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## **Academic Integrity Policy**

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# Academic Integrity Policy

## Policy Statement

This policy outlines Governance Institute of Australia's principles, policy and responsibilities with regard to academic integrity; and how breaches of academic integrity (known as academic misconduct) are managed at Governance Institute of Australia, under the branding of Governance Academy.

## Overview

1. To outline Governance Institute's academic integrity principles, and policy; and the responsibilities of the Institute's governing bodies, management, academic contractors, and students in maintaining a high level of academic integrity across all of the Institute's academic activities; and
2. To ensure breaches of academic integrity, known as academic misconduct, are understood by students and academic staff and contractors as serious offences; are reported promptly by academic staff/contractors; are investigated with reference to this policy; and outcomes (including penalties) advised to affected students with regard to fairness and proportionality without diminishing their seriousness.

## Definitions

3. For the purpose of this policy:
  - **Academic integrity:** The expectation that academic contractors, staff and students, and all members of the academic community act with honesty, trust, fairness, respect and responsibility in all academic activities and assessments. Breaching academic integrity is also known as academic misconduct, as defined below in this policy.
  - **Academic misconduct:** is a breach of academic integrity by an academic contractor, or student that includes collusion, engaging in contract cheating, inappropriate use of artificial intelligence (AI), plagiarism, self-plagiarism, or cheating in examinations or other assessable work.

- **Allegation:** a matter relating to academic misconduct reported against an academic contractor or student of the Institute that has not yet been investigated to determine if the allegation is upheld or dismissed.
- **AI (Artificial Intelligence)** means online software and/or chatbots that can quickly provide information and/or that may have capacity to resolve a question posed by the user. The use of generative artificial intelligence for content production in assessments is only permitted where the type of use is stipulated in the subject assessment *and* is acknowledged in accordance with the *Referencing Styles Policy* and *Referencing Guide*.
- **AIGC:** means Artificial Intelligence-generated Content, which refers to the use of AI to automate the information creation process while fulfilling the personalised requirements of users. AIGC must not be used to generate academic work that a student then claims as their own intellectual property.
- **Collusion:** A student working with another student/s or person/s external to the Institute who partially or fully develop an assessment that the student submits and declares is their own work.
- **Contract cheating:** when a student outsources their assessments for completion to a third party, whether that is a commercial or any other type of provider.
- **Plagiarism:** occurs in a student's work when the student submits work in which ideas, words or other work are taken from a source, for example, a website or computer program (includes the unapproved use of generative artificial intelligence), another student's essay or presentation, a book or journal article, a lecture, 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.
- **Proctoring:** is another word for online examination invigilation. It utilises software that allows students to take their online examinations in a location of their choice, which is invigilated through their device's camera and use of screen share during the examination.
- **Self-plagiarism:** when a student resubmits academic work they completed previously for another assessment item and declares that the academic work has not been submitted for any other assessment item at the Institute or any other education provider.

- **Text-matching software:** software used that compares students submitted academic work that is electronically submitted against a database of documents.

## **Part A — Principles and Policy**

4. The meaning of academic integrity is as defined in the “Definitions” of this policy.
5. Academic Integrity is considered a fundamental academic value to be embedded in all academic activities undertaken by academic staff / contractors and students.
6. The Governance Institute Board, Academic Board, Governance Institute staff, academic staff/contractors and students are accountable for upholding academic integrity.
7. This policy applies to Governance Institute staff and academic staff/contractors engaged to provide teaching and other academic services to the Institute; and to students enrolled in Governance Institute award courses.
8. As an Institute of Higher Education, Governance Institute is committed to upholding the highest standards of academic integrity, which is integral for the quality of its education, and the reputation of its courses and graduates.
9. High standards of academic integrity will be maintained through oversight by the Board, and its Academic Board; and operationally, by the General Manager, Education.

## **Part B — Responsibilities: Governance, Management, Academic Contractors and Students**

### **Governance Responsibilities**

10. The Academic Board:
  - a. as a committee of the Board, will advise and update the Board on risks and controls in place, amongst other matters, to assure the Board that academic integrity is appropriately governed and managed;

- b. will be provided annually, or whenever it requests, with a report on academic integrity breaches by students that will include a (deidentified) Register of Academic Misconduct Allegations and Outcomes to monitor breaches of academic integrity (misconduct) and for assurance that current risk controls in relation to breaches and maintenance of an academic integrity culture are effective; and
- c. may engage external experts or consultants to conduct reviews, audits and/or to provide advice or training to academic contractors/students about academic integrity-related matters.

### **Management Responsibilities**

11. The General Manager, Education is responsible for:

- a. embedding a culture to uphold academic integrity across all postgraduate and other non-accredited academic activities that includes the provision of awareness through training and resources for students and academic contractors;
- b. providing training and clear, documented procedures to academic contractors about developments in AI, AIGC, contract cheating and other matters; and the provision of guidelines to detect and report alleged breaches of academic integrity (academic misconduct); in accordance with the Student Academic Misconduct Policy; and
- c. inducting students about academic integrity, publishing related academic support materials and setting formative or summative assessments to assure students' understanding of academic integrity; and methods to select and report breaches of academic integrity, such as use of text matching and examination proctoring software and other methods to protect academic integrity and the reputation of its courses.

### **Academic Staff/Contractors' Responsibilities**

12. Academic staff/contractors are responsible for:

- a. attending induction and briefing sessions to remain informed of Governance Institute's internal policies, guidelines and procedures relating to academic integrity and of their own responsibilities in this regard;
- b. ensuring their own scholarly activities maintain the highest levels of academic integrity and reflect the good standing of Governance Institute;
- c. reporting allegations of student academic misconduct promptly in accordance with the Student Academic Misconduct Policy;
- d. remaining abreast of developments and AI, AICG and related technologies; and
- e. understanding that compliance with this policy is a condition of employment / engagement as an academic staff / contractor with Governance Institute.

## **Students' Responsibilities**

13. The responsibilities of students include:

- a. attending student orientation sessions that include content on academic integrity and students' responsibilities in this regard;
- b. completing all modules or assessment items relating to academic integrity by the prescribed deadlines;
- c. taking academic integrity and any allegations of academic misconduct seriously, and understanding that as potential graduates of Governance Institute, they are required to demonstrate a high level of academic skill and personal integrity;
- d. understanding that contract cheating sites are extortionate and may attempt to blackmail them prior to or after graduation from Governance Institute;
- e. understanding that Governance Institute (the Academic Board) has the right to permanently rescind their qualification, if it is determined that the student committed a substantial breach of academic integrity while enrolled in their award course at Governance Institute; and

- f. cooperating and being truthful in any allegations of academic misconduct made against them.

## Related Documents

- Governance Institute of Australia Assessment Policy
- Governance Institute of Australia Examinations Policy
- Governance Institute of Australia Graduation and Awards Policy.
- Governance Institute of Australia Progression and Unsatisfactory Academic Progress Policy
- Governance Institute of Australia Online Learning Policy
- Governance Institute of Australia Referencing Styles
- Governance Institute of Australia Student Academic Misconduct Policy
- Governance Institute of Australia Student Code of Conduct and Non-Academic Misconduct Policy

## External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth)

## Version History

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\*\*\*\*\*END OF POLICY\*\*\*\*\*