



# Academic Integrity Policy

## Purpose

To articulate the College's expectations for maintaining principles of academic integrity and honesty and provide a framework for dealing with allegations of academic misconduct committed by students.

## Scope

This policy applies to all students enrolled at the Australian Paramedical College.

## Policy Statement

The College is committed to maintaining high academic standards and considers respect for and commitment to academic integrity and honesty to be the responsibility of all staff and students of the College.

Australian Paramedical College students are therefore required to:

- Undertake studies and research responsibly with honesty and integrity.
- Ensure that academic work is in no way falsified.
- Reference any third party source of information or otherwise used in your submitted assessments.
- Take reasonable steps to ensure that other students are unable to copy or misuse your work
- Refrain from acts of collusion and/or plagiarism.

## Principles

Students will commit to engage in behavior that is consistent with the College's values of integrity and honesty in academic endeavors particularly when undertaking assessment.

The College considers behaviour by students which does not uphold the principles of academic integrity and honesty, and that misrepresents their academic achievement, to be academic misconduct. The College will deal appropriately, consistently and fairly with allegations and substantiated cases of academic misconduct.

Students who are alleged to have engaged in academic misconduct will be subject to a process of investigation and, if the allegation is upheld, may be subject to penalties in accordance with the severity of the misconduct and number of repeat offences.

Students under investigation for student academic misconduct will not be eligible to receive their qualification until the matter is resolved.

The College will focus on deterring academic misconduct whether minor or substantial. The College will inform students of the need for academic integrity and honesty; help them identify appropriate practices and adopt approaches to prevent academic misconduct.



## Action and Penalties for Academic Misconduct

Within ten working days of the College receiving a formal allegation that a student is suspected of academic misconduct, the Executive in Charge will:

1. notify the student in writing, by email (as per address held by the College), of the misconduct alleged;
2. provide details of the decision
3. provide reasons for the decision
4. advise the student of the appropriate course of action

An appropriate course of action includes but is not limited to;

1. Reprimand the student;
2. Require the student to meet with and apologise formally to any relevant party(ies);
3. Deem the item of work in which misconduct has been detected to be ineligible for assessment and require the student to re-submit a new item of work, ensuring that it meets the required academic referencing and other conventions and standards
4. Require the student to submit a replacement for any relevant assessment task, with a requirement that the student must satisfactorily achieve the outcomes for the assessment task.
5. Downgrade the mark for a relevant assessment task, in consultation with the Trainer/Assessor/ Examination Supervisor
6. Where misconduct has been detected in an examination, require the student to sit for a relevant replacement examination (to be organised by the College). The Executive in Charge may specify a maximum mark or grade that can be awarded for this replacement task.

## Appeals

A student found to have engaged in academic misconduct may, provided they have grounds as specified below, appeal for a review of decision, by completing a review of decision form and attaching copies of all document relevant to the decision.

The student must ensure that any appeal, together with supporting evidence, is received by the Executive in Charge, within 10 working days from the date of notification of the Executive in Charge's decision.

Within 10 working days of lodgement of the Review of Decision Form, the Executive in Charge acknowledges receipt of the form advising the timeframe for reviewing the decision and commences the review of all relevant material.

Within 20 days of lodgement of the Review for Decision Form the Executive in Charge provides written advice to the student on the outcome of the review.



## Grounds for Appeal

An appeal can only be made on one or more of the following grounds, which must be addressed in the appeal letter:

1. That the student considers there is evidence that a determination made was made in breach of procedural fairness;
2. That the student does not agree that the allegation is correct;
3. That the student considers that there is now substantial new evidence relating to the original allegation of academic misconduct, which was not previously available; and
4. That the student considers that the penalty imposed was too severe.

The Executive in Charge may determine that there are no valid grounds for appeal, and that the appeal will therefore not be reviewed.

## Student Support

Students applying for a review of decision are advised that assistance and advice can be sought from Student Services.

## Variations to Timeframes

While allegations of academic misconduct will be considered by the College as promptly as possible, the timeframes contained in the guidelines are indicative and may be affected by a number of factors, including availability of trainer/assessors and the need for College officers, or the student who is the subject of an allegation, to obtain additional evidence or specialist advice. In such exceptional circumstances, the timeframes prescribed in the guidelines may be varied.

## Definitions

Assessment	The process of evaluating the extent to which students have achieved the objectives of a course.
Student	A person who has been admitted or enrolled at the College, but has not yet completed their academic program/course/ qualification
Executive in Charge	Trainer, Assessor, Training Manager or member of academic staff not in involved with the direct management of the student
Trainer/Assessor	A member of academic staff responsible for marking an item of assessment, or conducting a class or examination
Examination Supervisor	The person appointed by the College to supervise the conduct of the examination
Industry Representative	An authorised person of the Industry Skills council or Licensing authority
College	The term College refers to the Australian Paramedical College which is a trading name of Industry Pathways Pty Ltd RTO 32513



Academic Integrity	The pursuit of academic activity in an open, honest and responsible manner. Academic Integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the College community and compromise the worth of work completed by others.
Academic Misconduct	Providing aid or assistance in relation to; creating or making, obtaining or acquiring or using information, services or equipment that may unfairly give a student an unauthorised advantage relative to other students with regard to a formal examination or other assessment item whether intentional or unintentional.
Unauthorised misconduct	Unauthorised misconduct includes but is not limited to collusion, plagiarism, contract cheating, impersonation of a student or College employee and failure to comply with formal examination or assessment instructions.
Minor or Substantial Misconduct	<p>The terms 'minor misconduct' and 'substantial misconduct' in the Guidelines indicate the College's view of the gravity of the impact of the alleged breach of the guidelines. College staff applying these guidelines will determine what constitutes minor or substantial misconduct, according to the following definitions.</p> <ol style="list-style-type: none"> <li>'Minor misconduct' is behaviour that is judged by the College to be a minimal threat to the integrity of assessment processes in the unit of study or to be the result of the student's lack of understanding of appropriate referencing or other academic conventions required by the relevant school for the field of study, or both.</li> <li>'Substantial misconduct' is behaviour that is judged by the College to be either a significant threat to the integrity of the College's assessment processes or behaviour where the student's level of experience might reasonably be interpreted as evidence that the student was aware that the behaviour was not in keeping with standards or practices related to ethical scholarship, or both.</li> <li>The following instances of alleged misconduct will always be treated as 'substantial misconduct':</li> </ol> <p>Once a student has been found to have committed minor or substantial misconduct, any subsequent allegation, unless the student is still in their first module of study and that is judged by the College to be a mitigating factor;</p> <ul style="list-style-type: none"> <li>* All allegations of misconduct in examinations; and</li> <li>* All allegations of collusion, provided students have been given clear instructions about the nature and extent of collaboration that is permissible in group work.</li> </ul>
Plagiarism	Plagiarism occurs in a student's work when he or she submits work in which ideas, words or other work are taken from a source (for example, a web-site or computer program, another student's essay or presentation, a book or journal article, a lecture, a performance piece or other presentation) and presented as if they are the student's own, without appropriate acknowledgement of the original author. In this definition of plagiarism, it is the act of presenting material as one's own without appropriate acknowledgement that constitutes plagiarism, not the intention of the student when doing so. 'Appropriate acknowledgement' is defined as the conventions of citation recognised as acceptable to the College.
Collusion	Collusion is when two or more students, or a student and any other person(s), act together to cheat, plagiarise or engage in academic misconduct, or incite others to do so