



HE Academic Integrity and Academic Misconduct Policy

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Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Academic Integrity and Academic Misconduct Procedure ➤ Assessment and Moderation Policy and Procedure ➤ Code of Conduct ➤ Diversity and Equity Policy ➤ Freedom of Intellectual Inquiry Policy ➤ Staff Complaints Policy and Procedure ➤ Student Complaints and Appeals Policy and Procedure 		

Academic Integrity and Academic Misconduct Policy

Purpose

This Policy outlines how Lyons College defines Academic Integrity, how Lyons College will promote and uphold Academic and Research Integrity and how Lyons College will deal with allegations and incidences of breaches of Academic Integrity including Academic Misconduct.

Scope

All Lyons students and staff with respect to:

- All type of assessments such as assignments, tests, exams, activities
- Research materials related for submission of publication

Definitions

Academic Integrity means pursuing academic endeavours in an honest and ethical manner, ensuring that information, theories, written text and ideas that are not original are acknowledged and referenced correctly. Lyons College has broadened the meaning of Academic Integrity to include ‘a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action’ (International Centre for Academic Integrity, 2014).

Artificial Intelligence means the capacity of Generative Artificial Intelligence (GenAI) software (such as ChatGPT) used to perform tasks or produce human-like output from large collection of data.

Academic Misconduct means a breach of Academic Integrity. This includes pursuing academic endeavours in a dishonest and unethical manner, with the intention of circumventing the assessment process and gaining an unfair and unwarranted advantage. Examples of Academic Misconduct include, but are not limited to:

- Assisting another person to engage in Academic Misconduct
- Cheating in exam or test
- Collusion
- Contract Cheating
- Falsifying or fabricating data used in the course of academic endeavours
- “Free riders” in group scenarios and group assessments
- Plagiarism
- Providing falsified or fabricated documents
- Unapproved use of artificial intelligence (AI) tools or software to automatically generate assessments or use proofreading tools which rewrite a student’s assessment that is not their own but is presented as their work.

- Reuse of previous work submitted by students including the student himself/herself.

Academic Staff means all permanent, casual, sessional or contract staff involved in the delivery or assessment of any higher education or VET unit or course of study offered by Lyons College.

Cheating means acting in a dishonest and unethical manner with the intention of violating or breaching the principles of Academic Integrity to gain an unfair advantage. Examples of Cheating include, but is not limited to:

- Contract Cheating;
- Collusion;
- copying or attempting to copy from other students in an exam;
- copying or attempting to copy from another student's assignment or assessment;
- unauthorised communication during an exam, including verbal, non-verbal, electronic or any other communication intended to avoid detection;
- bringing and/or utilising any unauthorised materials, devices or equipment into an exam;
- providing material to other students to present it as a part or whole as their own work;
- receiving material from other students to present it as a part or whole as your own work;
- completing or making a substantial contribution to an assessment for another person or having another person complete or make a substantial contribution to your assessment;
- sitting an exam for another person or having another person sit an exam for you; and
- falsifying data, information or citations in an assessment.

Collusion means assisting or attempting to assist another student to act dishonestly in relation to an assessment or part of an assessment, or not adhering to the regulations set for a specific learning experience, examination, or assessment.

Contract Cheating means a student arrange or attempts to arrange another party including GenAI without acknowledgement to complete or partially complete an assessment on his/her behalf, regardless of whether any payment was involved. Purchasing assessment materials from a third-party and presenting as a student's own work is also illegal.

Falsification means to deliberately misrepresent or forge of existing information or documentation and representing that to be real.

Fabrication means to deliberately create purported or non-existent information or documentation, and the representation of that as actual data.

“Free rider” refers to a student who does not contribute adequately or appropriately when working in a group scenario or on a group assessment. This may create an unfair advantage where the free rider receives marks for work which they have not made an appropriate contribution towards.

Plagiarism is defined in the Oxford dictionary as “*the practice of taking someone else's work or ideas and passing them off as one's own*”. Acts of Plagiarism include:

- not acknowledging or referencing other's work correctly or at all;

- paraphrasing someone else's work where it is obvious that the work is copied;
- paraphrasing and submitting work based on work which has previously been submitted; and
- cutting and pasting from various sources and claiming the work as original.
- Self-plagiarism such as re-use own work in whole or part that has previously been submitted to fulfil the requirement of another unit, or the same unit without acknowledgement and reference.

Research Integrity means an individual or a group of researchers take accountability of fundamental principles of research integrity including honesty, reliability and respect (for colleagues, research participants, etc.) in the pursuit of scholarly and research activities.

Academic Integrity Policy

Under the *Freedom of Intellectual Inquiry Policy*, all Academic Staff and students at Lyons College have a right to engage in free intellectual inquiry. Lyons College encourages Academic Staff and students to actively engage in free intellectual inquiry. However, Lyons College expects that in doing so, all students and Academic Staff conduct themselves in an honest and ethical manner and uphold the principles of Academic Integrity.

Breaches of Academic and Research Integrity and Academic Misconduct have a negative impact on the quality of education and training provided and diminishes the efficacy of the learning environment and student experience. The results of Academic Misconduct could lead to assessment processes being circumvented to unfairly provide advantage.

All staff are expected to promote and uphold the principles of Academic and Research Integrity at all times. Staff must not claim ownership of concepts or ideas of someone else. Where another person's concepts, ideas or work is used in any manner, it must be appropriately acknowledged and referenced.

Lyons College will not tolerate any breaches of Academic and Research Integrity or Academic Misconduct. Any allegations of a breach of Academic or Research Integrity or Academic Misconduct will be recorded in the Academic Misconduct Register and investigated in accordance with the *Academic Integrity and Academic Misconduct Procedure*.

Any findings of a breach of Academic or Research Integrity, Academic Misconduct will result in disciplinary action in accordance with the *Academic Integrity and Academic Misconduct Procedure*.

Principles of Academic Integrity

Lyons College has determined the following Principles of Academic Integrity:

1. All students and staff are expected to act with Academic and Research Integrity.
2. Lyons College will provide information, training and support to inform students of their obligations to act with Academic and Research Integrity.
3. Lyons College believes that generative AI can be used ethically to support academic learning process. The College educating students on achieving maximum learning outcomes using AI technologies, whilst also ensuring both students and staff understand the academic misconduct risks of using AI tools. Some assessments may allow students to incorporate the use of generative AI, however, it must be used with the acknowledgement by referencing the tool in the assessment.
4. Lyons College will provide information, training and support to inform students about breaches of Academic Integrity and Academic Misconduct, and potential disciplinary actions and penalties for findings of such.
5. All staff are expected to promote, uphold and act with Academic and Research Integrity.
6. Lyons College will provide information, training, professional development and support to ensure all staff are aware of their role in promoting, upholding and acting with Academic Integrity.
7. Lyons College will provide information, training, professional development and support to ensure Academic Staff are aware of their role in detecting, dealing with and reporting any allegations or incidences of breaches of Academic and Research Integrity as well as Academic Misconduct.
8. All staff and students are expected to report allegations or incidences of breaches of Academic and Research Integrity as well as Academic Misconduct.
9. All allegations or incidences of breaches of Academic and Research Integrity as well as Academic Misconduct will be recorded in the Academic Misconduct Register.
10. The Board and Academic Board will receive regular reports on allegations or incidences of breaches of Academic and Research Integrity as well as Academic Misconduct, which may include being presented with the Academic Misconduct Register.

Accountabilities for Academic Integrity

Board

- Accountable for assuring itself that the occurrence and nature of allegations or incidences of breaches of Academic Integrity and/or Academic Misconduct are monitored and action is taken to address any underlying causes for both VET and higher education operations.

Academic Board

- Set the institutional guidelines for Lyons College higher education operations to promote principles and practice of Academic Integrity through the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*.
- Develop other strategies to promote Academic Integrity among all higher education staff and students.
- Monitor and have oversight of the implementation of the Policies and Procedures relating to Academic Integrity and Academic Misconduct for higher education.
- Take appropriate action for higher education operations when instances of Academic Misconduct are proven, particularly against Academic Staff found guilty of Academic Misconduct and reporting these to the Board.
- Investigate the underlying causes of Academic Misconduct in higher education operations and take the appropriate action to address the underlying causes and reporting these to the Board.
- Be the ultimate decision making body for higher education Academic Misconduct proceedings in the internal review process under the *Academic Integrity and Academic Misconduct Procedure*.

Learning and Teaching Committee

- Report to the Academic Board (AB) on the implementation of the Policies, Procedures and Frameworks relating to Academic Integrity and Academic Misconduct in higher education.
- Report to the AB any instances where, in higher education operations, Academic Misconduct has been proven, the nature of the Academic Misconduct and what actions were taken.
- Analyse and report to the AB suggestions to the underlying causes of Academic Misconduct within higher education operations.
- Ensure that teaching and learning practices for higher education at Lyons College addresses risks to Academic Integrity.
- Be a decision-making body for Academic Misconduct in the internal review process under the *Academic Integrity and Academic Misconduct Procedure*.
- Oversees, supports and guide scholarly and research activities undertaken in higher education.

Dean

- Promote the principles and practice of Academic Integrity set out in the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* to all higher education staff including higher education Staff and students.
- Ensure that all staff promote the principles and practice of Academic Integrity set out in the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*.
- Maintain the Academic Misconduct Register ensuring that all allegations and incidences of Academic Misconduct in the higher education operations are recorded and reported to the Board through the AB.
- Be an investigating officer and decision maker for Academic Misconduct in higher education operations under the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*.

VET Manager

- Promote the principles and practice of Academic Integrity set out in the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* to all staff including VET Staff and students.
- Ensure that all staff promote the principles and practice of Academic Integrity set out in the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*.
- Maintain the Academic Misconduct Register ensuring that all allegations and incidences Academic Misconduct in VET operations are recorded and reported to the Board through the CEO.

Academic Staff

- Promote the principles and practice of Academic Integrity set out in the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure* to other staff and all students.
- Understand the requirements of the *Academic Integrity Policy* and the *Academic Integrity and Academic Misconduct Procedure* and continually ensuring students are reminded of their obligation in this regard.
- Maintain a high ethical standard when conducting training, teaching and learning, assessments, or conducting or participating in research or scholarly activities.
- Monitor and detect occurrences and allegations of Academic Misconduct for both students and all staff.
- Report any occurrences and allegations of Academic Misconduct to the Dean and/or VET Manager.
- Provide mentoring and guidance to students where there is a concern that they may breach the *Academic Integrity Policy* or be guilty of Academic Misconduct.
- Where appropriate, use text comparison software (such as Turnitin) to detect potential cases of plagiarism and to act on the results in accordance with the *Academic Integrity Policy* and *Academic Integrity and Academic Misconduct Procedure*.
- Lyons staff participating in research activities will be made aware that they are bound by and must adhere to the [*Australian Code for the Responsible Conduct of Research 2018*](#).
- Lyons staff working with human related data will be made aware of the principles specified in the [*National Statement on Ethical Conduct in Human Research \(2023\)*](#).
- Lyons staff will be made aware of the responsibilities and accountabilities to:
 - Develop, adopt or present research data and findings accurately by using various methodologies.
 - Declare any conflict of interests.
 - Ensure the published research findings are honestly and accurately.
 - Provide fair acknowledgement of the research contribution amongst researchers.
 - Report any breaches of Academic and Research Integrity at Lyons in accordance with this policy.

Students

- Uphold the principles of Academic Integrity in the pursuit of their academic endeavours.
- Take responsibility for their own actions and for acting with Academic Integrity.
- Inform themselves of Lyons College's expectations and guidelines for Academic Integrity and Academic Misconduct set out in Policies and Procedures.
- Ask for assistance or guidance when faced with questions or dilemmas concerning Academic Integrity or Academic Misconduct.
- Only submit work which their own, and appropriately referencing and acknowledging the thoughts, ideas, findings and/or work of others.
- Maintain Academic Integrity when their work is shared with others for any reason.
- Ensure that they contribute in an adequate and appropriate way in group situations or on group assessments.
- Report any suspicions or incidences of "free riders" when working in group situations or on group assessments.
- Report any suspected allegations or incidences Academic Misconduct to Staff.
- Provide honest feedback when completing Peer Evaluation Forms, particularly when there may be issues related to other students who are "free riding".
- Provide feedback and suggestions to Staff on ways to better promote and enhance students' understanding of Academic Integrity and Academic Misconduct.