

POLICY

ACADEMIC INTEGRITY

(06.002)

POLICY

Northland Polytechnic students are expected to follow the principles of academic integrity in all assessment activities and are expected to submit assessments that are a product of their own work.

PURPOSE

To provide guidance to students and staff on the prevention, identification and management of academic integrity.

APPLICATION AND SCOPE

This policy applies to all staff and students and all instances of academic misconduct (including plagiarism, cheating and misrepresenting identity for the purposes of assessment) whether intentional or unintentional.

DEFINITIONS

- *Academic integrity*
Honest and fair behaviour in relation to teaching, learning and assessment
- *Academic misconduct*
To gain a result in assessment without complying with the assessment requirements including cheating (see below) and plagiarism (see below)
- *Advocate*
The person who assists the student by being present and guiding them through the process. An Advocate will be a Student Advisor, or their nominee; or any person nominated by the student.
- *Cheating*
A dishonest or unfair act to gain an advantage including:
 - Copying or trying to copy another student's answers in an exam or test;
 - Using any material (paper or electronic) in an exam or test that is not permitted;
 - Helping others to cheat;
 - Altering or adding to work after marking and claiming it was part of the original work;
 - Claiming a qualification that you do not hold; and
 - Breaching examination or test rules
- *Plagiarism*
Using and passing off another's ideas or writings as one's own including:
 - Copying other people's work without acknowledging the source of the work;
 - Failure to acknowledge the source of ideas and/or opinions of others e.g. ideas/opinions from texts, articles, or other students as well as those of tutors/lecturers. Acknowledgement must be attributed to the source of the ideas/opinions in the form of a citation/reference;
 - The use of exact words of another without quotation marks or indentation to indicate that the words are quoted; and

- Copying, cutting and pasting from electronic or any other sources, such as websites, without referencing, is considered plagiarism.
- *Intentional plagiarism*
Plagiarism with the intention to deceive for academic gain or where academic conventions (e.g. referencing) should have been understood and used
- *Unintentional plagiarism*
Plagiarism arising from a genuine ignorance or misunderstanding of appropriate academic conventions

COMPLIANCE OBLIGATIONS

- *Northland Polytechnic Academic Regulations*
- *Northland Polytechnic Academic Disciplinary Regulations*

Responsibility Executive manager with responsibility for academic quality
Approval dates November 2017
Next Review November 2020

KEYWORDS

Academic integrity
 Academic misconduct
 Cheating
 Plagiarism

OTHER RELATED DOCUMENTS

Associated Procedures and Guidelines (Appended)

PROCEDURES AND GUIDELINES

1.0 SUPPORT

1.1 Academic staff shall:

- Support students to reference sources appropriately and assist understanding of all aspects of this policy; and
- Follow the processes detailed in this policy and Northland Polytechnic Regulations when doubts about authenticity of student work are raised.

2.0 PRINCIPLES

2.1 Processes shall be transparent and fair.

2.2 Decisions shall be made without bias.

2.3 Confidentiality shall be maintained.

2.4 Allegations shall be taken seriously and acted on promptly.

2.5 All parties are entitled to an advocate.

2.6 Parties shall be kept informed of progress of any investigation.

2.7 All evidence collected in an investigation shall be weighed and carefully considered before deciding whether there is substance to an allegation.

2.8 Parties to an allegation shall have the opportunity to read/see and respond to evidence collected in an investigation before a decision is made.

2.9 All parties to an allegation shall be notified of the decision and the reasons for the decision and their options regarding settlement, the decision including review and appeal.

2.10 Where allegations of academic misconduct are raised, *Northland Polytechnic Academic Regulations* shall apply.

2.11 Each step covered by this policy shall be documented, including dates, who was present, what was discussed, and what decisions, if any, were reached.

3.0 WHERE ACADEMIC MISCONDUCT IS SUSPECTED

3.1 Any student, tutor/lecturer, assessor/examiner who suspects that all or part of a student's work (essay, assignment, presentation, test/examination or project) is the result of academic misconduct is expected to report this to the Programme Leader for investigation.

3.2 Any student who is the subject of an allegation, shall be made aware of the allegation.

4.0 INVESTIGATION

4.1 All allegations of academic misconduct shall be investigated as set below:

- The investigator shall conduct a preliminary investigation to determine whether misconduct is likely to have occurred and if it was intentional or unintentional. This may include the use of detection tools such as *Turnitin*, interviews with relevant staff and all students who may have been involved.
- The student/s will be requested to attend an interview. The request must outline the allegation and include a copy of this policy. The student is to be given sufficient time to seek advice, advocacy and support.
- Where more than one student is involved, each student will be interviewed separately.
- Where misconduct is admitted or established, the interviewer determines whether the misconduct was intentional or unintentional, based on the information available

(seriousness, academic level of the course, student/s involved and the amount of information given to students to decrease the likelihood of misconduct occurring in the first place).

- The investigator prepares a brief report with recommendations.

5.0 DISCIPLINARY ACTION

5.1 Where academic misconduct is proven, the Chief Executive or delegated representative has the authority to discipline students as set out in *Academic Disciplinary Regulations* (Section 2.4).

5.2 A student subject to disciplinary action shall be advised of their rights to appeal any decision affecting them at the time action is taken against them as set out in *Academic Disciplinary Regulations* (Section 3).

6.0 ACADEMIC APPEAL

6.1 Students may appeal any decision made against them as set out in the *Academic Disciplinary Regulations* (Section 3) and Northland Polytechnic's policy *Academic Appeals* (09.002).

7.0 REPORTING

7.1 Director Outcomes shall report to Academic Board on instances of academic misconduct.

8.0 EDUCATIVE SUPPORT

8.1 Where a student is determined to have committed unintentional misconduct they shall be required to complete some or all of the following:

- Facilitated discussion with the appropriate staff member
- Formal contract for skills development
- Additional work (e.g. assignment designed to assess whether the student/s has/have learned the appropriate skills)
- Other actions as may be appropriate on a case-by-case basis.

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