

# PROCEDURE

## Procedure Title

Student Academic Integrity 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. This means that all academic work is the individual's own and credit is given to other people's ideas.

### 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:

- knowingly providing answers to another student
- obtaining, accepting or receiving any kind of fraudulently acquired assessment documentation or information
- being in possession of unauthorized material/notes in examinations and including notes written on the student's body/or personal items

### Collusion

To submit an assessment task which is the result of (whole or in part) unauthorised collaboration with another person or persons.

It is acceptable for students to plan together and cooperate when generating ideas; however, students must write their own work and complete all assigned work independently. Collusion may be with a Monash College or Monash University student or a person external to the College.

Collusion occurs when students collaborate without permission of the teacher to:

- 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 complete an assessment or seek payment for completing academic work for other students.

<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>Intentional</b>	Done with intention or purpose
<b>MOSS</b>	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.
<b>Plagiarism</b>	<p>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, citation or reference. This includes the use of material from the internet, staff, and other students and from published and unpublished works.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Paraphrasing and presenting work or ideas without a reference</li> <li>• Using phrases and passages verbatim without quotation marks and/or without a reference to the author or web page</li> <li>• Reproducing lecture notes without proper acknowledgement</li> <li>• Copying work either in whole or in part, or</li> <li>• Presenting other's designs, codes or images as your own work.</li> </ul>
<b>Proofreading/Editing</b>	<p>The process of identifying errors and suggesting corrections to text. This does not include:</p> <ul style="list-style-type: none"> <li>• rewriting passages of text in order to clarify meaning</li> <li>• amending the words used by the student (except to identify the correct spelling of the word used)</li> <li>• rearranging passages of text or code, or reformatting other material</li> <li>• contributing additional material to the original; and</li> <li>• checking calculations or formulae.</li> </ul>
<b>Reckless</b>	Having or showing no regard for danger or consequences.
<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>	<p>To employ, contract, ask or agree to another person sitting an assessment or exam on your behalf (identity fraud). Students must not employ (paid or otherwise) another person to complete any exam or assessment on their behalf.</p> <p>Impersonation of another person for the purposes of completing an assessed task is a serious form of academic misconduct. Signing an attendance register on behalf of other students is also considered identity fraud.</p>
<b>TRIM</b>	Student file management system

### Turnitin

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 report is produced and provides a percentage score indicating the similarity of the student’s work to other sources.

### Similarity-detection system

A system that compares text, data, code or other elements in a student assessment against various sources including the internet, published works, commercial databases and assessments previously submitted through the system.

## 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 such as:

- correct referencing methods
- techniques for expressing ideas informed by other sources in an appropriate and original manner
- appropriate paraphrasing and summarising of an author’s ideas
- students are educated in good academic practice specific to the discipline
- the difference between collusion and acceptable collaboration with respect to specific assessment tasks in a unit is clearly explained to students.

This procedure communicates the actions that Monash College and partners will follow to ensure that high standards of academic integrity are maintained and are communicated effectively with 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><b>Educating students about academic integrity</b></p> <p>To support the development of academic integrity and good academic practice, Monash College will provide the following:</p> <p><b>1.1. Policy and procedure</b> Students can access policy and procedure information on the Monash College website.</p> <p><b>1.2. Student Code of Conduct</b> The Student Code of Conduct (Monash College enrolled students) or equivalent at offshore locations sets out expectations of students to act with honesty, fairness and respect in their academic endeavours.</p> <p><b>1.3. Student Education</b></p>	Monash College

	Students will be informed of the Student Academic Integrity Policy and Procedures as part of the Orientation. Information will also be available in all unit outlines in Moodle.	
<b>2.</b>	<b>General academic conduct</b>  As part of their commitment to developing good academic practice, students are expected to familiarize themselves with the types of misconduct described in the glossary above and the College's academic integrity training module.	Student
<b>3.</b>	<b>Academic integrity and technology</b>  In line with the Monash University Acceptable Use of Information Technology Facilities by Students Procedures, students are not permitted to use Information and Communications Technology (ICT) facilities to <ul style="list-style-type: none"> <li>• sell assessments</li> <li>• email assessments/test questions to other students</li> <li>• purchase assessments</li> <li>• offer to write assessments or other assessable work, or</li> <li>• request help with assessments from non-Monash College or non-partner academics</li> </ul> Students are required to take steps to minimise opportunities for others to cheat by, for example, not saving work to a shared network drive that is accessible by others and not sharing work on social media sites. This includes putting up posters or advertising to sell their work/assessments.  Staff will monitor and act on information received about the use of cheat sites, paper mills and other online resources that promote dishonest academic conduct.	Student          Staff
<b>4.</b>	<b>Poor academic practice</b> It may be determined that a breach of academic integrity is the result of poor academic practice where the breach is minor and the reasonable belief that the student's conduct was neither intentional nor reckless.	Teacher/ Assessor
<b>5.</b>	<b>Submitting Assessments and Documentation</b>  Teachers will instruct students as to the procedure for submitting assessments. Work that is submitted without following the instructions provided by the teacher will not be marked.  All text-based assignments are to be submitted through the similarity detection system provided (e.g., Turnitin, MOSS). For non-text based assignments, alternative systems put in place by the faculty must be used.  Students must complete the Academic Integrity Declaration for online assessment submission or 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.  A penalty may be applied for late submission of the complete Cover Sheet. All Cover Sheets will be retained until the end of the trimester.	Teachers    Student

	<p>Students will be notified if:</p> <ul style="list-style-type: none"> <li>• a Cover Sheet is not required for shorter assignments/tests that are carried out and submitted in class</li> <li>• 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</li> <li>• a group Cover Sheet can be submitted for group assessments.</li> <li>• a Cover Sheet is not required for an online assessment submission.</li> </ul> <p>The Academic Integrity Declaration or Cover Sheet will include:</p> <ul style="list-style-type: none"> <li>• the definition of plagiarism, cheating and a statement on collusion</li> <li>• the Monash College Privacy Statement</li> <li>• a declaration by the student: <ul style="list-style-type: none"> <li>— that plagiarism, collusion or any other breach of the Student Academic Integrity Policy has not occurred</li> <li>— that they understand the consequences of engaging in academic misconduct as outlined in the procedure</li> <li>— the assessment task is their own original work</li> <li>— that care to safeguard their work and all reasonable efforts to ensure it could not be copied were taken</li> <li>— that the teacher for the purposes of assessment, can reproduce the assignment and: <ul style="list-style-type: none"> <li>○ provide it to another teacher and/or any external marker, and/or</li> <li>○ submit it to a text matching/originality checking software or a similarity-detection system (the database may retain a copy of the assignment for future checking of plagiarism).</li> </ul> </li> </ul> </li> </ul>	<p>Teacher/ Assessor</p>
<p><b>6.</b></p>	<p><b>6.1 Detecting academic misconduct</b></p> <p>Methods to prevent and detect breaches of the policy should be implemented. This may include:</p> <ul style="list-style-type: none"> <li>• Assessments should be designed to minimise the likelihood of students breaching the academic integrity policy and procedure.</li> <li>• The use of text matching/originality checking software (e.g. Turnitin or MOSS) or other similarity-detection systems to compare work submitted against various databases, including the internet, electronic reference materials and other students' work submitted. Turnitin must be used where possible and where relevant for all unit assessments.</li> <li>• The use of oral examinations or presentations,</li> <li>• Knowing the student's capabilities in the context of being able to authenticate student work (e.g. large gap between student's verbal and written abilities),</li> <li>• Random sampling of assessment tasks in the class to check for similarities,</li> <li>• Comparing the students' performance across a number of tasks,</li> <li>• Detecting a change in the students writing style and sophistication of language,</li> <li>• Requiring the student to submit a plan, draft and final submission for the assessment.</li> </ul>	<p>Teacher/ Assessor</p>

	<p><b>6.2 Teacher / marker / invigilator reporting</b></p> <p>If the teacher, marker or invigilator suspects that a breach in academic integrity has occurred, they must collect the relevant evidence. Evidence can include:</p> <ul style="list-style-type: none"> <li>• Text matching/originality reports (e.g. Turnitin) or reports from other text matching software or similarity-detection systems,</li> <li>• Copies of documents which match the students work such as previous submissions for Monash College assessments or online sources,</li> <li>• The students' assessment results and variations,</li> <li>• Assessment drafts with teachers' annotations,</li> <li>• The assessment criteria/rubric and instructions of the task,</li> <li>• Cheat notes or documentation that unauthorised electronic devices were used to derive the answers (for class tests/examinations),</li> <li>• The student's past performance and progress in the course,</li> <li>• Student notes and drafts,</li> <li>• Meeting with student to explain their understanding of their work,</li> <li>• Comparing work between students,</li> <li>• Reports from other students,</li> <li>• Discussions with the student.</li> </ul>	
<p><b>7.</b></p>	<p><b>Examinations / Class Tests</b></p> <p>Students may be asked to sit examinations or class tests in either face to face or virtual environments. Students will be provided with instructions for undertaking examinations or class tests prior to the assessment. Instructions may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Items and materials that are allowed or prohibited in the physical exam space.</li> <li>• Access to software applications and digital media that are allowed or prohibited on student devices.</li> <li>• Directions for how students are expected to engage with the invigilation process.</li> <li>• The types of proof of identity required before the student is allowed to commence the assessment.</li> </ul> <p>Failure to follow the examination or class test instructions will be considered a breach of academic integrity.</p>	<p>Staff</p> <p>Student</p>
<p><b>8.</b></p>	<p><b>Fraudulent Documentation</b></p> <p>Submitting fraudulent documentation will not be tolerated at Monash College. Students who have found to submit fraudulent documentation will be issued a penalty for serious offence.</p> <p>In cases where a student has submitted a document suspected to be fraudulent, Monash College will endeavour to establish the veracity of the document by contacting the institution / company or person whose name is represented on the document.</p>	<p>Staff</p>

	Where the veracity cannot be established within 2 working days, the student will be contacted and asked to provide further information to ensure that either contact can occur or supplementary evidence is provided within an agreed timeframe. If the student cannot meet these requirements within the agreed timeframe, the student will receive an email advising them that they are required to attend a meeting to discuss a breach of academic integrity.	Student
<b>9.</b>	<p><b>Investigating suspected academic integrity breaches</b></p> <p><b>9.1</b> Suspected cases of academic misconduct will be investigated by the relevant Head of Studies or equivalent at offshore partners (or nominees). In the case where an investigation is referred to a nominee, the Head of Studies or equivalent will ensure that the nominee has appropriate expertise and impartiality.</p> <p><b>9.2</b> Investigations where a penalty is being considered will include the following steps at a minimum prior to determining the outcome.</p> <ul style="list-style-type: none"> <li>• A notice provided to the student outlining the reasons that academic misconduct is suspected and the available evidence.</li> <li>• An opportunity for the student to respond to the above notice and submit evidence in support of their statement.</li> </ul>	Head of Studies or equivalent (or nominee)
<b>10.</b>	<p><b>Determining the outcome of academic integrity breach investigations</b></p> <p><b>10.1</b> The outcome of investigations into suspected breaches may be determined at either Monash College or offshore partner locations at the discretion of the relevant Monash College Director.</p> <p>At the location nominated by the Monash College Director, the outcome will be determined by the Head of Studies or equivalent at offshore partners (or nominee).</p> <p>Where determining the case outcome is referred to a nominee, the Head of Studies or equivalent will ensure that the nominee has appropriate expertise and impartiality.</p> <p><b>10.2</b> An outcome will be considered as the determination of the following:</p> <ul style="list-style-type: none"> <li>• The substance of the misconduct as it relates to the types of misconduct in the definitions of this procedure.</li> <li>• The appropriate penalty as per the Penalties for an Academic Integrity Breach Guideline.</li> <li>• The rationale for both the misconduct finding and the penalty applied.</li> </ul> <p><b>10.3</b> The student will be notified of the outcomes in writing. In those cases where a penalty has been applied, the letter must also advise the student of their right of appeal and provide instructions for accessing the appeals process.</p>	Director  Head of Studies or equivalent (or nominee) /

	The Head of Studies or equivalent will make reasonable endeavours to provide the outcome within 10 working days from the date where the student's opportunity to respond is complete.	
<b>11.</b>	<p><b>Records of investigation and outcome</b></p> <p>Records of the investigation and outcome will be kept and include at a minimum.</p> <ul style="list-style-type: none"> <li>• A copy of the notice informing the student of the suspected misconduct</li> <li>• A copy of the student's response to the above notice including meeting minutes where applicable</li> <li>• All evidence used in determining the outcome of the investigation</li> <li>• A copy of the outcome letter sent to the student</li> </ul>	
<b>12.</b>	<p><b>Academic Integrity Register</b></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.</p> <p>The register will be accessible to:</p> <ul style="list-style-type: none"> <li>• Monash University English Language Centre – Head of Studies Monash English or nominees</li> <li>• Foundation Year – Head of Studies or nominees</li> <li>• Diploma - Deputy Director, Heads of Studies, Team Leaders/ Academic Manager and/or nominees.</li> </ul> <p>The register will include:</p> <ul style="list-style-type: none"> <li>• The student details (ID, name, course and Provider)</li> <li>• Date and summary of the alleged misconduct</li> <li>• Assessment, unit and teacher details</li> <li>• Record of the student's response</li> <li>• Staff member responsible for determining the outcome</li> <li>• Penalties and the nature of the penalties/recommendations</li> <li>• Considerations in determining penalties/recommendations</li> <li>• Appeals received</li> <li>• Other notes</li> </ul> <p>Records within the register will be retained for seven 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 Board of Studies and Academic Integrity Committee on the cases, penalties and opportunities to strengthen the process.</p>	Staff
<b>13.</b>	<p><b>Student Appeal Process</b></p> <p>A student may lodge an appeal within 20 working days of receiving the the outcome under section 10.3.</p> <p>An appeal can only be lodged on the grounds of:</p>	Student



	<ul style="list-style-type: none"> <li>• New evidence has become available that was not available at the time of the original decision;</li> <li>• Procedural irregularity.</li> </ul> <p>The relevant Director or equivalent offshore (or nominee) will review the documentation and/or evidence and determine the outcome of the appeal. Reasonable endeavors will be made to reach a decision within 10 working days from receipt of the appeal.</p> <p>In the case of an appeal being upheld, the student's score will be reinstated within 10 business days of the appeal outcome being determined.</p>	<p>Director or equivalent offshore or nominee</p>
<p><b>14.</b></p>	<p><b>External Appeal Process</b></p> <p>If a student enrolled at Monash College has exhausted all available internal review options and is not satisfied with the outcome of their appeal, they may appeal the decision in writing to the relevant external body.</p> <p>The relevant external body and contact details will be made available to Monash College students in writing in the stage 12 decision.</p> <p>If a student decides to pursue an external appeal, the student must inform the Monash College Student Appeals Office in writing from their student email account to <a href="mailto:studentappeals@monashcollege.edu.au">studentappeals@monashcollege.edu.au</a> within 10 business days of the appeal notification outcome.</p> <p>In this notification students are encouraged to provide the following details: external organisation the student is appealing to, reference numbers provided by the external organisation to student.</p>	<p>Student</p>

<b>Legislation and Standards</b>	<p><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2015</i></p>
<b>Reference Policies and Supporting Documentation</b>	<p>Monash College Student Academic Integrity Policy</p> <p>Penalties for an Academic Integrity Breach Guideline</p>
<b>Responsibility for Implementation</b>	<p>Director English</p> <p>Director, Foundation Year</p> <p>Director, Diplomas</p> <p>Team Leaders/ Academic Manager</p> <p>Unit Leaders/ Subject Coordinators</p> <p>Teachers</p> <p>Manager Academic Processes and Policy</p> <p>Manager Academic Administration</p>
<b>Status</b>	<p>Current</p>
<b>Key Stakeholders</b>	<p>Heads of Studies</p> <p>Team, Discipline and Program Leaders/ Academic Manager</p> <p>Unit Leaders/ Subject Coordinators</p> <p>Teachers</p> <p>Manager Academic Processes and Policy</p> <p>Manager Academic Administration</p>
<b>Approval Body</b>	<p>Learning and Teaching Committee</p>
<b>Date Effective</b>	<p>16/06/2021</p>
<b>Next Review Date</b>	<p>16/06/2024</p>

<b>Owner Job Title</b>	[Owner Role] Director English Director Foundation Year Director Diplomas
<b>Procedure Author</b>	Academic Integrity Officer

### Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	16/06/2021	Learning and Teaching Committee	Consolidation of pathway procedures