

## Transition Program Online Student Academic Integrity Policy

### 1. Purpose

OpenLearning is committed to delivering a high standard of education to all Transition Program Online students.

OpenLearning regards integrity as a core value that defines the way we work and contribute towards society. Academic integrity requires adhering to professional and ethical standards in teaching, learning and assessment.

The purpose of this Policy is to:

- (a) Outline the main principles of academic integrity for Transition Program Online students;
- (b) Describe potential breaches of academic integrity; and
- (c) Explain the consequences of not acting in accordance with these principles.

### 2. Scope

This policy applies to

- (a) All prospective students seeking to enrol in the Transition Program Online;
- (b) All students enrolled in the Transition Program Online;
- (c) OpenLearning staff involved in the admission, delivery, management or administration of the program.

### 3. Definitions

*Academic Integrity* means applying ethical standards by being honest in the academic work completed by a student at OpenLearning, being fair to others, and taking responsibility for one's learning.

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*Academic Misconduct*, whether intentional or unintentional, is the reckless failure to meet academic integrity requirements in the process of assessment, including plagiarism or cheating in any form.

*Plagiarism* refers to the act of misrepresenting another's work or ideas as one's own original work. This includes ideas, interpretations, words, and creative works without proper acknowledgment. Additionally, self-plagiarism is using one's own previous works or ideas without proper acknowledgement. These works and ideas may be published or unpublished, print or electronic media, designs, images, computer code or anything gained through group work.

#### **4. Roles and Responsibilities**

##### **4.1 Students must:**

- A. Complete the introductory module on academic integrity
- B. Behave in a manner conducive to the principles of academic integrity in all areas of their learning and assessments, for example, by
  - not cheating in any assessments or examinations;
  - not assisting anyone to cheat in any assessments or examinations;
  - only submitting original work, which properly acknowledges the work or ideas of other authors when used;
  - not lending their own original work to any other student for any reason; and
  - ensuring any findings are based on accurate data and that those findings have been interpreted and presented appropriately.
- C. Ask for support or advice, prior to any submission, where they are unclear whether they are compliant with academic integrity principles.

##### **4.2 Academic staff must:**

- A. Remind and encourage students of the importance of creating original work
- B. Remind and advise students of their responsibilities toward academic integrity
- C. Ensure all new enrolments complete the academic integrity module and are aware of resources available to help them adhere to academic integrity

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D. Advise students on the methods of academic misconduct detection systems that are employed at OpenLearning to enforce academic integrity. These include:

- Turnitin
- Know Your Learner
  - Facial Identity Check
  - Keystroke Check

## 5. Policy statement

All academic work submitted by students as their work is indeed the work of that student (this includes materials or items that are posted on the OpenLearning platform for assessment purposes, any examination submissions, or the final interview).

Any academic collaborations in the production or creation of academic work are acknowledged and academic work is not falsified in any way. It is an expectation that only permitted and bona fide resources are utilised in completing their work or are used by the student during assessment tasks.

Where the use of generative Artificial Intelligence (Generative AI) tools, such as ChatGPT, is authorised by the course teacher, they must be properly credited and submissions must be substantially of the student's own creation.

Examples of what constitutes a failure to meet academic integrity requirements are contained in Schedule B - Examples of failure to meet student academic integrity requirements.

### 5.1 OpenLearning's responsibilities in relation to academic integrity

Staff involved in teaching are expected to:

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- 5.1.1 Inform students that it is each student's responsibility to uphold the principles of academic integrity and to submit work for assessment in accordance with this policy.
- 5.1.2 Model and display leadership on the required standards of academic integrity and honesty.
- 5.1.3 Apply appropriate strategies for preventing and detecting failures to meet academic integrity requirements.
- 5.1.4 Specify conditions for the use of generative AI in assessments.

## 5.2 Students' obligations under this policy

All Transition Program Online students are expected to:

- 5.2.1 Adhere to the standards of academic integrity that are expected in the coursework in which they are studying
- 5.2.2 Act honestly at all times in the creation, development, application, and use of ideas and information, particularly when submitting academic work which they are claiming as their own
- 5.2.3 Protect their work from being copied or misused by other students (wherever those students might be studying).

## 5.3 Failure to meet academic integrity requirements

A failure to meet the requirements of academic integrity may be considered Academic Misconduct. Consequences are set out in Schedule A below. The following matters will be taken into account

- 5.3.1 The type and extent of the failure to meet academic integrity requirements
- 5.3.2 The student's intent and experience
- 5.3.3 The student's prior record, if any.

## 5.4 Procedural fairness and all allegations of failure to meet academic integrity requirements will be dealt with in accordance with:

- 5.4.1 The principles of procedural fairness, namely:

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- the right to be treated fairly
- the right for an individual to be informed of allegations made against them
- the right to respond
- the right to an unbiased decision-maker
- the right to not have irrelevant matters considered, and
- the right to review or appeal.

### 5.5 Confidentiality

All documentation relating to a failure to meet student academic integrity requirements is kept confidential and only disclosed to those persons who have a role in the Student Academic Integrity Process, or as required by law.

## 6. Schedules

### Schedule A - Academic Misconduct

#### Level 1

Level 1 Academic Misconduct is a reckless failure to meet academic integrity requirements per the definitions of academic misconduct outlined in section 3 of this document.

Where a determination of Level 1 Academic Misconduct is made, the student's action is recorded as academic misconduct in their student file.

Consequences for Level 1 Academic Misconduct where the failure occurs in academic work submitted for any form of assessment include:

- i. A deduction of 100% of the available mark for that assessment task.

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## Level 2

Level 2 Serious Academic Misconduct is any failure to meet academic integrity requirements by a student where the student already has two records of Level 1 Academic Misconduct, or where the Academic Misconduct is of such a nature as to be deemed Level 2 Serious Academic Misconduct.

If the failure is such that it prejudices the interest of other students, the integrity of the assessment scheme itself, or the reputation of the program, allegations of Level 2 Serious Academic Misconduct will be referred for action under the Student Code of Conduct policy. Consequences for Level 2 Serious Academic Misconduct include:

- i. Any of the penalties available for Academic Misconduct Level 1 under this policy may be imposed
- ii. An academic intervention meeting with the Student Experience Team Leader and the Manager, Teaching and Learning.

Where a determination of Level 2 Academic Misconduct is made, the student's action is recorded as Serious Academic Misconduct in their student file.

### **Schedule B - Examples of failure to meet student academic integrity requirements**

A failure to meet academic integrity requirements includes, but is not limited to:

- a. Plagiarism

When the work of another is represented, intentionally or unintentionally, as one's own original work, without appropriate acknowledgement of the author, creator or the source. This includes but is not limited to the following:

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- i. Paraphrasing from a source text, whether in manuscript, printed or electronic form (e.g., article spinning, text rewriting and content creation tools), without appropriate acknowledgement
- ii. Word-for-word copying, cutting or pasting statements from a single source or multiple sources or piecing together work of others and representing them as original work
- iii. Submitting as one's own work all or part of another student's work, even with the student's knowledge or consent
- iv. Word-for-word copying, cutting or pasting statements from generative AI tools, such as ChatGPT, without written acknowledgement or declaration.
- v. Copying out parts of any work without acknowledging the source(s). This may be:
  - written text (verbatim copying or paraphrasing)
  - structures within texts
  - diagrams
  - formulae
  - sound files
  - still photographs
  - audio-visual material (sound and image files).

b. Collusion

Collusion is defined as a form of cheating that occurs when people work together in a deceitful way to develop a submission for an assessment that has been restricted to individual effort. Therefore, collusion is the unauthorised collaboration on assessable work (written, oral or practical) with others. Collusion occurs when a student, without the authorisation of the teaching staff:

- i. Works with one or more people to prepare and produce work
- ii. Allows others to copy their work or share an answer to an assessment task

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- iii. Allow someone else to write or edit their work (except when such a use is expressly allowed e.g., the use of a scribe as part of a disability access accommodation), or
- iv. Writes or substantially edits work for another student without the knowledge of the assessor.

This includes, but is not limited to

- graphics/animations/multimedia objects
- software and code, including mashed-up products or code
- other computer-based material
- mathematical proofs
- art objects
- practical artefacts (i.e. apprenticeship pieces)
- research data and other source material
- other work as relevant.

However, proofreading that identifies changes to formatting, grammar and style that do not alter or improve the substantive content of the assessable work is allowable and is not collusion.

c. Contract cheating

Contract cheating is the acquiring or commissioning of a piece of work, which is not the student's own and representing it as if it were, by

- i. Purchasing the assessment task from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned
- ii. Submitting an assessment task produced by a third party, including a friend, family member, fellow student or a staff member of OpenLearning
- iii. Submitting an assessment task generated by an algorithm, computer generator or other artificial intelligence.

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Contract cheating is, at minimum, a Level 2 Academic Misconduct in all instances.

d. Submitting identical work

When a student submits identical or almost identical work for more than one assessment item without the permission of the Manager, Teaching and Learning. This includes submitting work already submitted for credit for another topic, course or other studies outside of Transition Program Online. Where a student is repeating a topic and wishes to resubmit a piece of work previously submitted for that topic, in part or in full, it is the student's responsibility to seek advice about any originality requirements from the Manager, Teaching and Learning before submission.

e. Cheating in examinations, tests and quizzes

When a student uses any method to attempt to gain an unfair advantage in the exam or test environment, including but not limited to:

- i. Communicating, or attempting to communicate, with a fellow student or individual who is neither an invigilator nor a member of OpenLearning staff
- ii. Copying, or attempting to copy from a fellow student
- iii. Recording, transmitting or disseminating questions and/or answers to themselves or another person, or impersonating another student
- iv. Failing to comply with any instruction by an OpenLearning staff member or other person appointed to supervise the examination.

f. Fabrication and falsification of results

When a student claims to have carried out tests, experiments or observations that have not taken place, fabricates or misrepresents research data, source material or results, or presents results not supported by the evidence.

g. Misrepresentation

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When a student presents an untrue statement or omits to disclose information to meet an assessment requirement. This may relate to

- i. Falsified documents, reports and medical certificates
- ii. Inclusion of citations to non-existent or incorrect sources
- iii. Falsified or manipulated text-matching software reports, or
- iv. Word count declarations.

Misrepresentation is, at minimum, a Level 1 Academic Misconduct in all instances.

h. Solicitation

When a student contracts, commissions, pays, procures, or otherwise engages another individual or entity to

- i. Complete assessment tasks on the student's behalf, and/or
- ii. Produce materials or items for the purpose of cheating, misrepresentation and/or plagiarism, or materials or items which are likely to result in such use, and/or requests offers, encourages, induces or advertises for another party to do any of i. or ii.

Materials or items include any artefacts that are posted on the OpenLearning portal for assessment purposes or Final Interview.

Solicitation is, at minimum, a Level 2 Academic Misconduct in all instances.

i. Complicit actions

When a student willingly assists another to circumvent the purpose of assessment through solicitation, cheating, misrepresentation or plagiarism (for example by willingly sharing their own work, giving them access to their own work, using a file-swapping site or advertising the availability of their own work or someone else's work).

## 7. Implementation

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### 7.1 Breaches of the Academic Integrity policy

Students who breach the Academic Integrity policy will be subject to disciplinary action according to the Transition Program Online Misconduct Policy.

### 7.2 Other matters

OpenLearning reserves the right to investigate any alleged conduct, behaviour, action or inaction that it considers to be of a serious nature, notwithstanding that it may be outside the scope of this Academic Integrity policy. It may also take corrective action, issue reasonable directions, and make/issue referrals to support services, as appropriate.

### 7.3 Student complaints

Student complaints about OpenLearning's responsibilities under this Academic Integrity policy are handled under the Transition Program Online Complaints and Appeals Policy.

Allegations of student breaches of this Transition Program Online Academic Integrity policy are to be dealt with according to the Transition Program Online Student Misconduct policy.

### 7.4 Roles, responsibilities and rights

Details of the responsibilities of OpenLearning and students are found in this Transition Program Online Academic Integrity Policy.

The Academic Director, Australia has overall responsibility for this Academic Integrity policy and the authority to impose penalties for breaches of the Transition Program Online Student Code of Conduct. This authority is delegated to the Manager, Teaching and Learning.

Any student or staff member may make a complaint about an aspect of OpenLearning's responsibilities or make an allegation of a breach of the Academic Integrity policy to the Manager, Teaching and Learning according to the Transition Program Online Complaints and Appeals Policy.

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## 8. Review

This policy is due for review five years from its date of implementation.

Version 1.1	Approved by Dr Shazia K Jan - Academic Director, Australia
Approval date	4 <sup>th</sup> July 2023
Effective date	1 <sup>st</sup> August 2023
Next review	18 <sup>th</sup> January 2026
Accountable role	Academic Director, Australia
Related documents	Transition Program Online Complaints and Appeals Policy Transition Program Online Application for Review of Final Assessment Form Transition Program Online Conditions of Enrolment Transition Program Online Student Code of Conduct Transition Program Online Misconduct Policy

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