

### **What is Academic Integrity?**

Academic Integrity involves undertaking academic activity in a manner which ensures that information and ideas are generated and communicated with honesty, trust, fairness, respect, and responsibility.

### **What are the principles of Academic Integrity at Avondale?**

Academic Integrity is core to learning, teaching and research at Avondale University. Avondale aims to embed a culture of personal, academic, and professional integrity throughout all areas of the University's activities and will guide students towards the achievement of this goal.

All allegations of Academic Misconduct will be taken seriously and may lead to disciplinary action. All allegations will be dealt with fairly, consistently, transparently and in a timely manner and all investigations will be undertaken in a way which ensures procedural fairness.

A full list of the principles of academic integrity is available in Section 4 of the [Academic Integrity Policy](#).

### **What are my responsibilities as a student?**

A full list of student responsibilities with respect to academic integrity is available in Section 5.5 of the [Academic Integrity Policy](#). These are that all students will:

- a) undertake learning and assessment tasks in a responsible, honest and conscientious manner in accordance with the [Student Charter](#);
- b) uphold the principles of Academic Integrity;
- c) actively engage in learning activities and utilise educative resources provided by Avondale including completion of the online Academic Integrity Module (AIM);
- d) acquire a clear understanding of the expectations and requirements of Avondale and their Discipline with respect to Academic Integrity;
- e) comply with assessment instructions, and the expected standards of Academic Integrity including:
  - i. individually undertaking all work and assessment and other requirements for a unit and course; or
  - ii. ensuring that they contribute fairly to the formulation of ideas and conclusions within designated group work, and acknowledge the group and independent work of each student in accordance with the assessment requirements;
- f) acknowledge the ideas, designs, words and work of others, using the required referencing system described in the Unit Outline;
- g) seek support or clarification, if necessary, to understand assessment and Academic Integrity requirements;

- h) complete an Academic Integrity declaration as part of an online submission or an assessment cover page for all assessment items except for assessments completed and submitted in class. This declaration states that the work is the student's own and that all cited works have been acknowledged and referenced. Assessment tasks that are not accompanied by an Academic Integrity declaration will not receive a mark until the declaration is submitted;
- i) submit all text-based assessment items via Turnitin, a similarity-detection software, unless this requirement is waived by the School Committee; and
- j) avoid sharing assessments, directly or indirectly, with other students (wherever those students are studying) where it could be reasonably foreseen by the student that their work could be used dishonestly.

## **What is Poor Academic Practice?**

Any work that you have submitted that does not meet academic integrity requirements may be determined to be Poor Academic Practice if it is found that:

- you have not understood Avondale's scholarly expectations regarding referencing and paraphrasing
- the error was unintentional
- you have not attempted to hide or disguise your failure to meet Avondale's referencing expectations
- any advantage that you may have gained would not have been significant
- it is your first offence of Poor Academic Practice.

Otherwise, your failure to meet the Academic Integrity requirements may be considered Academic Misconduct.

Poor referencing will normally only result in a determination of Poor Academic Practice once and any repetition of the same or similar behaviour may be found to be a breach of Academic Integrity with possible serious consequences.

## **What are the steps that I can take to avoid Poor Academic Practice?**

### [Academic Integrity Module \(AIM\)](#)

Avondale's Academic Integrity Module (AIM) helps develop knowledge and skills regarding good academic practice. Some of the principles covered include:

- Understanding academic integrity and its importance
- Ethical scholarship behaviours
- Unethical academic scholarship or academic misconduct
- Rights and responsibilities as a student at Avondale

This online module is compulsory for new students and must be completed within the first two weeks of commencing your course. Failing to complete this unit may prevent you from accessing assignment information and may incur other penalties, such as blocking the release of your semester grades.

It is recommended that you commence and complete this unit as soon as you have enrolled in your units and have access to Avondale's learning management system, Moodle. The module will take approximately 1 hour to complete and ends with a Final Quiz. You will need to achieve 100% to pass AIM and receive your Certificate of Completion. You may re-attempt the Final Quiz as many times as necessary to achieve this outcome.

Once you have completed AIM, you will gain access to your course content. If access is not provided immediately, please log out of Moodle and log back in to refresh your access. Completion of this module will provide you with the framework for contributing to a culture of integrity at Avondale and help empower you to thrive as a student here.

If you have any questions about AIM, please contact library staff, who are very happy to assist you.

## Academic Support Services

Avondale Libraries offers a range of academic support services to help students develop good practices in maintaining academic integrity.

These services can be accessed via the [library webpage](#) or the [Academic Support Hub](#), and include:

- Tutoring Service
- Librarian Help & Referencing Assistance
- Studiosity
- Online resources

## What happens if I am found guilty of Poor Academic Practice?

If it is the first time that you have been found guilty:

- a) the Faculty Officer/Campus Manager will email you normally stating that you must follow instructions from the Library for Educative Assistance by a specific date;
- b) if you do not undertake the required Educative Assistance program (which may include but is not limited to AIM2Improve) prior to the specified date, you will then be informed by email of the consequences which may include an encumbrance or restriction being applied to your record which may prevent the release of your assessment item marks or unit grades/marks or include other limitations including re-enrolment.

If it is a second or subsequent time, the case will be treated as suspected Academic Misconduct.

## What is Academic Misconduct?

Academic Misconduct is any conduct whether undertaken intentionally or unintentionally that attempts or succeeds to obtain an unfair academic advantage for the student, or an unfair academic advantage or disadvantage for another student.

Types of Academic Misconduct conduct include, but are not limited to:

- plagiarism
- self-plagiarism
- contract cheating
- collusion
- cheating

- impersonation
- fabrication and falsification
- misrepresentation
- file sharing

Descriptions of each of these types of misconduct are included under the Glossary at the end of this Guideline.

### **What are the steps that I can take to avoid Academic Misconduct?**

If a student feels they are at risk of academic misconduct, they should discuss their concerns with a relevant academic staff member, review the [Academic Integrity LibGuide](#) and seek educative assistance from the [academic support services](#) available to them.

#### [AIM2 Improve](#)

AIM2 Improve is a remedial version of AIM for students who require more assistance with referencing, or who are found to have plagiarism issues.

AIM2 Improve provides information on:

- Referencing
- Academic integrity including plagiarism

### **Are there different levels of Academic Misconduct?**

There are two different levels of Academic Misconduct.

#### **Level 1 Academic Misconduct**

A second or subsequent instance of Poor Academic Practice will be classified as Level 1 Academic Misconduct.

Level 1 Academic Misconduct also includes other misconduct that would not meet the criteria for a Level 2 breach. It may include, but is not limited to, plagiarism, self-plagiarism, or collusion.

Level 1 Academic Misconduct cannot be explained by inexperience or a lack of knowledge regarding Academic Integrity.

#### **Level 2 Academic Misconduct**

Level 2 Academic Misconduct is a more serious breach of Academic Integrity than Level 1 Academic Misconduct. Contract cheating or any misconduct in examinations will always be investigated as alleged Level 2 Academic Misconduct. Level 2 Academic Misconduct may also include, but is not limited to, cheating in any form of assessment, falsification of a document, plagiarism of large sections of an assessment task or where there is evidence of a deliberate intention to disguise any misconduct.

A second or subsequent incidence of any Level 1 breach may be considered to be Level 2 Academic Misconduct.

### **What is the Academic Integrity Declaration?**

When submitting any assessment item, students are required to make a declaration of academic integrity as part of the submission process. For hard copy or non-text-based assessment items, a cover page must be signed and attached to the submission.

The declaration will state:

#### **ACADEMIC INTEGRITY DECLARATION**

By checking the box below: I certify that this assessment item is my own work and is free from any form of academic misconduct. I understand that the assessment item may be checked for plagiarism by electronic or other means and may be transferred and stored in a database for the purposes of data- matching to help detect plagiarism. The assessment item has not previously been submitted in any other unit or to any other institution.

Agree

### **What is Turnitin?**

Turnitin is a web-based tool through which text-based assessment items must be submitted to complete a text-matching service. The software compares the submitted work against various sources including the Internet, published works and previous submissions.

### **What happens if the marker suspects Academic Misconduct?**

The student will be notified in writing of the nature of the allegation and provided with a summary of the evidence. The student will be informed that they are required to attend a meeting of the School Investigative Committee, normally giving at least five working days' notice of the date, time and place of the meeting and the names of the staff who will be in attendance. The student will be given the option to be accompanied by a Support Person.

Further details of the process are included in Sections 10, 11 and 12 of the [Academic Misconduct Procedure](#) .

### **What happens if I am found guilty of Academic Misconduct?**

A penalty may be imposed (refer below) and all findings of Academic Misconduct or Poor Academic Practice will be added to:

- a) the Student Management System; and
- b) the relevant Register of Academic Misconduct held by the Faculty Officer or Campus Manager.

### **What are the penalties for Academic Misconduct?**

Where a student is found to have committed Academic Misconduct, one or more of the following penalties may be imposed:

- a) by the School Investigative Committee or the Academic Disciplinary Committee for Level 1 Misconduct:

- i. a decrease in the mark for the assessment item;
  - ii. failure in the assessment item;
  - iii. a mark of zero for the assessment item;
  - iv. a requirement that the student write a reflection on the act of Academic Misconduct; or
  - v. a requirement that the student undertake Educative Assistance.
- b) by the Academic Disciplinary Committee for Level 2 Misconduct:
  - i. any of the penalties available for Level 1 Misconduct;
  - ii. failure of the unit: or
  - iii. imposition of limitations on the number of units in which the student may enrol in future semesters.
- c) by the Provost on the recommendation of the Academic Disciplinary Committee for Level 2 Misconduct:
  - i. any of the penalties available to the Academic Disciplinary Committee for Level 2 Misconduct;
  - ii. suspension from Avondale for a specific period of time; or
  - iii. exclusion from Avondale.

## **What are the rules regarding group projects?**

Students may be required to work cooperatively with other students in group work activities to explore the concepts later required for submission as assessment items. In such cases, it is acknowledged that the ideas may be similar, but from these initial ideas, students must develop their own independent work.

Students who have worked collaboratively in a group must acknowledge the other members of the group and indicate this on the cover page of the assessment item. The cover page should include an acknowledgement of the names of the other group members.

Alternatively, students may be required to work together and submit an assessment item that represents the work of the group. In these cases, the assessment item is submitted as a joint assessment item. Usually only one copy of the assessment item should be submitted, and the assessment item should include the names of both/all contributors. Unless the Unit Information states otherwise, a single mark will be awarded, and an identical mark will be recorded for all contributors.

Students who work on group projects and incorrectly ascribe authorship, other than in the ways indicated above, will be suspected of Academic Misconduct. This may involve either an individual student or several or all of the group members.

## **Can I appeal against a finding of Poor Academic Practice or Academic Misconduct?**

Yes, a student who is dissatisfied with the process undertaken to resolve an allegation of Academic Misconduct or the outcome determined following an investigation should refer to the [Appeal Procedure \(Academic\)](#).

## **Where can I find more information?**

Full details regarding Academic Integrity and Academic Misconduct are available in [the Academic Integrity Policy](#) and the [Academic Misconduct Procedure](#).

In addition, any academic staff member or member of the Library staff will be very willing to answer any questions that you might have.

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# GLOSSARY

## Academic Misconduct includes, but is not limited to:

### 1. Plagiarism

Submitting work that is not your own without acknowledging, citing or referencing the original source of the work, is known as plagiarism. It doesn't matter whether you do this accidentally or on purpose, whether you change the words to make them your own or simply copy and paste. When you are using another person's thoughts and ideas, you must reference the source material.

Plagiarism includes but is not limited to the following:

- copying another person's work in whole or in part, without acknowledgement, even with that person's knowledge or consent.
- paraphrasing another person's work and/or ideas without referencing the source.
- piecing together work of others and representing them as original work.
- submitting as one's own work all or part of another student's work .
- presenting other people's ideas, designs, codes or images as your own work.
- reproducing provided lecture notes or materials without acknowledgement.
- using any work generated by an artificial intelligence (AI) tool in an assessment unless expressly permitted to do so and with proper acknowledgement. This includes but is not limited to assignments, essays, exam papers, research papers, creative projects or data.

In cases where direct extracts are presented without quotation marks, it is not sufficient to merely acknowledge the source.

'Work' includes, but is not limited to, ideas, interpretations, words or creative works such as works in print and electronic media, published and unpublished documents, designs, music, sounds, images, photographs, computer codes or ideas gained through working in a team.

### 2. Self-plagiarism

Recycling involves submitting (or resubmitting) work that has already been assessed, without your lecturer's permission. For example, submitting a report that you were graded on in a first-year class as part of your work in a third-year class. If you want to build on your previous work, you should discuss this first with your lecturer.

### 3. Contract cheating

Contract cheating involves getting someone else to complete part or all of your work and then submitting the work as if you had completed it yourself.

Contract cheating includes:

- work acquired from a commercial service, whether pre-written or specifically prepared for you.
- asking someone else to write an essay, report or some other kind of assignment, which is sometimes referred to as 'ghost-writing'. This may be a friend, family member, fellow student, Avondale staff member or anyone else.
- work generated by an algorithm, computer generator or other artificial intelligence source such as GenAI if it is not properly acknowledged.



It is considered to be contract cheating:

- whether you pay for the work to be done or not.
- if it is all of the assignment or just part of it.
- if you edit the work yourself, but it is largely the work of another person or source.

Contract cheating is illegal and may also expose you to risk of blackmail by the person from whom you obtained the work. It is a very serious form of academic misconduct and penalties can be severe.

#### **4. Collusion**

Collusion involves unauthorised cooperation with one or more other students to complete any assessable work. This is different to working on an assessment task that is set by your lecturer as a group assignment.

Examples of collusion include:

- working with someone else or with a group to write an essay or report that is meant to be an individual piece of work.
- allowing others to copy your work or share an answer to an assessment task.
- allowing someone else to write or substantially edit your work.
- writing or substantially editing work for another student .
- copying the work or notes of another person, with or without changes, and with or without their permission.

You should also never share your work with others as there is a risk the person you share it with could upload it to an illegal commercial cheating service or circulate it to others which could lead to you facing an allegation of misconduct.

Unless otherwise stated in the Unit Outline, you can have another person or entity proofread your work. Acceptable proofreading is the process of identifying errors and suggesting corrections to spelling and grammar. However, proofreading by another person or entity does not include the following actions, and these may be considered to be collusion:

- rewriting passages of text in order to clarify meaning.
- changing the words you wrote.
- rearranging or reformatting text, code or other material.
- adding material or references to the original work; or
- checking calculations or formulas.

#### **5. Cheating**

Cheating may occur in exams and other assessable tasks such as tests, quizzes, practical evaluations or other assessment formats, whether undertaken in person or online.

It includes:

- speaking to other candidates or communicating with them by any means whatsoever.
- copying or attempting to copy from another student.
- bringing in prohibited items, such as unapproved calculators, textbooks or phones.
- using any unauthorized electronic or mechanical device during the assessment.

- writing 'cheat notes' on your body or materials you take into the room.
- leaving 'cheat notes' or other reference material in a bathroom or other place outside the venue with the intention of accessing it during the time of the assessable task.
- communicating with anyone outside the venue during the assessment.
- failing to comply with an instruction by the supervisor.
- behaving in a manner that compromises the integrity of the assessment process.
- recording, transmitting or disseminating questions and/or answers to yourself or another person.
- where individual work is required, making available or receiving notes, papers or answers related to the content of an examination or assignment (in whatever form) to or from others, without permission.
- removing or endeavouring to remove from the session any question or answer paper, or other material which is the property of the University, unless authorised by the supervisor.
- drawing or writing on materials, other than on the papers provided.
- acquiring, attempting to acquire, possessing, or distributing examination materials and information without the authorisation of the appropriate officer.

## **6. Impersonation**

Assuming the identity of another person or allowing an individual to assume your own identity for the purpose of completing or attempting to complete an assessment task or unit requirement.

## **7. Fabrication and Falsification**

Fabrication involves making up information for research-focused assessment tasks, such as experimental or interview data. It can also include inventing sources of data, evidence or ideas by citing publications that are incorrect or that simply don't exist.

Falsification involves changing such information.

## **8. Misrepresentation**

Acting or assisting another person to act dishonestly with respect to an assessment task. This includes but is not limited to providing false or misleading information or failing to disclose relevant information. Depending on the situation, this misconduct may also be subject to the Student Misconduct Procedure (Non-Academic).

Examples of misrepresentation include information regarding:

- attendance or participation in practical, performance or professional learning and assessment activities;
- attendance and or participation in other learning activities
- any other falsified documents, reports or medical certificates including fitness for placement documents
- inclusion of citations to non-existent or incorrect sources
- falsified or manipulated text matching software reports
- word count declarations
- or any other document, report or certificate.

Forged signatures of teaching or professional staff or placement supervisors, or other forms of authorisation would also be considered to be misrepresentation.

## **9. File sharing**

Any action that supports illegal contract cheating services. This includes uploading completed assessment tasks or teaching materials such as, but not limited to, practice exams, lecture slides or assignment questions.

*This information has been in part drawn from material published by TEQSA and numerous universities. We gratefully acknowledge this work.*