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| <b>DOCUMENT TYPE</b>           | <b>D</b>   |  |
| <b>ACADEMIC</b>                | <b>1</b>   |   |
| <b>TEACHING AND LEARNING</b>   | <b>1</b>   |   |
| <b>WELLBEING AND INTEGRITY</b> | <b>5</b>   |   |
| <b>NUMBER</b>                  | <b>009</b> |   |
|                                |            | Policy Database Document Reference Number <b>115009D</b>                            |

## ACADEMIC INTEGRITY PROCEDURE

| <b>Parent Policy Title</b>                            | Academic Integrity Policy  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
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| <b>Associated Documents</b>                           | <p><a href="#">Academic Misconduct Statute 2009</a>:</p> <p>Academic Integrity – Guidelines for Handling Allegations of Academic Misconduct.</p> <p>Academic Integrity – Guidelines for Identifying and Avoiding Plagiarism</p> <p>Academic Integrity – Student Declaration Form</p> <p><a href="#">Academic Integrity website</a></p> <p><a href="#">Plagiarism website</a></p> <p><a href="#">Text-matching website</a></p> <p><a href="#">Statement of Student Responsibility</a></p> <p>Academic Integrity – Examples of Penalties for Academic Misconduct</p>   |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| <b>Preamble</b>                                       | <p>Academic honesty is a fundamental principle in teaching, learning, research and scholarship 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>  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| <b>General</b>  | <p>These procedures apply to all La Trobe University staff and students. Staff are expected to be a model of academic integrity in their own work.</p>   |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
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| Item  | Section  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Responsibilities of the University and Faculties      | 1  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Strategy for Minimising Academic Misconduct           | 2  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Compulsory Academic Integrity Subject                 | 3  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Reporting on Academic Misconduct                      | 4  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| University and Faculty Practices to Reduce Plagiarism | 5  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Referencing Requirements                              | 6  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Academic Staff Practices to Reduce Plagiarism         | 7  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Student Declaration                                   | 8  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Subject, Program and Assessment Guides                | 9  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Publication of Penalties for Academic Misconduct      | 10   |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| Responsibilities of students                          | 11   |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |
| <b>1. Responsibilities of the University</b>          | <p>The University, through its Faculties, is obliged to educate students in the definition, identification and avoidance of academic misconduct and</p>  |  |      |         |  |   |   |   |                                       |   |                                  |   |   |   |                          |   |   |   |                     |   |  |   |  |    |                              |    |

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| <b>and Faculties</b>                                  | <p>plagiarism.</p> <p>Students entering the University will be informed clearly of the academic standards expected in courses and subjects, and the precise requirements of referencing that apply in particular disciplines. This is partly to avoid misunderstandings due to cultural differences in attitudes to scholarly authority and originality.</p>   |
| <b>2. Strategy for minimising academic misconduct</b> | <p>The University will:</p> <ul style="list-style-type: none"> <li>• require all commencing coursework students to successfully complete a compulsory academic integrity subject;</li> <li>• maintain an academic misconduct database, as required by Academic Board, incorporating only cases where a penalty is applied. Information contained in the database must be collected, maintained and used in accordance with applicable privacy legislation;</li> <li>• make the information from this database available to Heads of academic divisions and Faculty Academic Misconduct Officers when it is proposed to apply a penalty. Disclosure of this information is not otherwise permitted without the individual's consent unless the disclosure is in accordance with applicable privacy legislation;</li> <li>• require the University Education Committee to offer advice and guidance to the Faculties (in response to their reports) on the quality of their management of academic misconduct;</li> <li>• publicise that the University is committed to upholding the highest standards of academic integrity in its subjects and courses;</li> <li>• share its statistical data on serious offences, in a way that does not identify any individuals, on a confidential basis with other Australian universities which undertake to cooperate in academic misconduct detection and reduction;</li> <li>• cooperate with administrative and academic staff of other institutions with the view to implementing best practice in controlling academic misconduct; and</li> <li>• monitor the activities of the Faculty Academic Misconduct Officers and the University Appeals Committee using reports provided each June.</li> </ul> |
| <b>3. Compulsory Academic Integrity Subject</b>       | <p>The compulsory academic integrity subject will teach incoming La Trobe students the skills needed to avoid plagiarism and accurate referencing. It must be completed within the first year of a student's enrolment at La Trobe. Successful completion requires a result of at least 80% of questions answered correctly.</p> <p>The results for this subject will be recorded on the student's academic transcript as either an Ungraded Pass (P) (80% of questions correctly answered) or Ungraded Fail (F).</p> <p>The subject will attract no credit points and students will not be liable for any fees in relation to the subject. It will not be included in any weighted average marks because it attracts no credit points and the result will have no marks assigned to it.</p> <p>Students may be exempted from this requirement if they have successfully</p>   |

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|   | completed the La Trobe subject within the past four years.   |                      |  |   |
| <b>4. Reporting on Academic Misconduct</b>                      | <b>Reporting Party</b>   | <b>Annual report</b> | <b>Report made to:</b>   | <b>Contents of Report</b>   |
|   | Faculty Academic Misconduct Officers   | May                  | Faculty Board<br>CC: Director, Academic Services                                 | number, kinds and outcomes of cases in the previous year; recommendations on academic misconduct procedures.  |
|   | Higher Degrees Committee (Research)  | May                  | Research & Graduate Studies Committee CC:<br>Director, Res & Grad Studies Office | number, kinds and outcomes of cases in the previous year; recommendations on academic misconduct procedures.  |
|   | University Appeals Committee   | May                  | Director, Academic Svcs<br>Director, Res & Grad Studies Office                   | number, kinds and outcomes of cases in the previous year; recommendations on academic misconduct procedures.  |
|   | Director, Academic Services  | June                 | University Education Committee   | number, kinds and outcomes of cases in the previous year; recommendations on academic misconduct procedures and the effectiveness of relevant committees. |
| <b>5. University and Faculty Practices to Reduce Plagiarism</b> | <p>The University, through its Faculties, will ensure that:</p> <ul style="list-style-type: none"> <li>students are made aware of its commitment to academic integrity through compulsory academic integrity training and assessment for all commencing students;</li> <li>students are informed that rigorous standards in referencing and acknowledgment of sources will be required in their academic work, and that these standards and practices could differ from those they may have used previously;</li> <li>academic staff receive training to assist in explaining plagiarism and unethical academic practice to students;</li> <li>students and academic staff have access to effective text-matching software, and information on how to use it; and</li> <li>academic divisions run confidential tests through this software for a number of subjects per semester per faculty as a quality control measure. Faculties will then report on this activity annually to the Education Committee.</li> </ul> |                      |  |   |
| <b>6. Referencing Requirements</b>                              | <p>To ensure that all students are familiar with the quality and rigor expected of La Trobe University students in referencing others' work:</p> <ul style="list-style-type: none"> <li>Faculties will produce clear written guidelines regarding the system(s) of referencing required in that faculty and distribute these guidelines to all enrolled students;</li> </ul>   |                      |  |   |

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|   | <ul style="list-style-type: none"> <li>academic staff will advise students on effective methods of academic writing, particularly the requirements in quoting, summarising, and paraphrasing the sources they use; and</li> <li>contact time with students will include time devoted to the role of bibliographies or reference lists, and how the use of these does not absolve the student from the duty of full referencing in essays.</li> </ul>  |
| <b>7. Academic Staff Practices to Reduce Plagiarism</b> | <p>Academic staff will:</p> <ul style="list-style-type: none"> <li>ensure that their course and subject guides are prepared according to the same high standards of referencing demanded of students;</li> <li>teach students why plagiarism is an unethical practice;</li> <li>make the rationale for the severity of penalties applied to serious cases clear to students;</li> <li>equip students with the necessary resources to enable them to avoid plagiarism;</li> <li>ensure that students' workloads are commensurate with subject credit point values (so that students are not tempted to plagiarise or cheat in order to meet unduly heavy workload demands);</li> <li>vary from year to year the major assessment tasks, essay topics and examinations they set in subjects as appropriate;</li> <li>only accept work for assessment in hard copy when accompanied by a Student Declaration</li> <li>only accept work for assessment on-line when the student has authenticated to the University's Learning Management System (LMS) which regularly displays the <a href="#">Statement of Student Responsibility</a> to students; and</li> <li>include a copy of the <a href="#">Statement of Student Responsibility</a> within LMS subject information and online assessment information for students.</li> </ul> |
| <b>8. Student Declaration</b>                           | <p>When submitting work for assessment in hard copy an individual student or group must include a Student Declaration. The Statement must be signed as the intent of the student or group.</p> <p>The Student Declaration is</p> <ul style="list-style-type: none"> <li>a statement of authorship;</li> <li>agreement to abide by the University's plagiarism rules;</li> <li>consent that the student's work may be copied and transmitted by the University for the detection of plagiarism; and</li> <li>a declaration that the plagiarism avoidance advice issued for the subject or course has been read.</li> </ul> <p>When submitting work for assessment online using the University's LMS, students do not have to also submit a Student Declaration. The <a href="#">Statement of Student Responsibility</a> regularly appears when a student logs in to the LMS to remind them of their obligation to maintain academic integrity.</p>   |
| <b>9. Subject,</b>                                      | <p>Subject Learning Guides must include the definition of academic misconduct used in the Academic Integrity Policy and these Procedures and provide a</p>  |

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| <b>Learning Guides</b>                                      | link to the University's Policy website.   |
| <b>10. Publication of Penalties for Academic Misconduct</b> | <p>The penalties that may be imposed for academic misconduct are published in the document <a href="#">Academic Integrity – Examples of Penalties for Academic Misconduct</a>, available on the University's policy website.</p> <p>Hard copies of this document should be posted on department/program, school and faculty noticeboards, and links to the document and the Policy Library should be included on web sites.</p>  |
| <b>11. Responsibilities of students</b>                     | <p>Students have a responsibility to:</p> <ul style="list-style-type: none"> <li>• observe in all respects the ethical approaches to learning that the University and its Faculties foster;</li> <li>• declare in their work submitted for assessment, all printed, electronic, graphical, artistic work, and other kinds of sources from which they obtain material or ideas;</li> <li>• make their source declarations in ways approved by the discipline, school and faculty in which the assignment is set, for example through footnotes, endnotes, textual references or other devices;</li> <li>• write their assignments independently, except when they are asked to work on a project as a member of a group which is to submit a joint report as equal contributors;</li> <li>• when submitting work as a group, except where the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole must assume responsibility for the work and the proper acknowledgment of any use made of the words or ideas of people outside the group;</li> <li>• consult and use the guides and information provided by the University to instruct them in the avoidance of plagiarism;</li> <li>• successfully complete the compulsory academic integrity subject which will contribute to the diminution of plagiarism in their work;</li> <li>• seek individual or group instruction from staff of Academic Language and Learning Unit when they are counselled to do so;</li> <li>• submit hard copies of work for assessment with a Student Declaration;</li> <li>• read and comply with the <a href="#">Statement of Student Responsibility</a> shown on the University's LMS;</li> <li>• use text-matching software appropriately, including as a learning tool to check for potential text-matches before turning in work for assessment;</li> <li>• retain copies of all assignments they submit for assessment;</li> <li>• not submit their own academic work for assessment when it has already been submitted for assessment at another time (including at another institution), without the express permission of the academic staff member who will assess it;</li> <li>• ensure that they do not knowingly or carelessly make their work available to other students in any form; and</li> <li>• consult with staff when in doubt about any matter where plagiarism is or may be involved.</li> </ul> |

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| <b>Status</b>           | <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; May 2007.</p> <p>The implementation of the latest version of these procedures supersedes all previous versions of these procedures.</p>  |
| <b>Approval Body</b>    | Academic Board  |
| <b>Initiating Body</b>  | Education Committee   |
| <b>Definitions</b>      | <p><b>Academic Integrity:</b> Academic honesty including observation of ethical standards.</p> <p><b>Academic Misconduct:</b> 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><b>Minor Offences:</b> 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><b>Serious Offences:</b> Instances where the magnitude, repetitiveness and/or blatancy of the misconduct are significant and there is:</p> <ul style="list-style-type: none"> <li>• a clear intention to obtain an unfair academic advantage whether the advantage occurs or not; or</li> <li>• a clear disregard of the University's requirements for academic honesty; or</li> <li>• wilful neglect in respect of submitted work which is inconsistent with the student's experience.</li> </ul> <p><b>Ethical Standards:</b> principles of right and wrong as they govern standards of academic endeavour.</p> <p><b>Plagiarism:</b> To take and use another person's ideas and to fail to give appropriate acknowledgement. This includes material from any source, other staff or students, the Internet, published and un-published works.</p> <p><b>Collusion:</b> Unauthorised collaboration on assessable work with another person or persons.</p> |
| <b>Date Effective</b>   | 1 January 2012  |
| <b>Next Review Date</b> | July 2013   |
| <b>Keywords</b>         | Academic integrity, ethical standards, academic misconduct, honesty, cheating, plagiarism, collusion, fraud, minor offences, serious offences.  |

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| <b>Owner/Sponsor</b>          | Deputy Vice-Chancellor and Vice President (Education)                              |
| <b>Author</b>                 | Pro Vice-Chancellor (Educational Partnerships and Quality)                         |
| <b>Contact person or area</b> | <a href="mailto:Academic_Policy@latrobe.edu.au">Academic_Policy@latrobe.edu.au</a> |