

Academic Integrity Policy (CC)

Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

CRICOS Provider Code: 02042G

TEQSA Provider Code: PRV12157

ABN: 13 092 155 970

Document Name	Academic Integrity Policy (CC)
Brief Description	This policy outlines the principles informing Curtin College's promotion of academic integrity and management of academic misconduct.
Responsibility	Academic Director
Initial Issue Date	13/06/2019

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
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
7/12/2021	1.3	Minor Updates	Academic Director
6/04/2023	2.0	Major Updates	Academic Director
27/3/2025	3.0	Major Updates	Academic Policy Working Group

Related Documents

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

Contents

1.	Purpose and Scope	3
2.	Academic Integrity Principles	3
3.	Promoting Academic Integrity	3
4.	Types of Academic Misconduct	4
5.	Managing Academic Misconduct.....	5
6.	Appeal.....	5
7.	Responsibilities	5
8.	Risk and Compliance Management	6
9.	Review and Records Management.....	6

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 minimize the possibility for students to breach academic integrity, while preserving the quality and rigour of assessment requirements.

4. Types of Academic Misconduct

4.1 **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.

4.2 **Poor Academic Practice** is a form of Academic Misconduct that is a moderate contravention of Academic Integrity.

4.3 **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.

4.4 **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 (such as rewriting, provision of additional material, amending work or part of a work) such that the work is longer the original work of the student; and/or
- c) sharing answers or allowing another person to copy any part of a work.

4.5 **Cheating and Contract Cheating** include:

- a) accessing unauthorised notes during an examination that is held either on-campus or online. The notes may be on or in an object, a data storage device (see Definitions), or on any part of the body;
- b) sitting an examination or test that is held either on-campus or online on behalf of another student or having another person undertake the examination;
- c) communication with another student during an examination. It is irrelevant whether or not information is exchanged or imparted in the communication. Communication includes speech, writing, non-verbal communication, or the use of a data storage device;

- d) copying from another student or allowing another student to copy during an examination or assessment that is held either on-campus or online;
- e) purchasing work, bartering or commissioning another person or website to produce work which is then passed off as one's own; and/or
- f) submitting work that is generated and/or enhanced with the use of digital assistance (e.g. translators, digital assistants, or artificial intelligence tools such as ChatGPT, Bard, Bing, etc.) to the extent where the submitted work is not a reasonable representation of the student's abilities and/or cannot be considered an original work of the student unless otherwise explicitly permitted by the assessment specification; and/or
- g) selling one's work.

4.6 **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, or medical certificates to gain an advantage in admission, assessment or program progress; and/or
- c) falsely asserting attendance at a class.

5. **Managing Academic Misconduct**

- 5.1 Curtin College will ensure that responses to alleged academic misconduct by students are undertaken in a consistent, efficient and equitable manner.
- 5.2 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. **Appeal**

- 6.1 Students who are not satisfied with a finding under this Policy may lodge an appeal under the *Appeals Policy*.
- 6.3 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.

7. **Responsibilities**

- 7.1 The Academic Director is responsible for the implementation of this policy.
- 7.2 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.
- 7.3 Unit Coordinators are responsible for ensuring that assessments are designed to reduce the likelihood of academic misconduct by providing appropriate educative resources.

- 7.4 The Student and Academic Services team are responsible for maintaining a register of academic breaches and outcomes.
- 7.5 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.
- 7.6 Students and staff are required to make themselves familiar with the content and intent of this Policy.

8. Risk and Compliance Management

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

9. Review and Records Management

- 9.1 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.
- 9.2 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