

DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
WELLBEING AND INTEGRITY	5	
NUMBER	007	Policy Database Document Reference Number 115007P

ACADEMIC INTEGRITY POLICY

Purpose/ objectives	Academic honesty is a fundamental principle in teaching, learning, research and scholarship. This policy reflects the University's intent to promote academic integrity among its staff and students and to detect and manage academic misconduct.
Scope/ Application	<ul style="list-style-type: none"> • All staff • All students
Policy Statement	<p>The University requires its academic staff and students to observe the highest ethical standards in all aspects of academic work and it demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalising academic misconduct and all forms of cheating.</p> <p>During their first year of enrolment at La Trobe, all commencing coursework students must successfully complete a compulsory academic integrity subject.</p> <p>It is the responsibility of the academic staff:</p> <ul style="list-style-type: none"> • To teach and conduct research and scholarship according to ethical standards, and • to teach their students ethical learning, research and scholarship practices, in order to promote and maintain academic integrity by assisting students to be honest <p>It is the responsibility of the students:</p> <ul style="list-style-type: none"> • to acquire a clear understanding of how to avoid unethical practices, and • to employ this knowledge in their work submitted for assessment. <p>It is the responsibility of the Faculties:</p> <ul style="list-style-type: none"> • to ensure that appropriate education about academic integrity and avoidance of plagiarism is incorporated in the design of courses, and • to take steps to detect unauthorised collusion, fraudulent or unethical research or plagiarism, the last of which may include the use of electronic text-matching software and other methods <p>Academic staff or students who engage in plagiarism, unauthorised collusion, and/or fraudulent or unethical research and scholarship practices will be subject to the disciplinary procedures of the University. Students who cheat in tests, examinations, essays, or other assessable work will also be subject to disciplinary processes.</p> <p>Instances of academic misconduct by students will be classified as either minor offences or serious offences and dealt with according to the La Trobe University Academic Misconduct Statute 2009.</p>
Supporting Procedures	Academic Integrity Procedures
Responsibility for implementation	All Faculties, Schools and Departments of the University.

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Responsibility for monitoring implementation and compliance	Director, Academic Services.
Status	<p>Revised. Approved by Academic Board 9 November 2011, Minute 453.3.2; endorsed by Education Committee 26 October 2011.</p> <p>Prior approvals: Council, 10 May 2010, C10/36(M), Minute 398.13.2; Academic Board 14 April 2010, Minute 439.3.2; Council 4.06.2007 – C07/40 (AB07/90); Academic Board 9.05.2007- AB07/96 (AB07/90); Academic Board 18.02.2004 – AB04/16; Academic Board 3/1996 – AB96/52.</p> <p>The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
Key stakeholders	All faculties, staff and students of La Trobe University.
Approval Body	Curriculum, Teaching and Learning Committee Academic Board
Initiating Body or person(s)	Programs Committee.
Definitions	<p>Academic Integrity: Academic honesty, including observation of ethical standards.</p> <p>Academic Misconduct: Engaging in practices including but not limited to cheating in tests, examinations, essays or other assessable work, plagiarism, unauthorised collusion, fraudulent or unethical research and scholarship practices.</p> <p>Minor Offences: Limited or unintentional instances of academic misconduct: for example, contravening referencing or examination rules or participating in unauthorised collusion. In the case of students in their first year at the University this may be due to inexperience or lack of understanding and may be seen as being unintentional. In respect of later year students, the actions or omissions would typically be isolated and not systematic or significant.</p> <p>Serious Offences: Instances where the magnitude, repetitiveness and/or blatancy of the misconduct are significant and there is:</p> <ul style="list-style-type: none"> • a clear intention to obtain an unfair academic advantage whether the advantage occurs or not; or • a clear disregard of the University's requirements for academic honesty; or • wilful neglect in respect of submitted work which is inconsistent with the student's experience. <p>Ethical Standards: principles of right and wrong as they govern standards of academic endeavour.</p> <p>Plagiarism: To take and use another person's ideas and to fail to give appropriate acknowledgement. This includes material from any source, including other staff or students, the Internet, published and un-published works.</p> <p>Collusion: Unauthorised collaboration on assessable work with another person or persons.</p>

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Related legislation	Academic Misconduct Statute 2009
Related Policy and other documents	<p>Research Integrity Policy Assessment Policy Academic Integrity website Plagiarism website Website for text-matching Academic Integrity – Student Declaration Form Academic Integrity – Guidelines for Handling Allegations of Academic Misconduct. Academic Integrity – Guidelines for Identifying and Avoiding Plagiarism</p>
Date Effective	31 December 2011.
Next Review Date	July 2013
Keywords	Academic integrity, ethical standards, academic misconduct, honesty, cheating, plagiarism, collusion, fraud, minor offences, serious offences.
Owner/Sponsor	Deputy Vice-Chancellor and Vice President (Education)
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