



# Academic Integrity Policy

Australian Paramedical College



## Reference:

- APC Code of Practice
- Assessor Code of Practice
- Student Code of Conduct
- Complaints and Appeals Policy

## Definitions:

**Trainer/Assessor** refers to the trainer, assessor or facilitator for study with Australian Paramedical College.

**Student:** refers to a person who is officially enrolled with the Australian Paramedical College for the purpose of study.

**Academic integrity:** represents the students and educator upholding ethical standards in all aspects of the training and assessment activity, including learning, teaching, assessment and placement activities. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for learning and its development.

**Academic Fraud:** is the act of any of the following that is prohibited by students enrolled with the Australian Paramedical College.

- **Plagiarism:** The reproduction of original creations of another author (person, collective, organisation, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication:** The falsification of data or information for assessment purposes.
- **Deception:** Providing false information concerning an assessment activity —*e.g.* falsely claiming to have submitted work.
- **Cheating:** use of another's work to copy and submit as your own (either an APC student or other student).
- **Bribery:** Providing assessment answers or test answers for money or favour.
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or wilfully disrupting the experiments of others.
- **Trainer/Assessor misconduct:** any acts by APC Trainer/Assessors that equate to academic fraud.
- **Impersonation:** assuming a student's identity with intent to provide assessments to advantage a student.

**Procedural fairness:** APC will apply procedural fairness to their decision making. Procedural fairness is concerned with the procedures used by APC, rather than the actual outcome reached. It requires that a fair and proper procedure be used when making a decision related to an

academic issue or complaint. APC will follow a fair procedure as outlined below to support in general terms APC to reach a fair and correct decision.

## **Obligations and Responsibilities:**

The Quality Practice Coordinator operates under the authority and delegation of the Chief Executive Officer to support adherence to the Academic Integrity Policy.

Australian Paramedical College is proactive in ensuring that trainer/assessors and students are aware of their obligations in relation to Academic Integrity and the consequences for the same.

Australian Paramedical College personnel will:

- Apply fair and proper decision-making procedures when making decisions relating to Academic Integrity.
- Comply with the current legislation relating to academic integrity and demonstrate compliance through developed Quality Practice policies, processes and research information for all stakeholder access.
- Ensure a systematic process is in place to determine breach and outcomes relating to academic integrity.
- Provide systematic access and information for educators, students and stakeholders related to academic integrity. That is, what it is, how it occurs, and how the Australian Paramedical College manages and addresses the consequences not adhering to the same.
- Maintain and review the quality practice policies and procedures to support compliance and academic integrity information.
- Actively and systematically address identified or reported breaches of academic misconduct by educators and/or employees and students.

## **Trainer/Assessor Responsibilities and Obligations:**

APC Trainer/Assessors are required to develop and maintain their knowledge of the relevant legislation and policies concerning academic misconduct and inclusive of but not limited to the following:

- Comply with the legislation and policy relating to academic misconduct and demonstrate compliance through their own activities and actions.
- Provide information to students regarding their obligations and potential ramifications in relation to plagiarism, legislation and policy.
- Be diligent in the detection of academic misconduct and plagiarism.
- Ensure that participants have information regarding obligations and requirements relating to academic misconduct.
- Ensure participants are aware of the requirements to their own assessments and where working with or independently of other participants.



- In the assessment process identifying suspected plagiarism and/or cheating and provide the student with a formal letter of warning identifying justification and referencing the areas of Academic Fraud.

## **Student obligations and responsibilities:**

- To read, understand and comply with information and obligations relating to the APC code of conduct, academic integrity, (e.g. cheating, plagiarism) and related policies.
- Apply suitable referencing (a genuine attempt to support referencing).
- Appropriately acknowledge work that has been sourced from others.
- Take reasonable steps to avoid work being reproduced by other participants.
- Respond in writing, where relevant via the appeal process to any notification of Academic Fraud where the allegation is unjustified.

## **Academic Fraud**

Students enrolled with APC commit to their studies and must maintain acceptable behavior that is consistent with APC's Student Code of Conduct and related policies, inclusive of integrity and honesty, specifically in their assessment practices.

APC will act on inappropriate academic conduct by students where they do not uphold the principles of academic integrity and honesty, and where they misrepresent assessment responses, resulting in academic fraud.

APC will act appropriately, consistently, and fairly to address any allegations and/or substantiated cases of academic fraud.

All students have the option to have a decision reviewed and/or may appeal a decision/notification.

Where the allegation is upheld, the student may be subject to penalties in accordance with the severity of the misconduct and number of repeat offences.

Students under investigation for academic fraud (inclusive of plagiarism and/or cheating)

*may not* be eligible for the following, in consideration of the severity of the issue and until the issue is resolved.

- Participation in Training and assessment activity
- Receive a qualification or course transcript.
- Attend a clinical placement workshop.
- Participate in clinical placement.

APC will focus on deterring academic fraud whether minor or substantial.

APC will inform students of the need for academic integrity and honesty and assist students to

identify appropriate practices and adopt approaches to prevent academic misconduct.

## Action and Penalties

### Assessment Plagiarism and/or Cheating

Where an assessor has confirmed through the assessment method that a student's submission is found to contain plagiarism and /or cheating the assessor will provide the student with a warning letter identifying evidences to support the allegation to the student. On receipt and within 10 working days the student may request a review and or appeal of the decision via the formal review and appeal process.

Where confirmation other additional academic misconduct has occurred pertaining to a student and/or where a formal allegation is received related to a student's academic misconduct, and/or where an appeal for academic misconduct has been submitted, the Quality Practice Coordinator will:

- Investigate the issue and gather facts pertaining to the academic issue;
- Notify the student in writing, by email (as per address held by APC) of the alleged issue;
- Provide details of the alleged incident/decision or action required;
- Provide justification for the decision/action required.
- Advised all stakeholders of outcomes

An appropriate course of action for submitted assessments identified as areas of concern and containing suspected academic issues include, but is not limited to;

1. Where plagiarism and/or cheating has been identified by an APC assessor within an assessment item, the assessor must deem the assessment as Not Yet Satisfactory (NYS) and must provide the student with an Academic Integrity letter via the Learning Platform to:
  - a. Participate in additional assessment activities (e.g. competency conversations) with the assessor to determine understanding and to clarify knowledge relating to the assessment outcomes.
  - b. Re-submit the assessment item that must meet referencing requirements and other conventions and standards.
  - c. Require the student to submit a replacement assessment item meeting the requirement.
  - d. Resubmit any other relevant assessment tasks, that may be considered to also contain academic concerns, with a requirement that the student must satisfactorily achieve the outcomes for the assessment task.

2. Where academic concerns are recurring following the notification of the first occurrence, the student may be subject to automatic withdrawal from studies/enrolment in a course with APC. The student will be notified in writing where this occurs, and the following appeals options are available.

## Appeals and Review of Decisions

In support of APC's application of procedural fairness, 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 Quality Practice Coordinator, within 10 working days from the date of notification of the offence and the Quality Practice Coordinator's written decision.

Within 10 working days of lodgment of an appeal form, the Quality Practice Coordinator acknowledges receipt of the form advising the timeframe for reviewing the decision and commences the review of all relevant material.

The Quality Practice Coordinator, Manager Trainer and Assessor, and one other senior member of APC Management Team will review the appeal to determine an outcome.

Within 20 days of lodgment of the Appeals Form the Quality Practice Coordinator will provide written advice to the student on the final decision from the review of the appeal.

## 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:

- That the student considers there is evidence that the initial determination (decision) made was made in breach of procedural fairness;
- That the student does not agree that the allegation is correct;
- That the student considers that there is now substantial new evidence relating to the original allegation of academic misconduct, which was not previously available;
- That the student considers that the penalty imposed was too severe.

The Quality Practice Coordinator may determine that given the evidence there is no valid grounds for appeal, and that the appeal will therefore not be reviewed.

## Student Support

Students applying for an appeal and the review of a decision are advised that assistance, processes, forms, and advice can be sought from the Student Success Team and/or the Quality Practice Coordinator.

## Variations to Timeframes

While allegations of academic misconduct will be considered by APC as promptly as possible, the timeframes contained in these guidelines are indicative and may be affected by several factors, including availability of trainer/assessors and the need for an APC representative and/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.

## Review

This policy is to be reviewed annually and/or in the following instances:

- a. Policy and Guidelines Change;
- b. Changes to legislation or related Standards;
- c. Recommendations or guidance from ASQA
- d. Under the direction of the CEO

## Authority

The authority for the issue of this instruction is CEO and/or the QPC as the Delegate of the CEO

## Peter Evans

Chief Executive Officer



01 Apr 2019

Version	Purpose/amendments	Issued
V1.1_17	Initial implementation	12 Dec 2017
V1.2_18	Annual review and minor changes	07 Jan 2019
V1.3_19	Minor amendments	01 Apr 2019