

## Policy Title

Student Academic Integrity Policy

## Purpose

- To ensure the College takes a consistent approach to academic integrity.
- To ensure clear guidelines are communicated to students about academic standards in Australian higher education and to clearly define what constitutes academic misconduct.
- To provide a framework to ensure that academic standards and expectations are met.
- To protect and enhance the College's reputation.

## Scope

This policy applies to all students of Monash College Melbourne campuses and offshore partners.

Each academic Division will develop their own procedure reflecting their divisional structure and context but will adopt common approaches in line with the overarching framework and policy principles.

## Policy Statement

Academic work submitted for assessment or publication must be the original work of the author(s). If the ideas or words of others have been drawn upon, this must be thoroughly and clearly acknowledged using appropriate referencing.

Where appropriate, students submitting assessments online through the learning management system will be processed using a similarity-detection system at the point of submission to promote honest academic practice and assist in detecting suspected breaches of academic integrity. Exceptions must be approved by the Curriculum and Assessment Working Group.

Plagiarism, recycling, collusion and cheating, including assisting others to cheat, and substitution (identity fraud) are unacceptable behaviors for students at Monash College.

Monash College is committed to upholding standards of academic integrity and honesty.

The College will monitor and act on any information about contract cheating services and related resources likely to encourage academic misconduct.

Monash College students are therefore required to:

- undertake studies responsibly and with honesty and integrity;
- ensure that academic work and documentation is in no way falsified;

- acknowledge appropriately the work of others; and
- take reasonable steps to ensure that other students are unable to copy or misuse their work.

Academic staff will design learning outcomes, course content and assessment tasks that appropriately educate students about academic integrity and promote and uphold academic integrity standards.

The College will provide clear guidance and assistance to students to ensure that they understand the requirement to maintain academic integrity and are aware that failure to maintain academic integrity constitutes academic misconduct. Academic misconduct will not be tolerated and will be dealt with by a range of disciplinary actions, outlined in the Student Academic Integrity Procedure of each division.

## Records Management

The latest version is available on the Monash College intranet and Policy Bank. The policy owner will maintain access to a central Academic Misconduct register for consideration and review in academic misconduct cases throughout the student lifecycle.

## Legislation and Standards

*Higher Education Standards Framework (Threshold Standards) 2021*

*Foundation Program Standards 2021*

*National Code 2018 Part B Standard 10*

<b>Reference Policies and Supporting Documentation</b>	<p>Monash College Student Code of Conduct</p> <p>As applicable for each division:</p> <ul style="list-style-type: none"> <li>• Student Academic Integrity Procedure(s)</li> <li>• Special Consideration Policy &amp; Procedure(s)</li> <li>• Assessment Policy &amp; Procedure(s)</li> </ul>
<b>Responsibility for Implementation</b>	<p>Director, for each division</p> <p>Associate Director/Deputy Director, for each division</p> <p>Learning and Teaching staff, for each division</p>
<b>Status</b>	Revised
<b>Key Stakeholders</b>	All Monash College Melbourne students, Learning and Teaching staff, management and academic governance
<b>Approval Body</b>	Academic Board
<b>Date Effective</b>	1/07/2020
<b>Next Review Date</b>	1/07/2023
<b>Policy Owner Job Title</b>	<p>Director Governance</p> <p>Governance</p>
<b>Policy Author</b>	Academic Governance and Quality Manager
<b>Contact</b>	Director Governance
<b>Policy Level</b>	Level 2

## Definitions

<b>Academic Integrity</b>	The moral code of academia that involves using, generating and communicating information in an ethical, honest and responsible manner. This means that all academic work is the individual's own and credit is given to other people's ideas.
<b>Academic Misconduct</b>	Conduct or behavior 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 and may be intentional or reckless.
<b>Cheat/Cheating</b>	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 unauthorized material or notes into examinations.
<b>Collusion</b>	To submit an assessment task which is the result of (whole or in part) unauthorized collaboration with another person or persons.
<b>Contract Cheating</b>	To 'contract' (that is, employ, whether paid or unpaid) another person or entity to write an assessment or task and then submit that work as the student's own.
<b>Falsify</b>	To change something, such as a document, in order to deceive or mislead.
<b>Plagiarism</b>	To take and use another person's ideas and/or manner of expressing them and then to suggest they are your own by failing to give the appropriate acknowledgement (citation/reference). This includes the use of materials from any source, including the internet, staff, students or published and unpublished works.
<b>Resubmission of previous work (recycling)</b>	To submit for assessment any part of any work previously submitted, whether in the same unit or in another unit or course, at any education institution, without the permission of the teacher or assessor.
<b>Substitution</b>	To employ, contract, ask or agree to another person sitting an assessment or exam on your behalf (identity fraud).

## Change history

Version number	Approval date	Approved by	Brief outline of changes
1.0	2 February 2018	Academic Committee	First overarching Monash College Academic Integrity Policy. Each division to develop own procedures document.
1.1	<i>Minor Amendment</i>	Pathway Executive Director, Director Governance	Inserting the word 'documentation' in the policy statement
1.2	6 February 2020	Pathway Executive Director, Director	Minor amendment and SLT review
1.3	1 July 2020	Academic Board	Amended definition of 'recycling'
1.4	14 July 2020	Director Governance	Fix of definition of 'recycling'
1.5	27 October 2021	Director Governance	Legislations update