: none"> • Academic Freedom and Freedom of Speech Policy • Academic Progression and Student At Risk Policy and Procedures • Assessment Policy and Procedures • Awards Issuance and Graduation Policy • Course Design and Development Policy and Procedures • Course Monitoring and Review Policy and Procedures • External Referencing and Benchmarking Policy and Procedures • International Student Orientation Policy and Procedures • Scholarly Activity and Professional Development Policy • Records Management Policy • Risk Management Policy and Framework with Risk Register • Student Code of Conduct • Student Complaints and Appeals Policy and Procedures • Student Wellbeing and Support Policy and Procedures • Terms of Reference - Academic Board • Terms of Reference - Board of Directors • Terms of Reference - Learning and Teaching Committee 	
Related Legislation and References	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 	
Version	Notes	Date Approved
1.0	<ul style="list-style-type: none"> • Minor changes were made by the LTC in section 2 in all learning and teaching activities. 	
1.1	<ul style="list-style-type: none"> • Further changes were made by AB in section 4.2.c, 6.1.d, 6.2.f and section 9. 	
2.0	<ul style="list-style-type: none"> • Document approved subject to minor changes in section 6 and updated policy name to Student Academic Integrity Policy and Procedures. 	24/02/2023
2.1	<ul style="list-style-type: none"> • Further changes were made by LTC in section 4 including 4.1 acknowledgement for use of any generative AI. 	
3.0	<ul style="list-style-type: none"> • Document approved subject to changes in sections 4 and 5. 	30/06/2023