

Procedure Title

Student Academic Integrity Diplomas Procedure

Parent Policy

Monash College Student Academic Integrity Policy

Definitions

Academic Integrity

This is the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner.

Academic Misconduct

Conduct or behaviour by which a student seeks to gain an unfair or unjustified academic advantage in a course or unit of study. This includes, cheating, collusion and plagiarism. Academic misconduct may be intentional or reckless.

Cheat or Cheating

To seek to obtain an unfair advantage in an examination, written, oral or practical work, required to be submitted or completed for an assessment. This includes resubmitting work that has been assessed in another unit, copying another student's answers or work, knowingly providing answers to another student and taking unauthorised material or notes into examinations.

Collusion

Submission of an assessment task which is the result of whole or in part unauthorised collaboration with another person or persons. Collusion occurs when a student works with others to produce an assessment (e.g. group assessments) and the assessment is then presented as the student's own assessment, or the assessment of the other person/s.

Contract cheating

When a student 'contracts' (pays or employs, whether paid or unpaid) another person to write an assessment or task and then submits that work as their own.

Intentional

Done with intention or purpose

MOSS

Measure of Software Similarity. MOSS works with programs written in C, C++, Java, Pascal, Ada and other languages and looks out for similar code structure in different documents.

Plagiarism

To take and use another person's ideas and/or manner of expressing them and to then suggest they are your own by failing to give the appropriate acknowledgement. This includes the use of material from the internet, staff, and other students and from published and unpublished works.

Proofreading/Editing	The process of identifying errors and suggesting corrections to text. This includes: <ul style="list-style-type: none"> rewriting passages of text in order to clarify meaning amending the words used by the student (except to identify the correct spelling of the word used) rearranging passages of text or code, or reformatting other material contributing additional material to the original; and checking calculations or formulae.
Reckless	Having or showing no regard for danger or consequences.
Recycling	The submission of work that has been previously been submitted.
Substitution (i.e. identity fraud)	Employing, contracting, asking or agreeing to another person sitting an assessment or examination on your behalf.
TRIM	Student file management system
Turnitin	A text-matching software that checks a student's written work against electronic texts from the Internet, published works (such as journal articles and books), and assignments previously submitted to Turnitin by other students. Submissions are stored indefinitely on a cloud server. A similarity report is produced and provides a percentage score to indicate how much of the student's work is found in other sources.

Preamble

Monash College is committed to promoting academic integrity practices across its learning community. The College supports the development of student academic integrity skills through a range of approaches including making available university resources and providing access to tools that support good academic practice.

This procedure communicates the actions that Monash College Diplomas at Melbourne campuses will follow to ensure that high standards of academic integrity are maintained and are communicated effectively with Diploma students and staff. The steps set out in the procedure ensure that academic misconduct is managed in a consistent and fair manner.

Procedure

Ref	Steps	Responsibility
1.	<p>1.1 Plagiarism, Collusion and Cheating Academic misconduct occurs when students seeks to gain an unfair or unjustified academic advantage in a course or unit of study. This includes, cheating, collusion and plagiarism. Academic misconduct may be intentional or reckless.</p> <p>1.2 Plagiarism</p>	

	<p>Plagiarism occurs when students fail to acknowledge that the ideas or work of others are being used, which includes:</p> <ul style="list-style-type: none"> • Paraphrasing and presenting work or ideas without a reference • Using phrases and passages verbatim without quotation marks and/or without a reference to the author or web page • Reproducing lecture notes without proper acknowledgement • Copying work either in whole or in part, or • Presenting other’s designs, codes or images as your own work 	Students
	<p>1.3 Collusion It is acceptable for students to plan together and cooperate when generating ideas, however, students must write their own work, complete all assigned work independently. Collusion may be with a Monash College or Monash University student or a person external to the College.</p>	Students
	<p>Collusion occurs when students work without permission of the teacher to:</p> <ul style="list-style-type: none"> • work with one or more people to prepare and produce work • allow others to copy their work or share their answer to an assessment task • allow someone else to write (with the exception of instances where the use of a scribe is approved by the Disability Support Services) or edit their work (proofreading is acceptable, provided it is compliant with the definition in this procedure) • write or edit an assessment for another student; or • offer to complete an assessment or seek payment for completing academic work for other students. 	Students
	<p>1.4 Cheating Cheating occurs when students seek to obtain an unfair advantage in an examination, written, oral or practical work, required to be submitted or completed for assessment in a course or unit of study. This includes:</p> <ul style="list-style-type: none"> • copying another student’s answers or work and/or knowingly providing answers to another student. • obtaining, accepting or receiving any kind of fraudulently acquired assessment documentation or information • purchasing an essay or report (or part thereof) from another person, past student or an online source • asking or allowing someone to write part or all of a written assessment. • Being in possession of unauthorized material/notes in examinations and includes notes written on the student’s body/or personal items <p>Students are required to report any knowledge of this kind of activity to the relevant Team Leader/Academic Manager immediately.</p>	Students
	<p>1.5 Substitution/Identity fraud Students must not employ (paid or otherwise) another person to complete any exam or assessment on their behalf.</p>	Students

	<p>Unit Leaders will provide access to text or other matching software prior to submission of an assessment task to enable students to conduct their own academic integrity checks. Limits may be set on the number of times a student may use the software for each assessment.</p> <p>2.3 The role of the teacher – education in the classroom To support the education of students in academic integrity and comply with the policy and procedure, teachers will take steps where relevant to:</p> <ul style="list-style-type: none"> • Be aware of the Student Academic Integrity Policy and Procedure, • Ensure students complete the Cover Sheet for assessments (if required) OR outline the importance of the electronic agreement which students agree to (tick box) when they submit the assessment, • Provide instruction and support to ensure that students are fully aware of the importance and consequences of failing to acknowledge sources correctly, • Know what support is available for students, • Complete professional learning with regards to use of the appropriate plagiarism detection software, e.g. Turnitin, • Be vigilant in identifying and reporting suspected breaches of academic integrity. <p>2.4 Providing information to staff Teachers are provided with information about all relevant student policies and procedures as part of the staff induction process. Staff can access policy and procedure information on the The Source or Monash College website. Templates and video resources for students can be accessed from the Moodle professional development page.</p>	<p>Teacher</p> <p>Operations Manager or Team Leader/ Academic Manager</p>
<p>3.</p>	<p>Submitting assessments</p> <p>3.1 Assessment Cover Sheet requirements Where required, students must submit an approved Cover Sheet with their assessment. Assessments that require a Cover Sheet to be submitted, and are submitted without or with an incomplete Cover Sheet, will not be marked until the Cover Sheet is provided by the student.</p> <p>At the discretion of the Unit Leader, and guided by the current practice for the relevant unit at Monash University, the Unit Leader may apply a penalty for late submission of the complete Cover Sheet. All Cover Sheets will be retained until the end of the trimester.</p> <p>The Unit Leader will notify students if:</p> <ul style="list-style-type: none"> • a Cover Sheet is not required for shorter assignments/tests that are carried out and submitted in class • one Cover Sheet can be submitted for a series of shorter assignments. In this instance, the Cover Sheet must be submitted with the first assessment and students must tick the box on the form to indicate that it applies for further submissions in the unit. • a group Cover Sheet can be submitted for group assessments. • a Cover Sheet is not required for an online assessment submission. 	<p>Teacher/Unit Leader</p> <p>Unit Leader/Subject Coordinator</p>

	<p>matching software,</p> <ul style="list-style-type: none"> • Copies of documents which match the students work e.g... print outs of Internet sites with a date stamp, • The students assessment results and variations, • Assessment drafts with teachers annotations, • The assessment criteria/rubric and instructions of the task, • Cheat notes or documentation that unauthorised electronic devices were used to derive the answers (for class tests/examinations), • The student's past performance and progress in the course, • Student notes and drafts, • Meeting with student to explain their understanding of their work, • Comparing work between students, • Reports from other students, • Discussions with the student. <p>The Teacher together with the Unit Leader/Subject Coordinator will complete an Academic Integrity Breach checklist within five working days of discovery of the alleged breach and provide it to the Team Leader for further investigation. All evidence and reports will be stored by the Team Leader in the Academic Integrity shared drive for two years.</p> <p>The report will include information about the:</p> <ul style="list-style-type: none"> • students • unit and assessment • suspected breach in academic integrity • evidence available • instructions provided to students in class. 	<p>Teacher Unit Leader/Subject Coordinator</p>
<p>5.</p>	<p>5.1 Examinations/class tests academic misconduct procedures</p> <p>Examinations (exams) and class tests should be designed to minimise breaches of academic integrity. This includes any supplementary exams or tests being held. When setting up a room in exam mode and style the following should be considered:</p> <ul style="list-style-type: none"> • Students need to be seated separately and at least 60cm apart (for exams) • Students completing exams or tests in lectorial rooms must be spaced apart and limited to 2-3 students per desk. <p>5.2 The role of the invigilator</p> <p>Invigilators must be used to monitor the completion and to detect breaches of academic integrity. All invigilators will be provided with guidelines, will be allocated to a set row/group of students, and in exams will be used in a ratio of 1:40 to 1:60 desks.</p> <p>5.3 Examination and class test student guidelines</p> <p>Students must adhere to the following:</p> <ul style="list-style-type: none"> • Put their bags and belongings under their desk and clear of the aisles OR at the back of the room, depending on the instructions provided • Place any items under their desk before going to the toilet. 	<p>Student Admin Unit Leader</p> <p>Invigilators</p> <p>Students</p>

	<ul style="list-style-type: none"> • Be in their allocated seat (or seated for class tests) by the scheduled start of the exam/test. The invigilator/teacher will advise students if they can enter the room after the exam/text has commenced and if they can leave early. • Have their Monash College Student ID cards displayed on their desk. Students without an ID card, must provide their passport or a valid photo ID. An Identity Verification form must be filled in and attached to the attendance sheet and packed with the answer books. • Only have authorised items on their desk as noted on the exam/test paper. Unauthorised items can include: <ul style="list-style-type: none"> ○ Books/Dictionaries, test books, diaries etc. ○ Note/s ○ Paper ○ Unapproved calculators ○ Pencil Case/s ○ Mobile phone & accessories ○ Laptop, iPad, smart watches, kindle, mp3 player or other electronic devices • Not write on any part of their body, on stationery items such a rulers, erasers, pens or items such as glass cases, bags, drink bottles etc. • Remove all hats. <p>5.4 Escorting of students to toilets during examinations Where toilet breaks are permitted in exams, students must not have any unauthorised items on them and will be escorted to the toilet by an invigilator. Where possible, there must be a male and female invigilator available in each exam.</p> <p>5.5 Detecting and Reporting a Breach in examinations If an invigilator suspects that a student has breached the academic integrity policy, the following steps must be followed:</p> <ol style="list-style-type: none"> 1. Observe the student in the room to confirm the alleged breach. 2. Approach the student discreetly and ask to check the suspicious item 3. Confiscate the item and allow the student to continue with their exam 4. Advise the student to see the Invigilator once the exam is over 5. Take pictures of the evidence (e.g. picture of notes) and/or take evidence (where appropriate) and email to student.admin@monashcollege.edu.au 6. Complete the Academic Integrity Breach Report detailing: <ol style="list-style-type: none"> a. Student details (e.g. name, ID number, seat number) b. Observations of the breach c. Comments the student made d. The location and time e. Unit and seat number of the student. 7. Hand the form to Student Administration. <p>At the end of the exam/test a member of Student Administration will inform the student that an Academic Breach report has been submitted to the Team Leader and they will be required to attend an Academic Integrity Disciplinary Panel Meeting to discuss the incident.</p>	<p>Invigilators</p> <p>Invigilators</p>
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7.	<p>7.1 Academic Integrity Disciplinary Panel</p> <p>At the Panel meeting the Team Leader/Academic Manager will:</p> <ol style="list-style-type: none"> 1. Provide the student with an opportunity to explain their assessment content and demonstrate their understanding 2. Outline the alleged breach, circumstances and evidence collected 3. Provide an opportunity for the student to provide an explanation of the alleged breach and evidence collected 4. Remind the students of the Academic Integrity Policy and Procedure and expectations of students enrolled in a Diploma program and when this information has been provided to them (e.g. Orientation, unit outlines, in 	Team Leader/ Academic Manager

	<p>class)</p> <ol style="list-style-type: none"> 5. Inform the student of the possible penalties and the appeals process 6. Maintain all records of communication with the student including meeting minutes. 7. At the end of the meeting determine if a breach has occurred. If a breach has occurred, the Team Leader/Academic Manager must determine if the breach is likely to be intentional or reckless. <p>The following can be considered for internal assessments and exams in determining the penalty/ recommendations for the student:</p> <ul style="list-style-type: none"> • All evidence and reports • The student's personal circumstances (e.g. mental health issues, disabilities, etc.) • Previous breaches and warnings or penalties applied • If the breach is likely to be intentional or reckless • The amount that has been plagiarised/extent of cheating • If the student has made an inadequate attempt at referencing • If the student has attempted to gain an unfair advantage • The objective of penalising the student, deterring future misconduct and developing the students' academic integrity skills • The student's honesty • Cooperation of the student • If a student tried to destroy or destroyed evidence. <p>Dependent on the severity of the breach and the circumstances a number of penalties/recommendations may be applied. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • The Teacher or Learning Consultant working with the student to address gaps in the students' understanding of academic integrity that may have led to the breach • The student is required to complete the Diplomas Academic Integrity modules and/or Monash University's iLearn Academic Integrity Modules • The student meets with the Student Counselor, Learning Consultant or the relevant support area for the student's circumstances • Resubmission of the internal assessment at a reduced percentage • A reduced percentage; the student will only be graded on the work they have written independently • Not marking parts of the assessment where the conditions have been breached • Zero; where available evidence clearly indicates it was the student's intent to gain an unfair advantage • Disallowing or annulling the result in the assessed work • Awarding a Fail mark (e.g. N) for the unit • A warning • A fine • Suspension from Monash College • Exclusion from Monash College. 	
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	Students with academic integrity breaches for two or more trimesters may be suspended or excluded.	
8.	<p>8.1 Communicating the outcome with students</p> <p>The Administrative Assistant/ Education Coordinator will inform the students of the outcome and penalty (if required) within 10 working days of the meeting. If the student is under 18 years of age, the parent or guardian will be included in the email.</p> <p>A copy of the letter will be sent to Student Administration and stored on the students file in TRIM for two years. The student can request to access this information at any time within this timeframe by submitting a written request to Student Administration.</p> <p>If exam grades need to be amended in the student management system, the Team Leader/Academic Manager will complete the Variation of Results form and submit it to the Manager, Education Administration. Grades will only be amended after the appeal period has passed.</p>	<p>Administrative Assistant/ Education Coordinator</p> <p>Student Administration</p> <p>Team Leader/ Academic Manager</p>
9.	<p>9.1 Diplomas Academic Integrity Register</p> <p>A confidential register is maintained to record all reports of academic misconduct in internal assessments and exams. This includes reports where no corrective action has been taken or a penalty has been applied. The register will be completed by the Administrative Assistant/ Education Coordinator after the Academic Integrity Disciplinary Panel Meeting. The register will be accessible to all Associate/ Deputy Directors and Team Leaders/ Academic Manager and/or nominees. If requested, students can access their information in the register by submitting a request to their Team Leader.</p> <p>The register will include:</p> <ul style="list-style-type: none"> • The student details (ID, name and Diploma) • Date and summary of the alleged misconduct • Assessment, unit and teacher details • Details of meeting held with students • Disciplinary Panel meeting members • Type of evidence collected and location stored • If the breach is likely to be intentional or reckless • Penalties and the nature of the penalties/recommendations • Considerations in determining penalties/recommendations • Appeals received • Other notes <p>Records within the register will be retained for two years from the date of the decision. Student records within the register will be treated in accordance with the Monash College Student Privacy Collection Statement.</p> <p>A report will be provided to the Learning and Teaching Committee each trimester on the cases, penalties and opportunities to strengthen the process.</p>	<p>Administrative Assistant/ Education Coordinator</p>

Legislation and Standards	National Code of Practice for Providers of Education and Training to Overseas Students 2018
Reference Policies and Supporting Documentation	Monash College Student Academic Integrity Policy Penalties for an Academic Integrity Breach Guideline
Responsibility for Implementation	Director, Diplomas Associate Directors, Diplomas Deputy Directors, Diplomas Team Leaders/ Academic Manager Unit Leaders/ Subject Coordinators Teachers Student Administration Manager, Quality and Process Improvement
Status	New
Key Stakeholders	Director, Diplomas Associate Directors, Diplomas Deputy Directors, Diplomas Team Leaders/Academic Manager Teachers Student Administration
Approval Body	Board of Studies
Date Effective	11/02/2018
Next Review Date	11/02/2021
Owner Job Title	Diplomas

Procedure Author	Manager, Quality and Process Improvement
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Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	30 November 2017	Board of Studies	New procedure developed and information removed from Assessment Policy and Procedure.
1.1	6 March 2018	Executive Director, Diplomas	Change to titles: Diploma Administrative Assistant to Administrative Assistant/ Education Coordinator; Director Diplomas to Executive Director, Diplomas; and Associate Director to Associate and Deputy Directors.
1.2	25 June 2018	Executive Director, Diplomas	Added one word to point 7.1.2 and changed tables to bullet points in same section.
1.3	10 December 2018	Director, Diplomas	Added email address for appeals and changed title Executive Director, Diplomas to Director, Diplomas
1.4	4 June 2019	Governance	Hyperlinks removed, role titles updated
1.5	16 September 2019	Deputy Director Diplomas	Additions to Section 6 to cover all scenarios of a student attending or not attending a meeting.