

PROCEDURE

Procedure Title

Foundation Year Academic Integrity Procedure

Parent Policy

Monash College 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.
Coursework Assessment	Classroom tests, presentations, research projects, laboratory work and other assignments used to assess academic progress.
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 This includes the use of material from the internet, staff, and other students and from published and unpublished works.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	<p>The process of identifying errors and suggesting corrections to text. This includes:</p> <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	A term used at University as a category of academic misconduct to indicate 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 Foundation Year will follow to ensure that high standards of academic integrity are maintained and are communicated effectively to students and staff. The steps set out in the procedure ensure that academic misconduct is managed in a consistent and fair manner.



<p>3.</p>	<p>Submitting Assessments</p> <p>3.1 Submitted Work Teachers will instruct students as to the procedure for submitting assessments. This may include providing a signed Academic Integrity Declaration and submission through digital platforms such as Turnitin and MOSS. Work that is submitted without following the instructions provided by the teacher will not be marked.</p> <p>3.2.1 External Exams / In-Class Tests Students participating in examinations and in-class assessments must adhere to the following:</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/test has commenced and if they can leave early). • 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. • For external examinations students must have their Monash College Student ID cards displayed on their desk. <p>Students must follow any instructions provided by the invigilator / teachers. Instructions may include but are not limited to:</p> <ul style="list-style-type: none"> • The placement of bags and other belongings. • Which items are authorised to be kept on the student’s desk <p>3.2.2 Electronic Devices Students are not permitted to be in possession or use a phone or electronic device during an exam or in-class test unless instructed by the invigilator/teacher. If a phone or other electronic device is found (including if it rings or an alarm sounds in the bag), it will be removed for the remainder of the exam and an Academic Integrity Breach report will be completed.</p>	<p>Teachers / Students</p> <p>Students</p> <p>Students/Invigilators/ Teachers</p> <p>Students / Invigilators / Teachers</p>
<p>4.</p>	<p>Assessment Cover Sheets (Academic Integrity Declaration)</p> <p>4.1 Where required students will complete a Cover Sheet. The Discipline Leader/Teachers will notify students when cover sheets are required.</p> <p>The Cover Sheet will include:</p> <ol style="list-style-type: none"> 1. a link to the Monash College policy page and summary of the definitions for plagiarism, cheating and collusion. 2. a declaration by the student: <ul style="list-style-type: none"> • that plagiarism, collusion or any other breach of the Student Academic Integrity Policy has not occurred • that they understand the consequences of engaging in academic misconduct as outlined in this procedure 	<p>Discipline Leader / Teachers / Students</p>

	<ul style="list-style-type: none"> • the assessment task is their own original work • that care to safeguard their work and all reasonable efforts to ensure it could not be copied were taken • that the teacher for the purposes of assessment, can reproduce the assignment and: • provide it to another teacher and/or any external marker, and/or • submit it to a text matching/originality checking software (the database may retain a copy of the assignment for future checking of plagiarism). 	
5.	<p>Reporting Suspected Cases of Academic Misconduct</p> <p>5.1 Reporting suspected academic misconduct in submitted work Teachers will monitor assessments for possible breaches of academic integrity. Teachers will report suspected breaches to the Head of Studies by completing the Academic Integrity Breach Report.</p> <p>5.2 Reporting suspected academic misconduct in examinations and in-class tests If an invigilator/teacher 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 to verify suspected breach. 3. Confiscate or remove the item (if applicable) and allow the student to continue with their exam/test 4. Advise the student to see the invigilator/teacher once the exam is over 5. Take pictures of the evidence (e.g. picture of notes) and/or take evidence (where appropriate) 6. Complete the Academic Integrity Breach Report. 	<p>Teachers / Discipline Leader</p> <p>Invigilator / Teacher</p>
6.	<p>Notifying student of suspected breach and academic integrity meeting</p> <p>6.1 Notifying Student of Suspected Breach Students suspected of breaching academic integrity will be notified in writing via their student email account by the Head of Studies. The notification will include:</p> <ul style="list-style-type: none"> • The Unit and Assessment where the suspected breach has occurred. • The type of alleged misconduct • Links to the Monash College Academic Integrity Policy and Foundation Year Academic Integrity Procedure. • Access to Monash College Support Services <p>6.2 Notifying Student of Academic Integrity Meeting The Head of Studies will set up a meeting with the student and advise the</p>	<p>Head of Studies</p>

	<p>9.2 External Exams The Academic Progress Panel will inform the student of the outcome and any penalties to be applied within 5 working days of their official final semester results.</p> <p>Students will be informed of available support service and appeal options in the outcome notification letter.</p>	Academic Progress Panel
10.	<p>Student Appeals Process</p> <p>10.1 An appeal may be submitted to the Director, Foundation Year within twenty working days of the date of the letter notifying them of the investigation outcome.</p> <p>The appeal can be submitted against the outcome and penalty; or the penalty alone. An appeal can only be lodged on the grounds of:</p> <ul style="list-style-type: none"> ● new evidence not available at the time of the meeting with the Head of Studies, or ● procedural irregularity. <p>The appeal should be submitted to: fy.grievances@monashcollege.edu.au</p> <p>The Director will review the documentation and/or evidence and determine the outcome of the appeal. The Director will make reasonable endeavors to reach a decision within 10 working days from receipt of the appeal.</p> <p>The Director will inform the student of the outcome of the appeal.</p>	<p>Students</p> <p>Director, Foundation Year</p>
12.	<p>Document Retention and Registry</p> <p>12.1 Archiving notices to students</p> <p>Copies of the outcome of academic misconduct investigations; the application of penalties; and the outcome of appeals against academic misconduct penalties 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>12.2 Academic Incident Registry</p> <p>A confidential register is maintained to record reports of academic integrity breaches. This includes reports where no academic misconduct was found and the outcome of appeals against academic misconduct penalties.</p> <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</p>	<p>FY Operations / Student Administration</p> <p>FY Operations</p>



	<p>accordance with the Monash College Student Privacy Collection Statement.</p> <p>A report will be provided to the Cross-Divisional Learning and Teaching Committee each semester on the cases, penalties and opportunities to strengthen the process.</p>	
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Legislation and Standards	National Code of Practice for Providers of Education and Training to Overseas Students 2018
Reference Policies and Supporting Documentation	Monash College Academic Integrity Policy
Responsibility for Implementation	<p>Director, Foundation Year</p> <p>Heads of Studies, Foundation Year</p> <p>Discipline Leaders</p> <p>Teachers</p> <p>Operations Coordinator</p> <p>Student Administration</p> <p>Manager Quality and Continuous Improvement</p>
Status	Revised
Key Stakeholders	<p>Director, Foundation Year</p> <p>Heads of Studies, Foundation Year</p> <p>Discipline Leaders</p> <p>Teachers</p> <p>Operations Coordinator</p> <p>Student Administration</p> <p>Foundation Year Board of Studies</p> <p>Manager Quality and Continuous Improvement</p>
Approval Body	<p>Director, Foundation Year</p> <p>Director of Governance</p>
Date Effective	29 November, 2019
Next Review Date	29 November, 2022



Owner Job Title	Director Monash College Foundation Year Foundation Year
Procedure Author	FY Operations Coordinator, Manager Quality and Continuous Improvement, Head of Studies (English, Humanities and Music)

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	18 April, 2019	Director, Governance Director, Foundation Year	This procedure replaces The Foundation Year Academic Integrity Guidelines.
1.1	22 October 2019	Director, Foundation Year	Added Head of Studies Nominations for Academic Integrity Hearings