



Academic Integrity Policy

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DEFINITIONS

OVERVIEW

Academic Integrity is ‘the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner’.¹ Academic Integrity has also been defined as acting with the values of honesty, trust, fairness, respect, responsibility and courage in learning.² Academic Integrity is a core value of the University of Adelaide. The University is committed to upholding the highest standard of Academic Integrity across its community. To this end, the University supports students and staff to develop Academic Integrity awareness and skills, and provides educative resources and tools that support best academic practice.

Academic Misconduct occurs when a member of the University community does not maintain the values and principles of Academic Integrity. The University considers Academic Misconduct unacceptable because it undermines the University’s core values, the quality of student learning, and graduate outcomes.

This policy supports Academic Integrity across all learning and teaching activities at the University, regardless of location or mode, by specifying the main principles of Academic Integrity, and the responsibilities of the University and its staff and students. It sets out the University’s approach to managing allegations of breaches of Academic Integrity and to continuously improving its Academic Integrity support and processes.

SCOPE

This policy applies to all students enrolled in a Program at the University. It also applies to students previously enrolled, and students on any form of leave from their Program (including suspension), where the event forming the basis of the allegation occurred while they were enrolled or is directly related to their enrolment.

¹ Tertiary Education Quality and Standards Agency (TEQSA) 2019, *TEQSA - Guidance Note: Academic Integrity*, version 1.2, TEQSA, Canberra, p.1.

² Fishman, T 2012, *The Fundamental Values of Academic Integrity*, 2nd edn, International Centre for Academic Integrity, Clemson University, South Carolina.

The policy applies to staff in terms of their modelling and promotion of Academic Integrity, their detection, reporting and management of allegations of Academic Misconduct, and their commitment to continuous improvement of Academic Integrity support and processes. The [Code of Conduct](#) requires staff to behave with honesty and integrity and conduct themselves in a manner that upholds the values, integrity and good reputation of the University of Adelaide. Failure to do so may be considered misconduct and would be managed in accordance with clause 8.2 of the [University of Adelaide Enterprise Agreement \(as amended\)](#).

Complaints of potential breaches of the Australian Code for the Responsible Conduct of Research for students enrolled in Higher Degrees by Research, or in research equivalent courses of Honours and Postgraduate Degrees, are managed under the University's Responsible Conduct of Research Policy and associated Research Misconduct Procedure.

Implementation of the Academic Integrity Policy will be carried out under the [Suspected Breach of Academic Integrity Procedure](#), the [University's Code of Conduct](#) and the [Academic Board Statement on Undue Influence](#). For students enrolled within online teaching periods the timeframes specified in the [Suspected Breach of Academic Integrity Procedure](#) may differ. Any attempts to improperly influence actions or decisions made under this policy must be reported under the [Fraud and Corruption Control Policy](#).

POLICY PRINCIPLES

1. The University is committed to excellence of learning experiences and outcomes for students, and expects students and staff to conduct themselves in a manner that is consistent with Academic Integrity values and principles.
2. The University aims to provide a learning environment that instils the values and principles of Academic Integrity in all students and staff, and to that end provides educative resources, support and guidance for students and staff.
3. The University recognises that responsibility for maintaining Academic Integrity is shared by all members of the University community, including all students and academic staff.
4. All Work submitted by a student for assessment purposes must be their independent and original Work, and the ideas and Work of others must be acknowledged and not claimed or presented as their own, either intentionally or unintentionally.
5. All allegations of suspected breaches of Academic Integrity will be managed in a fair and transparent manner in accordance with the Suspected Breach of Academic Integrity Procedure and the [Student Misconduct Rules](#). Outcomes of Academic Misconduct will be applied according to the context and extent of the breach. No person will suffer any discrimination or victimisation as a result of raising an allegation of a breach of Academic Integrity in good faith.
6. The University aims to maintain the highest standard of Academic Integrity and to ensure that Academic Integrity support and processes are continuously improved.

RESPONSIBILITIES

The University

The University has a responsibility to:

- a) provide Academic Integrity guidance and resources for students and staff, including professional development opportunities for staff covering best practices in course design, delivery and assessment to deter Academic Misconduct and tools to detect it;
- b) take preventative action to mitigate foreseeable risks to Academic Integrity and to address underlying causes;
- c) take steps to ensure timely investigation of allegations of breaches of Academic Integrity;
- d) provide students with access to an appeal process for decisions involving Academic Misconduct;

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- e) maintain, monitor and act on Academic Integrity data for the purpose of quality assurance and continuous improvement; and
 - f) maintain accountability for academic integrity in arrangements with any other party involved in the provision of University of Adelaide programs and courses.

Staff

Staff have a responsibility to:

- a) be aware of the University's policies and procedures in relation to Academic Integrity;
- b) engage with professional development opportunities supporting best practice in maintaining Academic Integrity in learning and teaching;
- c) model Academic Integrity in their professional practice;
- d) provide instructions to students about expectations of Academic Integrity, including about any Academic Integrity requirements of specific areas of study;
- e) provide students with learning opportunities, guidance and feedback on Academic Integrity, including opportunities to engage in active learning about Academic Integrity rather than relying on passive discovery;
- f) design Assessment Tasks that minimise the potential for breaches of Academic Integrity; and
- g) report suspected breaches of Academic Integrity consistently in accordance with this policy.

Students

Students have a responsibility to:

- a) familiarise themselves with the University's Academic Integrity rules and expectations, and those of relevant programs and courses, by using the information and guidance provided by the University and staff;
- b) meet any University requirements for students to undertake Academic Integrity education or training, take advantage of general Academic Integrity education or training opportunities made available by the University, and seek additional assistance if needed;
- c) submit original Work for assessment which meets the requirements of Academic Integrity; and
- d) act in accordance with the values and principles of Academic Integrity and avoid all acts which could be considered Academic Misconduct.

SUSPECTED BREACH OF ACADEMIC INTEGRITY PROCEDURE

1. Allegations of Breaches of Academic Integrity

- 1.1 As part of the University's procedures for identifying Academic Misconduct, Work submitted by students for assessment may be checked using text or code comparative software.
- 1.2 When breaches of Academic Integrity are suspected, staff will employ means to clarify whether the Work does contain Academic Misconduct including, but not limited to, the use of plagiarism detection software, web search engines, checking the sources cited by the student, comparison with other assignments and consultation with colleagues. Staff will collate evidence of the potential breach of Academic Integrity and complete a [Suspected Academic Misconduct Incident Form](#).
- 1.3 If suspected Academic Misconduct occurs during an Examination, the Exam Invigilator will provide the student with a [Suspected Academic Misconduct Notice](#) and complete an [Examination Incident Report](#).
- 1.4 Staff will send the relevant [Suspected Academic Misconduct Incident Form](#) or [Examination Incident Report](#) and all associated evidence to the relevant Academic Integrity Officer (AIO). If the AIO is also the staff member reporting the alleged breach the case will be referred to an AIO appointed by the relevant Head of the School coordinating the course (or their delegate), or where the course is not convened within a school, the academic manager of the Course Coordinator (or their delegate).
- 1.5 Upon receiving a [Suspected Academic Misconduct Incident Form](#) or [Examination Incident Report](#), the AIO will first determine whether the evidence meets the threshold for investigation. The AIO may determine not to continue with an investigation on the grounds that the allegation is lacking substance, vexatious, or reflects Poor Academic Practice.
- 1.6 Instances of Poor Academic Practice will not be considered Academic Misconduct but will instead be addressed through marking and feedback as part of standard assessment processes. The AIO will create a record of the determination in the University's recordkeeping system.
- 1.7 Allegations of breaches of Academic Integrity will be considered in the context of the following factors:
 - a) the available evidence;
 - b) any specific information provided to the student about Academic Integrity as part of their program or course.
- 1.8 Outcomes of breaches of Academic Integrity will be considered in the context of the following factors:
 - a) Circumstances;
 - b) the level/year of the Program or course the student is enrolled in;
 - c) the extent and seriousness of the alleged misconduct.
- 1.9 AIOs and Academic Integrity Review Committee members will apply the Balance of Probabilities test in determining whether Academic Misconduct has taken place, and will:
 - a) apply an open, impartial and unprejudiced mind to their duties;
 - b) base findings and recommendations solely on relevant considerations;
 - c) maintain confidentiality about all matters before them; and
 - d) not be involved in a case, or have any involvement in the finding and recommendation of a case before them, if they have a personal relationship with the student or direct or indirect financial or personal interest in that case, or otherwise have a conflict of interest in the case, even if they do not believe that their interest would affect their duties.

2. Investigation of Allegation by Academic Integrity Officer

- 2.1 If the AIO determines to proceed with an investigation they will first check whether the student has previously breached this policy by establishing whether the student has a record of Academic Misconduct in the Academic Integrity Register:

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- a) If no record of previous Academic Misconduct exists the AIO will notify the student of the allegation in writing via their University email account (Notification Letter), and request that the student attend a meeting to discuss the issue.
 - b) If a record of previous Academic Misconduct exists, the AIO will proceed directly to initiate a committee inquiry under Section 3 of this procedure.
- 2.2 The AIO will write to the student as soon as practicable and within 10 business days of receiving a Suspected Academic Misconduct Incident Form or Examination Incident Report. The email will:
- a) provide information about the alleged breach of Academic Integrity;
 - b) request that the student attend a meeting with the AIO in person (including by telephone or videoconference) and inform the student that they may also respond to the allegation in writing;
 - c) include a copy of the documentation provided to the AIO; and
 - d) offer opportunity for the student to provide any relevant additional information.
- 2.3 The student should respond as soon as practicable, but within 10 business days of issue of the Notification Letter. In accordance with the instructions contained in the Notification Letter, the student must notify the AIO whether they will attend a meeting or if they will respond to the allegation in writing.
- 2.4 If the student agrees to participate in a meeting with the AIO the meeting must take place within 15 business days of issue of the Notification Letter (unless it falls between successive academic teaching periods in which case it will be held as soon as practicable). A member of professional staff as administrative officer will attend the meeting. A record of the meeting must be made.
- 2.5 The AIO may determine the outcome in the absence of a response from the student. A decision made in the absence of a response from the student may be revisited if the student demonstrates that there were Circumstances that prevented them from responding within the specified timeframe.
- 2.6 Students are entitled to be accompanied by a support person, who may be an Education and Welfare Officer from Student Care. The support person may not act as a legal representative.
- 2.7 The Academic Integrity Officer will be entitled to speak to any person they consider might help them to reach a decision.
- 2.8 After consideration of the evidence, the AIO will decide one of the following:
- a) No Academic Misconduct has occurred. The AIO will create a record of the investigation in the University's recordkeeping system and no further action will be taken.
 - b) Academic Misconduct has occurred. The AIO will provide academic integrity counselling to the student (at the time of the meeting or on a separate occasion, as appropriate) and will apply one of the following outcomes:
 - i. re-submission of the Assessment Task, if re-submissions are permitted in the course. This may include specifying a maximum obtainable grade for the resubmission;
 - ii. adjustment of an affected Assessment Task grade or mark;
 - iii. failure with a zero grade of the affected Assessment Task;
 - iv. an overall fail grade for the course.
 - c) Academic Misconduct has occurred and was the result of a genuine misunderstanding of the policy. The AIO will provide academic counselling to the student and will apply one of the following outcomes:
 - i. re-submission of the Assessment Task, if re-submissions are permitted in the course;
 - ii. adjustment of an affected Assessment Task mark or grade.
 - d) Initiation of an Academic Integrity Review Committee inquiry.
- 2.9 If an AIO's investigation determines that Academic Misconduct occurred, the AIO will record the following information in the Academic Integrity Register:
- a) details about the student, the Program, the course and the Assessment Task;
 - b) the type of Academic Misconduct;
 - c) the factors taken into consideration;
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- d) the information on which the decision is based;
 - e) the outcome and reasons for the outcome.

2.10 If an AIO's investigation determines that no Academic Misconduct occurred, the AIO will record the following information in the University's recordkeeping system:

- a) details about the student, the Program, the course and the Assessment Task;
- b) the factors taken into consideration;
- c) the information on which the decision is based; and
- d) the outcome and reasons for the outcome.

2.11 The AIO will, within 10 business days of making their decision:

- a) provide a written outcome, with reasons, to the student (via their University email account) and the Course Coordinator;
- b) ensure the decision is recorded in the Academic Integrity Register or the University's recordkeeping system as required; and
- c) if applicable, notify the staff member who made the allegation of the breach.

3. Committee Inquiry

3.1 The Academic Integrity Review Committee will comprise, at a minimum:

- a) an AIO appointed by the relevant Head of the School coordinating the course (or their delegate), or where the course is not convened within a school, the academic manager of the Course Coordinator (or their delegate) as Chair;
- b) an AIO from another school; and
- a) a member of professional staff as administrative officer.

3.2 The academic staff member who initiated the allegation and the relevant Course Coordinator may present their concerns to the inquiry but must not serve as members of the Academic Integrity Review Committee.

3.3 If during the Academic Integrity Review Committee's inquiry a member of the committee becomes unable (through illness or any other cause) to act for a period that would unduly delay the completion of the inquiry, an alternative member may be appointed.

3.4 The Academic Integrity Review Committee will have access to the information stored regarding the initial investigation by the AIO and to any other allegations of Academic Misconduct recorded for that student (including cases where there was a finding that no misconduct occurred).

3.5 The AIO will write to the student via their University email account (Notification Letter) as soon as practicable and at least 15 business days before the committee inquiry is due to commence. The email will:

- a) provide information about the alleged breach of Academic Integrity;
- b) request that the student attend the inquiry in person (including by telephone or videoconference) and inform the student that they may also respond to the allegation in writing;
- c) include a copy of the documentation provided to the committee;
- d) include a copy of this policy and procedure; and
- e) offer opportunity for the student to provide any relevant additional information.

3.6 The student should respond as soon as practicable, but within 10 business days of issue of the Notification Letter. When responding to the request to attend the meeting, the student must notify the Chair of the Academic Integrity Review Committee, in accordance with the instructions contained in the Notification Letter, whether they will attend a face-to-face meeting or a video-conference meeting or if they will respond to the allegation in writing.

3.7 If the student does not respond to the Notification Letter, the Academic Integrity Review Committee will proceed in their absence.

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- 3.8 Students are entitled to be accompanied by a support person, who may be an Education and Welfare Officer from Student Care. The support person may not act as a legal representative.
- 3.9 The members of the Academic Integrity Review Committee are responsible for maintaining the confidentiality of third parties where required, when documents are circulated.
- 3.10 The members of the Academic Integrity Review Committee will be entitled to speak to any person it considers might help it reach a decision.
- 3.11 The Academic Integrity Review Committee may decide that:
- a) No Academic Misconduct has occurred. The Academic Integrity Review Committee will create a record of the investigation in the University's recordkeeping system and no further action will be taken.
 - b) Academic Misconduct has occurred. The Academic Integrity Review Committee may apply any of the following outcomes:
 - i. re-submission of the Assessment Task, if re-submissions are allowed in the course. This may include specifying a maximum obtainable grade for the resubmission;
 - ii. adjustment of an affected Assessment Task grade or mark;
 - iii. failure with a zero grade for the Assessment Task;
 - iv. an overall fail grade for the course
 - v. the student's actions constitute Academic Misconduct that warrants referral to the Student Misconduct Tribunal in accordance with the [Student Misconduct Rules](#).
 - c) Academic Misconduct has occurred and was the result of a genuine misunderstanding of the policy. The Committee will provide academic counselling to the student and will apply one of the following outcomes:
 - i. re-submission of the Assessment Task, if re-submissions are permitted in the course;
 - ii. adjustment of an affected Assessment Task mark or grade.
- 3.12 In some cases, the matter may also be referred to police and other relevant authorities as appropriate, via Legal and Risk.
- 3.13 The Academic Integrity Review Committee's decision will be recorded in the Academic Integrity Register, including:
- a) details about the student, the Program, the course and the Assessment Task;
 - b) the type of Academic Misconduct;
 - c) the factors taken into consideration in determining an outcome;
 - d) the information on which the decision is based; and
 - e) the outcome, and reasons for that outcome.
- 3.14 The Chair of the Academic Integrity Review Committee will, within 5 business days, communicate the outcome of the inquiry in writing to:
- a) the student via their University email account;
 - b) the staff member who made the allegation.

4. Recording Information about Academic Misconduct

- 4.1 The University will enter information about Academic Misconduct into the Academic Integrity Register which will be stored in the University's corporate recordkeeping system. Records placed on the Academic Integrity Register will be retained in accordance with [General Disposal Schedule 24](#).
- 4.2 AIOs will have access to information recorded in the Academic Integrity Register.
- 4.3 If a student appeals the outcome of a decision made under this procedure and the matter proceeds to the Student Grievance and Appeals Committee, the Committee will have access to the information stored in the Academic Integrity Register and University recordkeeping system regarding the initial investigation, the Academic Integrity Review Committee's inquiry (if undertaken), and any other allegations or cases of

Academic Misconduct recorded for that student (including cases where there was a finding that no misconduct occurred).

4.4 Students may seek access to their own record in the Academic Integrity Register by contacting Student Affairs.

5. Confidentiality

5.1 All investigations of alleged breaches of Academic Integrity will remain confidential and all information provided in relation to the allegation will remain confidential and only used for the purpose for which it was provided unless:

- a) the student gives their express consent in writing;
- b) the information gives the University grounds for concern about the security of people or property;
- c) procedural fairness requires the information to be shared;
- d) access to the information is required by law;
- e) the University is obligated or able to do so under the University's [Privacy Policy](#); or
- f) if required as part of any requirement, or request, for relevant information from regulators or government agencies (e.g. TEQSA, Department of Education (Cth), Auditor-General's Department).

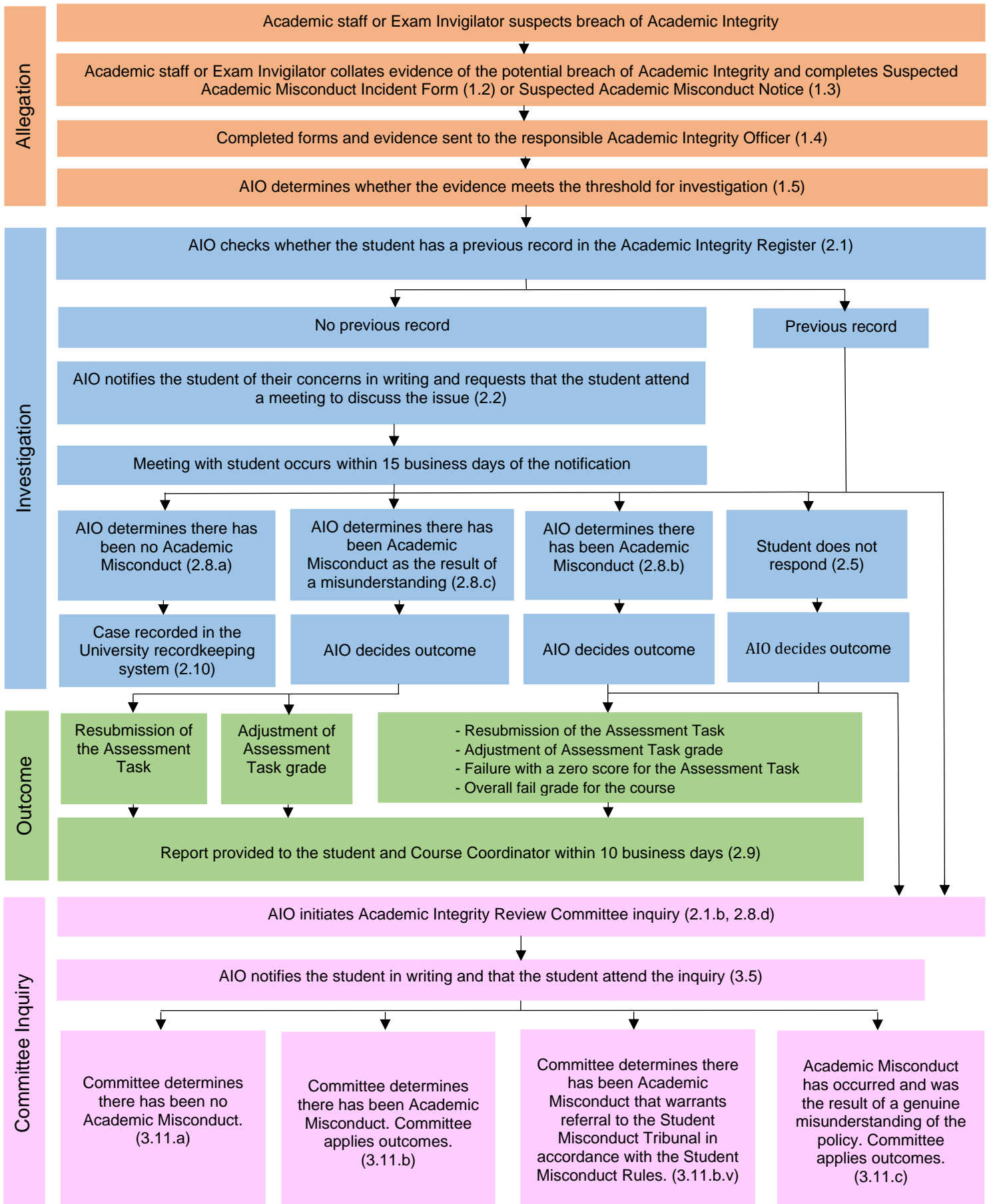
6. Appeals

6.1 Students have a right to request a Stage 2 Formal Review or lodge a Stage 3 Internal University Appeal against a finding of Academic Misconduct or an outcome received in accordance with the University's [Student Grievance Resolution Process](#).

7. Quality Assurance

7.1 The University will monitor the data collected on Academic Integrity breaches in learning and teaching activities at the University and additionally those collected by any other party involved in the provision of higher education for the University, on an annual cycle, to inform ongoing quality improvement of the University's Academic Integrity support and processes.

Suspected Breach of Academic Integrity Procedure



DEFINITIONS

Academic Integrity is 'the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner'.³

Academic Integrity Officers are academic staff who have responsibility for managing cases of Academic Misconduct within their discipline, school or faculty.

Academic Misconduct is behaviour that contravenes the values and principles of Academic Integrity, whether intentionally or unintentionally. Academic Misconduct includes, but is not limited to:

- a) **Plagiarism**, where students present Work for assessment or publication that is not their own, without attribution or reference to the original source. Plagiarism can include:
 - i. directly copying any material from electronic or print resources without acknowledging the source;
 - ii. closely paraphrasing sentences or whole passages without referencing the original Work;
 - iii. using the ideas or concepts of others, including the structure of an existing analysis, without due acknowledgement by way of reference to the original Work or source.
- b) **Collusion**, where students present Work as independent Work when it has in fact been produced in whole or in part with others (including persons external to the University) with the knowledge of the parties involved, unless prior permission for joint or collaborative Work has been given by the Course coordinator, as specified in the Course Outline. Collusion can include:
 - i. a student inappropriately assisting with, or accepting assistance with, the production of an Assessment Task;
 - ii. submitting Work which is the same as, or substantially similar to, another student's Work for the same Assessment Task.
- c) **Copying**, where a student submits an Assessment Task which the student has copied from another person without their knowledge and assent or submits the same, or a substantially similar, piece of Work for assessment in two different courses (except in accordance with approved study and assessment schemes);
- d) **Cheating in Examinations** means engaging in dishonest practice or breaching the rules during or in relation to Examinations, which can include, but is not limited to:
 - i. communicating in any way during an Examination with any person who is not an Exam Invigilator inside or outside the Examination venue;
 - ii. giving or accepting assistance from any person who is not an Exam Invigilator whilst in the Examination venue;
 - iii. reading, copying from or otherwise using another student's Work in an Examination or knowingly allowing a student to do so;
 - iv. possessing, referring to or having access to any material or device containing information directly or indirectly related to the subject matter under Examination, other than that explicitly approved by the Course Coordinator;
 - v. acquiring, or attempting to acquire, possess or distribute Examination materials or information without approval;
 - vi. permitting another person to attend an Examination on a student's behalf or attending an Examination on behalf of another student;
 - vii. breaches of the [Examination and Assessment Guidelines](#).
- e) **Contract Cheating**, where a student submits completed or partially completed Work that a third party has completed for the student, regardless of the relationship between the student and the third party or whether the third party is paid or unpaid. Contract cheating can include:
 - i. purchasing a completed or partially completed Assessment Task from a commercial service to submit as original Work;

³ Tertiary Education Quality and Standards Agency (TEQSA) 2019, *TEQSA - Guidance Note: Academic Integrity*, version 1.2, TEQSA, Canberra, p.1.

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- ii. submitting a completed or partially completed assessment task produced by a friend, family member, student or staff member of the University;
 - iii. a student arranging for another person to sit their exam.
- f) **Misrepresentation**, where a student presents untrue information with the intention of deceiving or misleading the assessor. Misrepresentation can include but is not limited to:
- i. submitting falsified, copied or improperly obtained data relating to results of laboratory Work, clinical placements, practicums, field trips or other Work as if they were genuine;
 - ii. altering or falsifying any document or record for the purposes of gaining academic advantage;
 - iii. deliberate attempts to deceive about assessment submission times, word counts, attendance or participation in learning activities;
 - iv. inclusion of citations to non-existent or incorrect sources.
- g) **Solicitation**, where a student offers or gives money or any item or service to a University staff member or any other person to gain academic advantage for the student or another person.

Assessment Task includes any Work submitted for assessment including an Examination, assignment or other task.

Awards is as defined in the University's Glossary of Terms.

Balance of Probabilities is the civil standard of proof which requires that, on the weight of evidence, it is more probable than not that Academic Misconduct has occurred.

Circumstances includes:

- a) **Medical Circumstances** including serious illness, injury or hospitalisation of the student.
- b) **Compassionate Circumstances**, being those which lead to serious suffering or misfortune which were outside of the student's immediate control, including but not limited to:
 - i. death or life threatening injury or illness of an immediate family member or a member of the student's household;
 - ii. serious illness or injury of a dependent of the student which requires the student to provide care;
 - iii. traumatic experiences including being a victim of a serious crime or involvement in a serious accident;
 - iv. natural disasters or a major political upheaval in a student's home country;
 - v. significant disruption to a student's domestic arrangements;
 - vi. substantial and unanticipated financial hardship.
- c) **Extenuating Circumstances**, being events beyond the University's control that compromise an assessment process, or significant commitments or obligations which are outside of the student's control, including but not limited to:
 - i. religious obligations;
 - ii. formal legal obligations;
 - iii. military service commitments (including Army Reserve);
 - iv. service with a recognised emergency management service (including CFS or SES);
 - v. representing the University, State or nation at a significant sporting or cultural event;
 - vi. being an approved elite athlete preparing for or participating in a sporting event or attending a sporting commitment.

Course is as defined in the University's Glossary of Terms.

Examination includes formal examinations, informal examinations and tests.

Exam Invigilator is a person designated to supervise students sitting Examinations.

Honours Degree is as defined in the University's Glossary of Terms.

Poor Academic Practice is alleged Academic Misconduct that is not extensive, blatant or does not result from an obvious lack of effort. Poor Academic Practice may be found where the conduct represents a very minor contravention of the expected academic standards for university level study in Australia (such as poor referencing or paraphrasing practice).

Program is as defined in the University's Glossary of Terms Program and also includes Non-Award Study and Cross Institutional Study for the purposes of this policy.

Work includes but is not limited to words, data, music, computer code, algorithms or computer code data, calculations, artistic and architectural works, precedents, templates, film, video, digital or electronic media designs or ideas, interpretations, computer software, designs, sounds, images, photographs in print or electronic media.

Other definitions are as contained in the University's [Glossary of Terms](#).

RMO File No.	2018/4749
Policy custodian	Deputy Vice-Chancellor and Vice-President (Academic)
Responsible policy officer	Pro Vice-Chancellor (Student Learning)
Endorsed by	Academic Board on 3 June 2020
Approved by	Vice-Chancellor and President on 10 June 2020
Related Policies	Assessment for Coursework Programs Policy Code of Conduct Copyright Compliance Policy Guidelines for Academic Integrity Investigations Privacy Policy Responsible Conduct of Research Policy Student Grievance Resolution Policy Student Misconduct Policy Student Misconduct Rules University Records Policy
Effective from	27 July 2020
Review Date	27 July 2023
Contact for queries about the policy	Student Affairs (8313 7503) or lgseducompliance@adelaide.edu.au