



## Academic Integrity Policy & Procedure

### Purpose

The purpose of this policy and procedure is to describe Sunshine Coast International College's (SCIC's) approach to investigating and responding to cases of academic misconduct including plagiarism, cheating, collusion and the unauthorised student use of AI technology during the completion of assessments.

This policy and procedure also meet the compliance requirements of:

- The National Code 2018: Standard 8.8

### Policy

- SCIC follows the guidance of the Tertiary Education Quality & Standards Agency (TEQSA) when defining Academic Integrity as follows:
  - *the expectation that teachers, students, researchers and all members of the academic community act with: honesty, trust, fairness, respect and responsibility.*'
- SCIC also utilises TEQSA's terminology of 'academic misconduct' or 'academic dishonesty' for breaches of academic integrity.
- Common terms associated with academic misconduct include plagiarism, collusion and copying.
- SCIC defines plagiarism as the use of someone else's words or ideas by a student and passing them off as their own without giving proper credit to the owner.
- Sources of plagiarism include but are not limited to:
  - *Copying*: using someone else's words from a book, website or other electronic source, journal, computer program or other sources
  - *Collusion*: Engaging in Illegitimate cooperation with one or more other students to complete assessment work, e.g. using the help of a friend to complete an essay and then submitting it as your own work (Source: <https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic-integrity> )
  - *Cheating*: includes activities such as copying from other students, use a mobile phone or other communication device to find information during an examination, copying from notes taken into an examination.
- SCIC defines assessment as the process of collecting evidence and making judgements about the extent to which a student has achieved the learning outcomes of a language course.
- SCIC categorises the use of ChatGPT or similar programs to generate assessment responses as academic misconduct.
- SCIC also categories the use of a commercial cheating services to purchase an essay or other form of written assignment as academic misconduct.
- SCIC has a zero tolerance to all forms of academic misconduct including assessment plagiarism.
- SCIC does not tolerate academic misconduct under any circumstances and will investigate any instances of suspected academic misconduct for all submitted assessments.



*Staff training:*

- SCIC maintains membership of Australasian Academic Integrity Network (AAIN).
- The PEO is responsible for monitoring communications from AAIN and communicating relevant content to teachers.
- All ELICOS teachers received academic integrity training at least once every six months.
- Training delivery usually occurs at schedules monthly teacher meetings and/ or at biannual full day Professional Development Days.
- All English for Academic Purposes (EAP) teachers must complete the *TEQSA Masterclass*, Academic Integrity online training available at <https://www.teqsa.gov.au/guides-resources/protecting-academic-integrity/teqsa-masterclass-contract-cheating-detection-and-deterrence>

*Student information:*

- SCIC provides information about academic misconduct to prospective and current students via the Code of Conduct section of the Student Handbook.
- Information is also provided to new students as part of New Student Orientation.
- As part of their STUDENT DECLARATION & CONSENT section of their written agreement, students must declare that they agree to comply with the Student Code of Conduct explained in the Student Handbook.
- SCIC's ELICOS teachers provide guidance to students about mechanisms to avoid plagiarism, for example, but not limited to:
  - citing sources
  - using quotation marks
  - appropriate paraphrasing

*Identifying and responding to academic misconduct:*

- The classroom teacher whose role is to mark written assessments, is primarily responsible for detecting plagiarism in completed assessment tasks.
- The teacher ceases marking an assessment task when suspecting or detecting the first instance of plagiarism in an assessment paper.
- Students are notified about allegations of plagiarism and invited to respond within a fixed time.
- When an instance of plagiarism is confirmed or a student fails to respond to an allegation of plagiarism, a *First Warning Letter- Academic Misconduct* is issued to the student.
- Offending students are required to repeat the assessment task without additional time allowances or extensions applied for time spent re-attempting their assessment.
- When a second incident of plagiarism is confirmed, the offending student will be issued with a *Final Warning Letter – Academic Misconduct*.
- SCIC offers assistance to offending student after receipt of first and final warning letters in the form of a face-to-face meeting with the Academic Manager and the design of a mutually accepted Intervention Plan.



- When a third incident of plagiarism is confirmed, the offending student will be issued with an *Intention to Report – Breach of Code of Conduct (Academic Misconduct)*.
- The offending student will have an opportunity to appeal the decision to cancel enrolment and must do so within 20 days of the Intention to Cancel notification being issued – Refer to *Complaints & Appeals Policy & Procedure*.
- After appeals processes have been exhausted if accessed by the offending student, and the decision to cancel the student’s enrolment has been upheld, the student’s enrolment will be cancelled.
- The offending student will be issued with *Notification of enrolment cancellation letter* confirming that their enrolment has been cancelled.

## Procedure

<b>Training</b>			
	<i>Responsibility</i>	<i>Timeframe</i>	<i>Related documents</i>
Maintain membership of Australasian Academic Integrity Network (AAIN)	PEO	Ongoing	Email news feeds and website
Filter information for practical information	PEO	Ongoing	Email news feeds and website
Disseminate information to staff	PEO or designated staff member	Monthly teacher Meetings	
Complete TEQSA Academic Integrity Masterclass	EAP Teachers	Upon appointment or as requested by PEO	TEQSA Training LMS
<b>Provision of information</b>			
<ul style="list-style-type: none"> <li>• Issue student with copy of the Student Handbook prior to enrolment, i.e., before enrolment is confirmed</li> </ul>	Admissions team	Before enrolment is confirmed	Student Handbook
<ul style="list-style-type: none"> <li>• Student signs Offer Letter/ Written Agreement and returns to SCIC</li> </ul>	Student	Before enrolment is confirmed	OFFER Letter/ Written Agreement
<b>Assessment plagiarism review</b>			
<ul style="list-style-type: none"> <li>• Conduct due diligence when invigilating weekly face to face assessments</li> </ul>	Teacher	Face to face tests	
<ul style="list-style-type: none"> <li>• Record details of observed instances of plagiarism including date, time, behaviours observed</li> </ul>	Teacher	Face to face tests	Report via email to PEO
<ul style="list-style-type: none"> <li>• Note suspicions of plagiarism while marking written task</li> </ul>	Teacher	While marking completed written assessments	
<ul style="list-style-type: none"> <li>• Run a Google search on phrases/ sentences when suspicious of plagiarism arise</li> </ul>	Teacher	While marking completed assessments	
<ul style="list-style-type: none"> <li>• When instance of plagiarism is identified, immediately cease marking and record observations</li> </ul>	Teacher	When first instance of plagiarism is suspected	
<ul style="list-style-type: none"> <li>• Speak directly to student asking to confirm the source of content</li> </ul>	Teacher/ Student	During student interview	
<ul style="list-style-type: none"> <li>• If plagiarism is confirmed, notify Academic Manager (AM) via email</li> </ul>	Teacher/ AM	If plagiarism is confirmed	Email notification



• Issue first warning letter to offending student	AM	When first instance of plagiarism is confirmed, or student does not respond	First Warning Letter- Academic Integrity
• Invite student to engage in intervention plan to address misconduct concern	AM/ student	After issuing first warning letter	Intervention Plan – Academic Misconduct
• If subsequent confirmed plagiarism incident is confirmed, issue final warning letter	Teacher/ AM	Second or later incident of plagiarism	Final Warning Letter- Academic Integrity
• Invite student to engage in further intervention plan to address misconduct concern	AC/ student	After issuing final warning letter	Intervention Plan – Academic Misconduct
• If further confirmed plagiarism incident is confirmed, issue intention to report	Teacher/ AM	Further incident of plagiarism	Intention to Report - Breach of Code of Conduct (Academic Misconduct)
• Manage appeal application if submitted	PEO	After intention to cancel letter issued	Complaints & Appeals P&P Appeals Form
• Confirm enrolment cancellation	PEO	After appeal is processed and intention to cancel decision is upheld	Notification of enrolment cancellation letter

## Pro-forma & Supporting Documentation

- First Warning Letter- Academic Misconduct
- Final Warning Letter- Academic Misconduct
- Intervention Plan – Academic Misconduct
- Intention to Report Letter – Breach of Code of Conduct (Academic Misconduct)
- Notification of enrolment cancellation letter
- Complaints & Appeals Policy & Procedure
- Offer Letter & Written Agreement
- Student Handbook

## Version Control:

<b>Title</b>	<b>Plagiarism Policy &amp; Procedure</b>			
<b>Description</b>	Describes processes used by SCIC to identify and address incidents of academic misconduct			
<b>Created By</b>	Joe Lynch			
<b>Date Created</b>	23.02.2024			
<b>Maintained By</b>	Joe Lynch			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
v2.0	J Lynch	Inclusion of TEQSA Masterclass training obligations for EAP teachers	03.06.2024	Current