

Academic Integrity Policy

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Document Name	Academic Integrity Policy
Brief Description	This policy outlines the principles informing Curtin College's promotion of academic integrity and management of academic misconduct.
Responsibility	Academic Director
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Version Control

Date	Version	Summary of Changes	Reviewer Name
21/06/2019	1.0	Initial Release	Manager Quality, Risk and Compliance
12/08/2019	1.1	Minor updates	Manager Quality, Risk and Compliance
30/3/2021	1.2	Minor Updates	Academic Director
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27/3/2025	3.0	Major Updates	Academic Policy Working Group
29/5/2026	3.1	Adjustment of academic misconduct categories	Academic Policy Working Group

Related Documents

Name	Location
Admissions and Student Selection Policy	Curtin College website
Assessment Policy	Curtin College website
Appeals Policy	Curtin College website
Enrolment Policy	Curtin College website
Student Complaints Policy	Curtin College website
Student Code of Conduct	Curtin College website

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1. Purpose and Scope

Purpose

- 1.1 This Policy outlines the principles under which Curtin College will promote academic integrity and respond to instances of academic misconduct.

Scope

- 1.2 The Policy applies to all staff and enrolled and prospective students at Curtin College and its Partner Provider(s).
- 1.3 This Policy does not apply to the behavior and conduct of students that would be construed as misconduct unrelated to academic endeavours/activities.

2. Academic Integrity Principles

- 2.1 Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers and professional staff to act in an honest way, be responsible for their actions and show fairness in every part of their work.
- 2.2 All members of Curtin College's community are responsible for the promotion and protection of academic integrity.
- 2.3 Curtin College expects all students enrolled in any of its programs to conduct their studies honestly, ethically and in accordance with the standards of academic conduct outlined in this Policy, as directed by academic staff and as described in the academic integrity training provided.
- 2.4 The practice of academic integrity fosters responsible conduct, positive citizenship and the professional ethical development of students as they embark upon their chosen careers.
- 2.5 The maintenance of academic integrity underpins the credibility, reputation and standing of Curtin College and the value of its awards, both domestically and internationally.
- 2.6 Students will be assessed for work that is verifiably their own.

3. Promoting Academic Integrity

- 3.1 A collaborative effort will be made to recognise and promote academic integrity at every level, from policy to individual staff practices.
- 3.2 Curtin College will promote academic integrity by providing information, education and support for students and staff members.
- 3.3 The Student Counsellor and Student Learning Advisor are available to support students to engage in ethical academic practices and to offer support if an allegation of academic misconduct is made against them
- 3.4 In dialogue with Curtin University, Curtin College will design assessment that minimise the possibility for students to breach academic integrity, while preserving the quality and rigour of assessment requirements.

4. Academic Misconduct is "... conduct by a student that is dishonest or unfair in connection with any academic work, such as:

- a) during any exam, test or other supervised assessment activity;
- b) in relation to the preparation or presentation of any assessed item of work; or
- c) in relation to the conduct of research or any other similar academic activity".

The element inherent to academic misconduct is the attainment, for oneself or another, of an unfair academic advantage in admission, assessment or program progress. Intention is not an essential requirement for establishing academic misconduct; conduct may be intentional, reckless or unintentional.

5. Types of Academic Misconduct

5.1 **Plagiarism** includes:

- a) paraphrasing, copying, or presenting any part of the work or other(s) without a reference to those sources;
- b) reproducing teaching material or lecture notes without acknowledgment of those sources in the work;
- c) translating foreign works into English without acknowledgment of those sources;
- d) reusing one's own previously submitted or assessed work, in part or in whole, without permission from the Unit Coordinator; and/or
- e) in the case of group work, falsely claiming or attributing authorship where there has been inadequate contribution.

5.2 **Collusion** includes:

- a) assistance provided to or received from another person in the preparation or production of any part of a work (including collaboration with not just a Curtin College or Curtin University student but any person, irrespective of their location);
- b) editing and proofreading if there is a contribution to the work by another person (such as rewriting, provision of additional material, amending work or part of a work) such that the work is no longer the original work of the student; and/or
- c) sharing answers, solutions or any part of an assessment (including drafts, code, datasets or calculations) with another student or allowing another person to copy any part of a work knowing that they will submit it as their own.

5.3 **Test / Examination Cheating** includes:

- a) unauthorised access to the test or examination or answer sheet;
- b) communicating with or copying from another person during a test or examination;
- c) supplying, receiving or using unauthorised material (physical or digital) in a test or examination; and/or
- d) any other conduct that would give an unfair academic advantage to a student in relation to a test or examination.

5.4 **Contract Cheating** is commissioning and/or submitting work which was completed by someone else, whether paid or unpaid. Contract cheating can include:

- a) knowingly submitting completed or partially completed assessment produced by a commercial service or paid contractors, by a friend, family member, student or staff member of Curtin College or Curtin University; and/or
- b) arranging for another person to sit a test or examination, complete all or part of an assessment task or quiz or providing these services for another person.

5.5 **Inappropriate use of artificial intelligence** includes:

- a) submitting work produced (or produced in part) by generative artificial intelligence as the student's own work;
- b) using information generated by artificial intelligence without acknowledgement or attribution;
- c) using artificial intelligence or digital tools to submit work which significantly misrepresents the student's level of competence; and/or
- d) using digital tools to disguise plagiarism, collusion, copying, contract cheating or any other academic misconduct.

5.6 **Misrepresentation** includes:

- a) submission of a falsified testamur or academic transcript to gain admission to a program at Curtin College;

- b) submission of fabricated or falsified documents, including medical certificates, to gain an advantage in admission, assessment or program progress;
- c) inclusion of citations to non-existent or incorrect sources;
- d) sharing login credentials to pose as another student or enabling another person to pose as a student; and/or
- e) falsely asserting attendance at a class.

6. Managing Academic Misconduct

- 6.1 Curtin College will ensure that responses to alleged academic misconduct by students are undertaken in a consistent, efficient and equitable manner.
- 6.2 Where a unit in a Curtin College program is service taught by Curtin University, Curtin University's policies and procedures related to academic integrity and academic misconduct will apply.
- 6.3 In disciplines where assessment is process-led in nature, students may be required to demonstrate the development of their work through discipline-appropriate evidence of process. This may include concept development, drafts, preparatory materials, iterative development, process documentation, progress critiques, work-in-progress submissions and other developmental artefacts specified in the unit outline or assessment brief.

Failure to provide sufficient evidence of process development may give rise to reasonable concern regarding the authenticity, authorship, or accurate representation of a student's submitted work. Where a student is unable to demonstrate authorship through the required developmental evidence, the submission may be withheld from marking pending review. This may include:

- a) submission of a final work that is not supported by sufficient evidence of development where process evidence is a stated assessment requirement;
- b) failure to produce preparatory, developmental, or iterative materials required to demonstrate authorship of submitted work;
- c) submission of work that materially exceeds the student's demonstrated capability without sufficient evidence of authentic development; and/or
- d) submission of process documentation that is fabricated, misleading, or inconsistent with the final submitted work.

7. Appeal

- 7.1 Students who are not satisfied with a finding under this Policy may lodge an appeal under the *Appeals Policy*.
- 7.2 Students must lodge their appeal within ten (10) working days from the date when they were advised in writing of the academic misconduct finding and outcome.

8. Responsibilities

- 8.1 The Academic Director is responsible for the implementation of this policy.
- 8.2 The Academic Leadership team will ensure that appropriate staff receive training, that there is monitoring of academic integrity breaches, and that breaches are reported on through the appropriate governance channels.
- 8.3 Unit Coordinators are responsible for managing academic integrity in their units, including ensuring that assessments are designed to reduce the likelihood of academic misconduct and by providing appropriate educative resources. For Stage 2 units designed by Curtin University, assessment design at Curtin College will be determined through consultation with Curtin University.

- 8.4 Academic Teachers are responsible for managing academic misconduct by their students, in consultation with the Unit Coordinator and for communicating clearly to students their expectations around academic integrity.
- 8.5 The Student and Academic Services team is responsible for producing reports of academic misconduct.
- 8.6 Program Managers and Discipline Leads will ensure that:
- a) new teaching staff are informed about the College's *Academic Integrity Policy* as part of their induction; and
 - b) all teaching staff are reminded about policy requirements regarding academic integrity at least annually.
- 8.7 Students are responsible for:
- a) making themselves familiar with the content and intent of this Policy;
 - b) adhering to established standards of academic integrity;
 - c) monitoring their Curtin College email for communication from academic staff, such as notifications relating to academic integrity;
 - d) saving and collating evidence of work where required; and
 - e) participating in an academic integrity enquiry, when required.

9. Risk and Compliance Management

- 9.1 Non-compliance with this Policy poses a material risk to the College.
- 9.2 All potential academic integrity breaches will be investigated and may result in disciplinary action being taken.
- 9.3 Penalties apply for specific breachers of this policy and are noted in the *Academic Integrity Procedure*.

10. Review and Records Management

- 10.1 Due to the rapidity of change in this area, this Policy will be reviewed annually by the Academic Director in line with the continuous improvement schedule, and any changes to the regulatory compliance requirements, legislation, regulation and guidelines to ensure alignment to appropriate strategic direction and continued relevance to the College's current and planned operations.
- 10.2 All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Website and Shared Drive	Permanently	Archived once updated or reviewed