

Academic Integrity Policy

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2. Preamble

Higher Education Australia (HEA) expects the highest ethical standards in all areas of academic work and professional behaviour from all its academics, professional staff and students. The work of staff and students is a reflection on the academic and professional standing of HEA, which values **integrity, honesty, fairness, trust and responsibility**.

HEA is committed to upholding these five principles in accordance with the *International Centre for Academic Integrity*, the *Higher Education Standards Framework (Threshold Standards)* 2021, and the *National Code of Practice for Providers of Education and Training to Overseas Students*, 2018, and the *ESOS Act 2000* (2022).

3. Purpose

The purpose of this policy is to ensure that HEA makes sufficient efforts to ensure integrity of academic activities including:

1. A consistent approach to academic integrity; and
2. ensuring that staff and students are fully informed of their responsibility to authentically present their work.

4. Scope

This policy applies to all current students and graduates of HEA and all academics. This policy also applies to all professional staff, sessional staff, contractors and third parties involved in teaching, assessment, or academic decision-making at HEA.

5. Definitions

Please refer to the Glossary of Terms.

6. Policy

6.1 Principles

- 6.1.1 Staff are provided training and guidance in relation to expected academic integrity standards, types of academic misconduct and detection of academic integrity breaches.
- 6.1.2 HEA will implement and maintain preventative and detection measures to promote academic integrity, including education, assessment design, and appropriate use of detection tools.
- 6.1.3 Prior to the commencement of a student's course, students are taught the principles of academic integrity, provided with examples of academic misconduct and made aware of the types of disciplinary actions that may be taken in the event of a breach of this policy
- 6.1.4 Academic integrity training is mandatory for all students.
- 6.1.5 Students will be given clear instructions on the use of Artificial Intelligence (AI) in their work, and guidelines on referencing as well as penalties for misuse or plagiarism. Guidance on the use of Artificial Intelligence will be reviewed regularly to reflect changes in technology, TEQSA guidance, and assessment practices. Appropriate resources are provided to staff and students in order to support their understanding of and adherence to academic integrity principles.
- 6.1.6 Allegations of academic misconduct made against current or previous students will be investigated and appropriate disciplinary action taken where necessary. Serious or systemic breaches, including contract cheating or repeated misconduct, may be escalated to the Academic Board for oversight.
- 6.1.7 Breaches or suspected breaches of academic integrity are addressed in a fair, confidential, consistent and transparent manner.
- 6.1.8 Discrimination or victimisation against any person who raises an allegation of academic misconduct is prohibited.
- 6.1.9 The records and outcome of an investigation into academic misconduct will be kept securely in accordance with the Records and Information Management Policy and Records and Information Management Procedure.
- 6.1.10 Regardless of whether an investigation is conducted, or any finding made, all allegations of academic misconduct will be recorded and logged (and for the purposes of this paragraph deidentified) by the CEO, the data from which will be used to inform the Board of Directors.

6.2 Breach of this policy

Any breach of this policy will be dealt with in accordance with the relevant procedure. Breaches that pose significant academic, reputational, or compliance risk will be managed in accordance with HEA's governance and quality assurance processes.

6.3 Policy Implementation

The procedure which relates to the implementation of this policy is the *Academic Integrity Procedure*.

6.4 Delegation and Responsibility

- 6.4.1 The Board of Directors has delegated responsibility of the management of this policy to the Academic Board. This includes oversight of the quality of teaching, learning, research and research training, and in particular oversight of academic integrity and monitoring of potential risks.
- 6.4.2 The Academic Board can further delegate their responsibilities in relation to this policy to relevant staff, in accordance with the Delegations Policy.
- 6.4.3 The Academic Board will be responsible for reporting to the Board of Directors on any instances of breaches and actions taken.

6.5 Review and Improvement

- 6.5.1 The Board of Directors will ensure an internal review of this policy is conducted at least once every two years and will ensure that any improvements identified from the review are implemented, including updates to the policy itself.
- 6.5.2 The Board of Directors will engage external reviewers at least once every seven years to conduct a review of this policy and the operations that have occurred in relation to it and will ensure that recommended improvements are actioned.
- 6.5.3 At their own discretion, the Board of Directors may undertake a review of this policy as needed.

6.6 Feedback

Feedback, including recommended improvements, is encouraged in relation to this policy and will be considered in respect of updating and amendment as appropriate. Where feedback identifies systemic or compliance-related issues, these will be escalated through HEA's academic governance and quality assurance processes.

7. Referred Legislation and References

Academic Integrity Toolkit – TEQSA Workshop <https://www.teqsa.gov.au/workshop>

Artificial Intelligence – Advice for Students (TEQSA)

<https://www.teqsa.gov.au/students/artificial-intelligence-advice-students>

Artificial Intelligence – TEQSA <https://www.teqsa.gov.au/guides-resources/higher-education-good-practice-hub/artificial-intelligence#academic-integrity.%20assessment%20and%20ai>

Australian Code for the Responsible Conduct of Research (2108)

<https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018>

Guidance Note- Academic Integrity (TEQSA)

<https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-academic-integrity>

Higher Education Standards Framework (Threshold Standards) 2021

<https://www.teqsa.gov.au/higher-education-standards-framework-2021>

Higher Education Support Amendment (Freedom of Speech) Bill 2020

https://www.aph.gov.au/Parliamentary_Business/Bills_Legislation/bd/bd2021a/21bd028

Intellectual Property and Copyright Policy – Victorian State Government – education and training <https://www2.education.vic.gov.au/pal/intellectual-property-and-copyright/policy>

International Network for Quality Assurance Agencies in Higher Education (INQAAHE) Toolkit to support quality assurance agencies to address academic integrity and contract cheating – June 2020 <https://www.teqsa.gov.au/sites/default/files/inqaahe-teqsa-qbbg-academic-integrity-toolkit-v1-0.pdf>

National Code of Practice for Providers of Education and Training to Overseas Students 2018 <https://internationaleducation.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

Prohibiting Commercial Academic Cheating Services Bill (2019) Fact Sheet

<https://www.teqsa.gov.au/sites/default/files/prohibiting-commercial-academic-cheating-services-bill-fact-sheet.pdf?v=1619160012>

Protecting academic integrity <https://www.teqsa.gov.au/guides-resources/protecting-academic-integrity>

Substantiating contract cheating: A guide for investigators

<https://www.teqsa.gov.au/sites/default/files/substantiating-contract-cheating-guide-investigators.pdf?v=1588831095>

TEQSA – What is Academic Integrity?

<https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic-integrity>

The Fundamental Values of Academic Integrity (ICAI _ International Centre for Academic Integrity, 3rd edition https://academicintegrity.org/index.php?option=com_content&view=article&id=39&Itemid=160

8. Relevant HEA Policies and Procedures

- Academic Integrity Procedure
- Code of Conduct
- Fraud and Corruption Identification and Prevention Policy
- Freedom of Intellectual Inquiry Policy
- Professional Development Policy
- Records and Information Management Policy
- Staff Complaints and Appeals Policy
- Staff Complaints and Appeals Procedure
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Student Academic Progression Policy
- Student Academic Progression Procedure
- Student Orientation Policy

9. Document and Version Details

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10. Policy Inquiries

For any inquiries about this policy, please email us. (studentsupport@heau.edu.au)