



ACADEMIC INTEGRITY POLICY

AUSTRALIAN PARAMEDICAL COLLEGE RTO 32513

Introduction

Academic Integrity is taken very seriously at Australian Paramedical College (APC). The below policy outlines the expectations of APC students and any breaches of this will be handled appropriately as outlined below.

Definitions

Trainer/Assessor refers to the trainer, assessor or facilitator for study with APC.

Student refers to a person who is officially enrolled with the APC for the purpose of study.

Academic integrity refers to the students and APC staff upholding ethical standards in all aspects of training and assessment, inclusive of learning, training, assessment, and placement activities. This involves acting with the principles of honesty, fairness, trust, responsibility and requires respect for learning and its development.

Academic Fraud

Academic fraud is involvement in any of the below acts, which are prohibited by students enrolled with APC:

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 at 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 reach a fair and correct decision for theoretical and practical components of the enrolled course.

During the clinical intensive workshops, students will be grouped and removed from any assessment scenarios taking place they are not participating in. This ensures no disadvantage or additional preparation for students participating in assessment at a later session or date.

Responsibilities and Obligations

The Quality Practice Manager, Trainers and Assessors operate under the authority and delegation of the Chief Executive Officer to support adherence to the Academic Integrity Policy.

APC ensures that staff and students are aware of their obligations and consequences regarding Academic Integrity:

- 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 systematic processes to determine breaches and outcomes relating to academic misconduct and fraud.
- Provide systematic access and information for trainers, assessors, students and stakeholders related to academic integrity (what it is, how it occurs, how APC manages not adhering to the same).
- Maintain and review policies and procedures to support compliance and academic integrity information.
- Actively and systematically address identified or reported breaches of academic misconduct with relevant employees and the participants.

Trainer/Assessor Responsibilities and Obligations

- Comply with legislation and policies relating to academic misconduct, demonstrating compliance through their own activities and actions.
- Provide information to students regarding their obligations and potential ramifications regarding academic integrity, legislation and policy.
- Diligence in the detection of academic misconduct and fraud.
- Ensure that participants have information regarding obligations and requirements relating to academic misconduct and fraud.
- Ensure participants are aware of the requirements regarding their assessments where working with others or independently.
- In the event of identified plagiarism and/or cheating, provide the student with a formal letter of warning, identifying justification and reference to academic misconduct and fraud.

Student Responsibilities and Obligations

- To read, understand and comply with information and obligations relating to the APC academic integrity 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.

Action and Penalties

APC will address inappropriate academic misconduct and fraud with students where they do not uphold the principles of academic integrity appropriately, consistently, and fairly to address any allegations and/or substantiated cases of academic misconduct and fraud.

Where an academic fraud allegation is supported, the student will be subject to penalties in accordance with the severity of the misconduct and number of repeat offences.

Students under investigation for academic misconduct and fraud 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 activities
- Issuance of qualifications/outcomes
- Clinical Workshop attendance
- Clinical Placement attendance

APC will deter academic misconduct and fraud whether minor or substantial by informing students of the need for academic integrity, assisting students to identify and adopt alternate practices to prevent academic misconduct.

Where an assessor has confirmed that an assessment submission involves academic misconduct and fraud, the assessor will provide the student with a letter identifying areas of concern, inclusive of evidences to support the allegation.

Where potential academic misconduct and fraud has occurred pertaining to a student the Quality Practice Manager and Training and Assessment Manager will:

- Investigate the issue and gather facts pertaining to the academic issue
- Notify the student in writing of possible alleged misconduct and fraud
- Provide details of the misconduct and fraud, inclusive of the decision and action required
- Provide justification for the decision and/or action required.
- Advised all stakeholders of outcomes

Notification Process

Where academic fraud has been identified within an assessment item, an assessor will deem the assessment task as Not Yet Satisfactory (NYS) and must provide the student with an Academic Integrity warning letter outlining the rectification required:

- a. Re-submit the assessment item(s) to meet referencing requirements and comply with APC's academic integrity policy.
- b. Submit a new assessment if requested to meet referencing requirements to comply with APC's academic integrity policy.
- c. Resubmit any additional assessment tasks that may contain academic misconduct as requested.

APC will provide the below four (4) warnings to students who do not comply with this policy, dependant on the severity of the misconduct and fraud.

Academic Integrity Warnings

Warning 1:

Student will be required to rework the assessment and resubmit using their own words and/or providing references where required.

Warning 2:

Student will receive notification of misconduct and their course will be suspended for a period of 1-3 months depending on the severity. During this timeframe, students cannot participate in assessment tasks or clinical workshops.

Warning 3:

Student will be withdrawn from the unit(s) and required to re-enrol. Students must resubmit all assessment tasks associated with the specified unit(s) and will incur unit fee.

Warning 4:

Student will be withdrawn from their study with Australian Paramedical College and will not be permitted to re-enrol.

Appeals and Review of Decisions

All students have the option to make an appeal and/or have a decision reviewed.

In support of APC's application of procedural fairness, a student found to have engaged in academic misconduct or fraud may appeal a decision by completing an appeal form and attaching copies of all documentation relevant to the decision/appeal.

The student must ensure that any appeal with supporting evidence is submitted via email to compliance@apcollege.edu.au within ten (10) working days from the date the outcome was received by the student.

Once received, the Quality Practice Manager will acknowledge receipt of the form, advising the timeframe for reviewing the decision of all relevant material. The Quality Practice Manager, Training and Assessment Manager and an alternate trainer and assessor will review the appeal to determine an outcome. Once an outcome is determined based on the appeal, the Quality Practice Manager will inform the student on the final decision as a result 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 template:

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

Review

This policy is reviewed annually or when appropriate changes are required.

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
V1.3_19	Annual review	12 Apr 2020
V2.0_20	Required amendments	20 Jul 2020
V2.1_21	Minor amendments	06 Apr 2021