

Academic Integrity Procedure

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2. Preamble

The appropriate promotion of academic integrity and management of breaches are key to creating and maintaining an environment in which the highest standards of academic integrity are practised.

3. Purpose

This procedure implements the *Academic Integrity Policy*.

4. Scope

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

5. Definitions

Please refer to the Glossary of Terms.

6. Procedure

6.1 Types of Academic Integrity Breaches

6.1.1 The following are examples of breaches of academic integrity, however, it is acknowledged that methods for evading academic integrity continue to evolve and expand:

- a) Plagiarism and failures to correctly acknowledge sources;
- b) Paying another person to prepare an assignment on the student's behalf;
- c) Submitting work prepared by another person;
- d) Collusion, such as any collaboration that is unauthorised in the preparation of an assessment, including knowingly authorising another person to copy a student's work;
- e) All forms of cheating in assessment tasks and examinations;
- f) Offering or accepting bribes in return for a desired outcome;
- g) Falsification of student identity or provision of false information;
- h) 'Washing' in which a student may use Google to translate assignments into another language and then back to English, substituting phrases of words and seemingly creating a new document;
- i) Unauthorised or Unacknowledged use of Generative Artificial Intelligence (Gen AI) to prepare assignments.
- j) Falsifying, fabricating or omitting data;
- k) Using data from other researchers without acknowledging the source;
- l) Representing interpretations as authentic when they are not; and
- m) Misleading attributions of authorship.

6.2 Actions to support Academic Integrity

6.2.1 HEA will ensure that academics are supported, trained and resourced to regularly educate students about the following:

- a) The institute's high expectations of students in terms of academic honesty;
- b) The definition and scope of academic integrity;
- c) Types and examples of academic misconduct;
- d) Clear and detailed requirements for the completion of assignments that involve research and referencing of materials;
- e) The use of appropriate citation conventions in all work submitted, including Gen AI;
- f) Education materials by which students can assess their levels of understanding around what constitutes plagiarism and other forms of academic misconduct;
- g) The parameters around each assessment and whether an assessment permits collaborative work and the extent to which it may be allowed;
- h) The use of Gen AI including AI Chatbots such as ChatGPT and the extent (if any) to which these may be used in the preparation of an assessment;
- i) How to acknowledge the use of generative AI, including which generative AI tool was used (e.g Chat GPT, Microsoft Co-pilot); the exact prompt used and an explanation of how the output was used;
- j) Students will be referred to 'The Use of Generative AI in Assessment' on the website and in their Student Handbook.

6.2.2 Academics take the following actions to prevent student academic misconduct:

- a) Design assessment tasks that lessen the opportunity for academic misconduct;
- b) Provide detailed course outlines that set the expectations regarding adherence to HEA's Academic Integrity requirements, relevant policies and procedures and the Code of Conduct;
- c) Set an example for students by cultivating an environment of academic honesty and transparency;
- d) Clearly outlining HEA's expectations of Academic Honesty and Integrity on all HEA websites, the *Student Handbook* and course outlines;
- e) Assignments must be submitted by students through a similarity checker;
- f) Advising students of the institute's awareness of websites that encourage breaches of academic integrity principles;
- g) Require students to complete a signed declaration form declaring the following:
 - That the student understands HEA's *Academic Integrity Policy* and *Academic Integrity Procedure* and has complied with these documents in the preparation of their assessment;
 - That the work being submitted is original and that of the student;
 - That when Gen AI tools were utilised to prepare the assignment citation of this use is according to 5.2.3 "Use of Generative AI in assignments";
 - That the student has not assisted any other student/s in the completion of their work unless collaboration was permitted;
 - That the student has not been assisted by any other student/s; and
 - That the student has properly acknowledged all sources used.

6.2.3 The Use of Generative AI in Assessment

Generative AI is considered to be a helpful tool in many workplaces and is increasingly being integrated into other software tools. Adopting an educative approach, HEA students will be taught and assessed on their ability to use these tools appropriately and ethically and the following principles will apply.

- a) For each assessment task in each unit, students will be explicitly instructed on the extent to which generative AI can be used in completing that task. Some assessment tasks may not permit the use of generative AI;
- b) For tasks in which generative AI is permitted, students will be explicitly instructed on how to acknowledge the use of generative AI, including the following:
 - Which generative AI tool was used (e.g. ChatGPT, Microsoft Co-pilot);
 - The exact prompt used (e.g. “Write a 50-word outline on the topic of generative AI”, “Summarise this report”);
 - An explanation of how the output was used (e.g. “The output was used as a framework for completing the final response.”);
- c) Use of generative AI should be cited using the most current guidelines from APA.
<https://apastyle.apa.org/blog/how-to-cite-chatgpt>;
- d) Failure to adhere to these principles will be treated as potential academic misconduct
- e) Guidance on the use of generative AI will be monitored and reviewed by the Academic Board to ensure ongoing alignment with TEQSA guidance and sector expectations.

6.3 Detection and Identification of breaches and suspected breaches of Academic Integrity

- 6.3.1 The Board of Directors will ensure that its delegation to the Academic Board includes oversight of the quality of teaching, learning, research and research training, and in particular oversight of academic integrity and monitoring of potential risks.
- 6.3.2 The Academic Board will report to the Board of Directors on any instances of breaches and actions taken at the conclusion of each semester. They will also provide the BOD with the Register for their review and comment.
- 6.3.3 When identifying potential breaches of academic integrity, academics will apply their professional knowledge and judgment to make an initial assessment of the level of the violation.
- 6.3.4 Detection strategies may include:
 - a) Making use of similarity checking software;
 - b) Assisting students in identifying potential breaches by requiring them to explain or discuss components of their assessment or to justify the results of similarity checking software; and
 - c) Identifying careless referencing, inconsistent use of tense or inconsistent formatting and unreferenced ideas or definitions.Where patterns or trends of academic misconduct are identified, these will be reported to the Academic Board for oversight and risk management.

6.4 Process after detecting a breach or suspected breach of Academic Integrity

- 6.4.1 Those making decisions regarding allegations of academic misconduct must act as quickly as possible and consistent with the principles of procedural fairness;
- 6.4.2 Decision makers must ensure the student understands the nature of the allegation and the implications of the allegation;
- 6.4.3 With strict confidentiality and concern for the student's welfare, the decision maker must provide the student with the opportunity to be heard;
- 6.4.4 The following process will be undertaken following the identification of alleged academic misconduct:
 - a) Staff will proceed with fairness and confidentiality and speak with the student privately to determine whether the case represents an intended or unintended breach of the policy;
 - b) The Student will be asked to attend a meeting with the Course Director to discuss the assessment in which it is suspected that academic misconduct has occurred. The student may bring a support person with them to the meeting;
 - c) The Dean or relevant nominee will make a determination as to whether the breach is minor or major;
 - d) In the case of a minor breach, and the student demonstrates that it was genuinely unintended, the Dean or relevant nominee may implement an educative response;
 - e) In the case of a major breach of academic integrity principles, a warning must be given to the student that if verified, the process may lead to formalising an outcome of academic misconduct on the student's record;
 - f) If it is verified that the major breach of academic integrity principles was determined to be a deliberate or significant breach of the *Academic Integrity Policy*, the student will be advised that formal allegations and a formal investigation will take place and disciplinary measures may be taken, and the meeting is ended; and
 - g) All records of this meeting, the relevant documents and the outcome will be recorded in the Student Management System.
 - h) A register will be kept of all breaches of academic integrity by both staff and students.

6.5 Educative Response to Academic Misconduct

- 6.5.1 Where the Dean or relevant nominee finds that the basis of the student's failure to adhere to the Academic Integrity Policy is due to a lack of understanding as to the correct manner to acknowledge their sources, they must:
 - a) Explain to the student their breach of the *Academic Integrity Policy*;
 - b) Require the student to repeat the assessment or to deduct marks from the assessment (up to a maximum of 20%);
 - c) Require the student to engage in educational support services regarding the correct methods for adhering to academic integrity principles;
 - d) Provide a written warning to the student advising that if there is another breach of the *Academic Integrity Policy*, it will be dealt with as academic misconduct and may result in a formal investigation and more severe penalties; and
 - e) Record the written warning on the student's academic file.

6.6 Formal investigation of academic misconduct

- 6.6.1 In the case of a major breach of the Academic Integrity Policy, a formal investigation will take place by the Dean or relevant nominee and a written notice sent to the student:
- a) Providing sufficient details about the nature of the allegation;
 - b) Notifying the place, date and time of a proposed hearing;
 - c) Inviting the student to submit a written response within ten working days from when the notice was sent;
 - d) Advising that the student may bring a support person to their hearing; and
 - e) Confirming that the Dean or relevant nominee will refer to HEA's relevant policies and procedures and apply an appropriate penalty to the Student.
- 6.6.2 Formal investigation of Staff Academic Misconduct will be dealt with in accordance with the Code of Conduct. Serious or systemic academic misconduct matters may be reported to the Academic Board for oversight.

6.7 Penalties for Academic Misconduct

- 6.7.1 Penalties for academic misconduct may include the following:
- a) A caution or warning;
 - b) A reprimand;
 - c) An educational requirement;
 - d) An opportunity to resubmit an assignment;
 - e) An alternative assessment for a maximum of a pass mark;
 - f) A mark of zero;
 - g) The award of a result of FAIL;
 - h) Suspension or termination of their enrolment;
 - i) Permanent exclusion from HEA; or
 - j) Any other penalty which is considered reasonable or appropriate considering the circumstances.

6.8 Record Keeping

All records, including the Register of breaches related to academic misconduct must be kept in accordance with the *Records and Information Management Policy*. Student academic misconduct records must also be kept on the student's file, along with any student conduct reports.

The Dean will monitor the register at the end of each academic year and provide a report to the Board of Directors of actions taken.

6.9 Appeals

Any student who is not satisfied with an outcome in relation to this procedure or its associated policy is entitled to seek review or appeal in accordance with the *Student Complaints and Appeals Policy*.

6.10 Delegation and Responsibility

The Board of Directors has delegated responsibility of management of this procedure to the Academic Board.

The Academic Board can further delegate their responsibilities in relation to this procedure to relevant staff, in accordance with the *Delegations Policy*.

6.11 Review and Improvement

- 6.11.1 This Procedure will be monitored annually and updates to this procedure can be made at any time to ensure the implementation of the Academic Integrity Policy.
- 6.11.2 The Board of Directors will ensure that an internal review of this procedure is conducted at least once every two years and that any improvements identified from the review, including updates to the procedure itself, are implemented.
- 6.11.3 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.
- 6.11.4 At their own discretion, the Board of Directors may undertake a review of this procedure as needed.
- 6.11.5 Further to the review of this procedure and the related policy, 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.
- 6.11.6 The CEO will establish a standing item on the Board of Directors meeting agenda (in addition to the reporting by the Academic Board) and will update the board of the aggregated data of reported incidents, actions taken, findings and proposed changes to processes or procedures to curtail repeat behaviours.
- 6.11.7 The Board of Directors will use the standing report to monitor, consider, review and update all required processes and procedures within the institute to ensure that academic integrity is maintained and instances of alleged or actual academic misconduct are minimised.
- 6.11.8 The Board of Directors will commission the Audit and Risk Committee to provide treatments to risk in the rise of academic misconduct, including keeping a track of trends and bench marking against public available data in the higher education sector.

6.12 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
- Staff Complaints and Appeals Policy
- Staff Complaints and Appeals Procedure
- Student Academic Progression Policy
- Student Academic Progression Procedure
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Student Orientation Policy

9. Document and Version Details

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10. Procedure Inquiries

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