Academic Integrity Policy

Purpose

Institute of Creative Arts and Technology (ICAT) is committed to ensuring an equitable and just learning environment that promotes and respects intellectual honesty, personal integrity, and ethical responsibility. The policy is designed to uphold the high academic standards of our institution, and to protect the value, legitimacy, and reputation of the academic qualifications conferred. It aims to instil in our students an understanding of the importance of independent thought, responsible scholarship, and the ethical use of information, while defining and discouraging academic misconduct, such as plagiarism, cheating, and other forms of dishonesty.

Scope

This policy serves as a guide for students, faculty, and staff to ensure a consistent understanding of the expectations for academic conduct and to outline procedures for handling instances of academic dishonesty when they occur.

Related Policies and Documents

This policy should be read in conjunction with the following Institute policies and documents:

- Academic Freedom and Freedom of Speech Policy
- Assessment Policy
- Complaints and Appeals Policy
- Intellectual Property Policy
- Misconduct Policy
- Revocation of Awards Policy
- Student Code of Conduct Policy

Related References and or Legislation

Higher Education Standards Framework [Domain 1]
TEQSA Guidance note: Academic Integrity

Principles

Academic integrity refers to the ethical policies and moral code upheld in an academic setting, which govern the behavior of students and faculty alike. It is a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. The following principles apply:

1. **Honesty**: This is an expectation of representation of one's own work and acknowledgment of other people's

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intellectual property through proper citations and references.

2. **Trust**: This is vital for a collaborative learning environment where ideas can be exchanged freely and without fear. It is also about trusting that others in the academic community will act with integrity.

3. **Fairness**: This value concerns clear and equal standards, practices, and expectations for everyone in the academic community.

4. **Respect**: This involves recognizing and acknowledging the original ideas of others, respecting the right of intellectual property, and fostering a culture of cooperation and understanding.

5. **Responsibility**: This value refers to taking ownership of one's own learning, being accountable for personal behavior, and striving for excellence and truthfulness in academic work.

Integrity

Maintaining academic integrity means avoiding dishonest practices like plagiarism, cheating, fabrication of data or information, and assisting others in these actions. All students are expected to conduct themselves in accordance with the principles of academic integrity. This includes behaviours in relation to AI-driven systems and tools.

- Students are expected to complete all assignments and examinations indepedently, unless otherwise instructed by their lecturer or the assignment guidelines.
- All borrowed materials, ideas, or AI (Artificial Intelligence) generated content must be properly cited in accordance with the citation style prescribed in the unit outline.
- Students must be mindful of using AI as adaptive, automated and generative tools for thought and innovation, not as a replacement of originality of thought, work or ideas.
- Students must submit all pieces of assessment through the LMS (Learning Management System) [unless otherwise specified] and utilise the Turnitin Similarity Tool to self-assess integrity of all work.
- Students are responsible for providing all relevant information to the Institute as soon as possible in relation to any allegation or determination of an academic integrity breach.
- Students are obligated to comply with all policies and procedures.

Upholding Academic Integrity

Adherence to academic integrity is crucial in maintaining the credibility and value of a learning institution and the degrees it awards. These examples demonstrate a commitment to the principles of academic integrity:

- **Proper Citation and References:** Students consistently use correct citations and references when they incorporate ideas, findings, or quotes from other sources in their assignments or research. For instance, if a student is writing a paper using research studies as references, they give proper credit to the original

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authors.

- **Original Work**: Students submit assignments that are entirely their work. They do not copy others' work or use "essay mills" to complete their assignments. This extends to AI-generated content; students who utilize AI tools to aid their work must identify and credit AI-generated output properly.

- **Honesty in Exams**: During exams, students do not cheat by using unauthorized resources such as cheat sheets, unauthorized technology, or help from others. They rely on their own knowledge and preparation.

- **Data Integrity**: In conducting research, students accurately report their methodology and results. They do not manipulate, fabricate, or omit data to make their research appear more successful or impactful than it is.

- **Group Work**: In group projects, all members contribute their fair share of work, and contributions are accurately represented and credited. Students do not take credit for work they did not do or allow others to receive acknowledgement or credit for their effort, work, or quality of contribution. The Institute fosters a diverse, inclusive, and tolerant culture and we do not tolerate any instances of exclusion, bullying, intimidation, abuse or malignment. Instances where students are found culpable of this will be informed by harsh penalties.

- **Confidentiality**: Students involved in research that requires them to handle sensitive or personal data respect the confidentiality and privacy rules attached to that data.

- **Peer Review**: When peer-reviewing others' work, students provide honest, constructive, and fair feedback without personal bias.

- **Respect for Intellectual Property**: Students respect others' original ideas, inventions, and creative work, never claiming it as their own or using it without permission.

- **Refraining from Helping Others Cheat**: Students do not assist their classmates in acting dishonestly, such as providing them with their own work to copy or helping them access unauthorized resources during an exam.

Misconduct

Any suspected violation of the *Academic Integrity Policy* should be reported to the appropriate academic authority. If found guilty, disciplinary action will be taken. This may include, but is not limited to, failure for the assessment or unit, academic probation, suspension, or expulsion.

- Plagiarism, cheating, and fabrication are prohibited. The use of AI to complete assignments or assessments or to gain an unfair advantage in examinations is considered a violation of this policy. Anyone found to have committed such acts will be subject to disciplinary actions.

- Students who are found guilty of academic misconduct or failure to uphold academic integrity may be put on academic probation, and under this status will be required to adhere to a set of intervention strategies.

- All instances of academic misconduct as it relates to failure to uphold academic integrity will remain on the student's academic record for the duration of their studies.

- The Institute will treat all breaches of academic integrity serious, in accordance with this policy, the procedures and, where appropriate, misconduct proceedings under the Insititute's *Misconduct Policy.* If the Institute becomes aware of further relevant information during, or after concluding, an assessment or investigation of an academic integrity breach, it may consider that

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information and as appropriate do any or all:

- o Vary the allegations made

- o Reclassify the severity of the breach

- o Impose a different or additional penalty

Academic Misconduct and Failure to Uphold Academic Integrity

These examples demonstrate a failure to uphold academic integrity.

- **Plagiarism**: A student copies and pastes text from an online source into their assignment without providing proper citation. This includes paraphrasing someone else's work without acknowledgment.

- **Cheating on Exams:** A student uses hidden notes or an unauthorized electronic device during an exam or copies another student's answers.

- **Fabrication of Data**: In a research paper or report, a student makes up results or data, or manipulates data to fit their desired outcome.

- **Contract Cheating**: A student pays someone else to author an essay or do an assignment for them. This includes the use of "essay mill" services or AI-generated content without acknowledgment.

- **Recycling**: A student submits the same work on more than one course without the permission of the instructors involved.

- **Improper Collaboration**: During an assignment where individual work is required, a student works with classmates to complete the assignment and submits it as their own individual work.

- **Helping Someone Else Cheat**: A student shares their own work with a classmate so they can copy it or provides answers to an exam.

- **Misrepresentation**: A student lies about a personal situation or fabricates an excuse to delay an exam or get an extension on an assignment deadline.

- **Unauthorized Access:** A student gains access to confidential academic material, such as an upcoming exam paper.

- **Copyright Infringement**: A student uses copyrighted material, such as images or pieces of text, without permission or proper citation in their work.

- **Research Misconduct:** Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- **Group Work Misconduct:** Students who take credit for work they did not do or allow others to receive acknowledgement or credit for their effort, work, or quality of contribution. This also applies to students who alter, remove, or misrepresent the work of a group member and/or contribute negatively to any peer's ability to collaborate with group members and successfully and truthfully submit pieces of work. The Institute fosters a diverse, inclusive, and tolerant culture and we do not tolerate any instances of exclusion, bullying, intimidation, abuse or malignment. Instances where students are found culpable of this will be informed by harsh penalties.

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Procedure for handling violations

- Any suspected violation of academic integrity, including misuse of AI in academic work, will be reported to the Teaching and Learning Committee and the Director of Education.

- The accused individual will be given an opportunity to respond to the allegation and present evidence, if relevant, regarding the veracity and originality of their work.

- If found guilty, disciplinary action will be taken. On the first offence, the student will be placed at academic risk and will need to adhere to a set of intervention strategies. For subsequent and or multiple offences, further disciplinary action will be taken. This may involve determination by any or all of the following: Academic Progression Committee, Complaints and Appeals Committee, Academic Leadership Team, and the Academic Board. This may include but is not limited to, failure for the assessment or unit, academic probation, suspension, or expulsion.

Reporting an allegation of misconduct

Responsible: any student or member of staff

Any student or member of college staff (the Complainant) may report an alleged act of academic or non-academic misconduct by a student. An allegation of misconduct must be submitted in writing by lodging a *Misconduct Report* to the Director of Education (and Academic Coordinator) outlining the details of the breach of conduct (i.e., the act of misconduct). The Director of Education can investigate an allegation of misconduct made against a student enrolled in their program of responsibility.

Preliminary enquiry into complaint of alleged misconduct

Responsible: Director of Education (or nominee)

The Director of Education (or nominee) will acknowledge receipt of the Misconduct Report in writing, and then has seven working days to determine whether the alleged misconduct warrants investigation. If the Director of Education (or nominee) determines the conduct:

- does not warrant investigation, no further action will be taken. The complainant will be notified of the outcome in writing. The student will be notified of the allegation made against them, the name of the complainant making the allegation, the enquiries made and the outcome of the allegation in writing. *An outcome may be an academic penalty of 10% or more of marks for that assessment, being placed on academic risk for one trimester, being placed on academic probation for one trimester, or being required to submit supplementary work/assessment for the unit in question. An outcome may be a non-academic penalty of withdrawal from internship opportunities for three months [3] or temporary removal for three months [3] from Student Council [if applicable].*

- warrants investigation, the Director of Education will proceed with the investigation by referring it to the Academic Progression Committee to review at the end of the trimester. *The student's*

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grade for this assessment will be withheld, and released once an outcome is reached and the query resolved.

For subsequent steps, see *ICAT Misconduct Policy.*

Appeals

Students who feel they have been unjustly accused or punished can appeal the decision to the Complaints and Appeals Committee. Should they wish to appeal the decision of the Committee, they can lodge a formal appeal with the Student Appeals Committee, for further investigation.

See *Academic Misconduct Policy* for Appeals process breakdown.

Review

This policy is subject to review, update, and expansion in accordance with any developments or shifts in academic integrity. Recent challenges posed by artificial intelligence to academic honesty underscore the urgency and importance of our adaptive approach. As the landscape of technology evolves, especially with the rise of generative or model-based creation tools, this policy will be modified in response to ensure the highest standards of integrity are upheld. At ICAT, academic integrity lies at the core of genuine learning and achievement. The Institute regards any breach of academic integrity with the utmost seriousness and will impose stringent penalties on any attempts to gain credit, grades, or academic progression through artificial or dishonest means.

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Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	24/08/2023	Director of Operations and Compliance	Academic Board	New policy for ICAT

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Author:	Director of Operations and Compliance
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