



Academic Integrity Policy

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DEFINITIONS

OVERVIEW

Academic Integrity is a core value of the University of Adelaide. 'It involves using, generating and communicating information in an ethical, honest and responsible manner'¹. The University is committed to upholding the highest standard of Academic Integrity across its community.

This Policy supports Academic Integrity across all learning and teaching activities at the University, by specifying the main principles of Academic Integrity, and the responsibilities of the University, its students and staff. It sets out the University's approach to managing alleged breaches of Academic Integrity and to continuously improving its Academic Integrity support and processes.

SCOPE AND APPLICATION

This Policy applies to all students enrolled in a program, former students and students on any form of leave from their program (including suspension), where the alleged breach occurred while they were enrolled at the University.

The Policy applies to staff in terms of their modelling and promotion of Academic Integrity, their detection, reporting and management of reports of Academic Misconduct, and their commitment to continuous improvement of Academic Integrity support and processes.

This Policy does not apply to the conduct of staff in relation to the Academic Integrity of their own work. The conduct of staff is governed by the [Code of Conduct](#) which 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.

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

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, will be managed under the University's [Responsible Conduct of Research Policy](#) and associated [Research Misconduct Procedure](#). Research Integrity Advisors can provide advice to staff or Students regarding potential breaches of Research Integrity.

Implementation of this Policy will be carried out in accordance with the [University's Code of Conduct](#) and the [Academic Board Statement on Undue Influence](#). 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.
2. The University expects Students and staff to conduct themselves in a manner that is consistent with Academic Integrity values and principles.
3. The University aims to provide a learning environment that instils the values and principles of Academic Integrity and provides educative resources, support, and guidance.
4. The University recognises that responsibility for upholding Academic Integrity is shared by all members of the University community.
5. All Work submitted by a Student for assessment, or a group of students where required, must be their own independent and original Work. The ideas and Work of others, including content produced by generative artificial intelligence, must be appropriately attributed and referenced and should not be claimed or presented as a Student's own, intentionally or otherwise.
6. All reports 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 Policy](#). Outcomes of Academic Misconduct will be applied as appropriate to the nature, context and extent of the breach.
7. The University will regularly review and continuously improve Academic Integrity support and processes.

RESPONSIBILITIES

The University

The University has a responsibility to:

- a) provide Academic Integrity guidance and resources for Students, including support to understand Academic Integrity requirements;
- b) provide Academic Integrity professional development opportunities for staff covering best practices in course design, delivery, assessment and Academic Misconduct detection;
- c) mitigate risks to Academic Integrity including identifying and addressing systemic pressures which may influence Students to engage in Academic Misconduct;
- d) ensure timely investigation of Academic Integrity reports;
- e) provide Students with an appeal process for decisions involving Academic Misconduct;
- f) maintain, monitor and act on Academic Integrity data for quality assurance and continuous improvement;
- g) maintain accountability for Academic Integrity in Third Party Arrangements; and
- h) proactively prevent and detect Academic Misconduct.

Staff

Staff have a responsibility to:

- a) be aware of the University's Policy and Procedure on Academic Integrity;
- b) engage with professional development opportunities to ensure best practice in maintaining Academic Integrity in learning and teaching;
- c) model Academic Integrity in their professional practice;
- d) provide instructions to Students about the Academic Integrity requirements specific to each course they teach;
- e) provide Students with learning opportunities, guidance and feedback on good academic practice, 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 incorporate assessment security measures; and
- g) report suspected breaches of Academic Integrity consistently in accordance with the Suspected Breach of Academic Integrity Procedure.

Students

Students have a responsibility to:

- a) understand and comply with the University's Academic Integrity rules and expectations, and those of relevant programs and courses, in accordance with the information and guidance provided by the University and staff;
- b) meet any University requirements to undertake Academic Integrity training and seek additional assistance as needed;
- c) submit original Work for assessment which meets the requirements consistent with Policy Principles; and
- d) avoid all behaviour which could be considered Academic Misconduct.

AUTHORITIES

Key	Authority Sub-Category	Authority	Delegation Holder	Limits
Academic	Academic Integrity	Make an Initial Determination on a Report (Procedure 2.2)	Academic Integrity Officers	In accordance with Procedure 2.2
Academic	Academic Integrity	Determine if an Early Offer can be made (Procedure 3.2)	Academic Integrity Officers	In accordance with Procedure 3.2
Academic	Academic Integrity	Determine whether Academic Misconduct has occurred or not (Procedure 5.5)	Academic Integrity Officers	
Academic	Academic Integrity	Decide on the Academic Misconduct outcome (Procedure 5.5 (b)-(d))	Academic Integrity Officers	In accordance with Procedure 5.5 (b) and 5.5 (c)

Key	Authority Sub-Category	Authority	Delegation Holder	Limits
Academic	Academic Integrity	Decide on outcome(s) on serious cases of Academic Misconduct or if a Student has a previous record of Academic Misconduct (Procedure 6.9)	Academic Integrity Review Committee	
Academic	Academic Integrity	Refer cases of Academic Misconduct to the Student Misconduct Tribunal (Procedure 6.9 vi)	Academic Integrity Review Committee	
Academic	Academic Integrity	Refer cases of Academic Misconduct to the Police and other relevant authorities (Procedure 6.10)	Academic Integrity Review Committee	

SUSPECTED BREACH OF ACADEMIC INTEGRITY PROCEDURE

1. Academic Integrity Reports

- 1.1 Work submitted by Students for assessment will be checked for originality using text or code comparative software or alternative systems for non-text-based assessments in accordance with the [Assessment for Coursework Programs Policy](#).
- 1.2 When there are concerns about Academic Integrity, staff will take steps to clarify whether Work may suggest Academic Misconduct by using methods including, but not limited to, detection or content matching software, learning analytics, checking the sources cited by the Student, comparing other assignments and consulting colleagues. If staff find evidence of Academic Misconduct, they will collate the evidence and complete a [Suspected Academic Misconduct Incident Report](#).
- 1.3 If an Exam Invigilator suspects Academic Misconduct during an Examination, they will provide the Student with a [Suspected Academic Misconduct Notice](#) and complete an Examination Incident Report and forward it to the Course Coordinator.
- 1.4 The relevant Academic Integrity Officer (AIO) will be provided with a copy of the Suspected Academic Misconduct Incident Report or Examination Incident Report (Report) and any supporting evidence. If the AIO is also the staff member making the Report they will refer the case to an alternative Academic Integrity Officer.

2. Initial Determination of Report by Academic Integrity Officer

- 2.1 Upon receiving a Report, the AIO will consider:
 - a) the available evidence; and
 - b) any specific information provided to the Student about Academic Integrity as part of their Program or Course.
- 2.2 The AIO will then make an Initial Determination as to whether:
 - a) there is sufficient evidence for an investigation, in which case the AIO must firstly consider whether an Early Offer under Procedure 3 is appropriate;
 - b) the Work submitted reflects Poor Academic Practice rather than Academic Misconduct; if this is the case, it will be addressed through marking and feedback as part of standard assessment processes. The Initial Determination will be recorded on the University's

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- c) recordkeeping system but no record will be made on the Academic Integrity Register; or
 - c) the Report lacks substance. The matter will be closed. A record of the decision will be made on the University's recordkeeping system but there will be no record made on the Academic Integrity Register.

2.3 If the Early Offer is not considered appropriate, investigation will proceed under Procedure 4.

3. Early Offer

3.1 The Early Offer process provides an opportunity for the Student to accept that academic misconduct has occurred and to accept a Mitigated Outcome. Its focus is on improving the Student's academic practice and understanding of Academic Integrity. When an Early Offer is made, the investigation process is paused and will recommence if the Student chooses not to accept the Early Offer.

3.2 The AIO may make an Early Offer where they deem it appropriate to do so, having regard to the following criteria:

- a) the Student has no prior record in the Academic Integrity Register;
- b) the Assessment Task is worth 35% or less of the total course assessment and is not a hurdle requirement;
- c) the AIO believes that an educative approach and a Mitigated Outcome is appropriate and will be beneficial for the Student, having regard to:
 - i. the type and severity of Academic Misconduct that has been reported;
 - ii. the year level of the Student;
 - iii. whether the available evidence suggests that the reported behaviour demonstrates a mistake or lack of understanding, or intent to breach this Policy;
 - iv. the complexity of the case and the nature of the evidence, including whether or not the case involves more than one person;
 - v. the proposed mitigated penalty according to Procedure 5.5 (c); and
 - vi. any other matters reasonably deemed relevant by the AIO.

3.3 All decisions and reasons for decisions relating to the Early Offer will be recorded in Academic Integrity Register and the University's recordkeeping system.

3.4 The AIO will send the Early Offer to the Student via their University email account as soon as practicable and within ten (10) business days of receiving a Report.

3.5 The Early Offer will contain a summary of the alleged Academic Misconduct, and a proposed outcome. It will provide an opportunity for the Student to accept or decline the Early Offer.

3.6 The Student is encouraged to consult with an Education Welfare Officer from Student Care (or seek support from University support advisors) before deciding how to respond to an Early Offer.

3.7 The Student must provide a written response within five (5) business days. A Student may request an extension of time to respond; reasonable requests will be considered and accepted or rejected at the discretion of the AIO.

3.8 Where the Student accepts the Early Offer:

- a) the outcome will be applied as outlined in the Early Offer;
- b) the academic misconduct will be recorded in the Academic Integrity Register; and
- c) the Student will be required to undertake educative training and/or academic counselling as specified in the Early Offer within the required timeframe.

3.9 The case will proceed to investigation where the AIO did not issue an Early Offer or the student did not accept the Early Offer or failed to respond within the required timeframes.

4. Investigation

- 4.1 An investigation will be conducted where the AIO did not issue an Early Offer or the Student did not accept the Early Offer or failed to respond within the required timeframes.
- 4.2 If the Student has no record of previous Academic Misconduct, the AIO will instigate an investigation according to Procedure 5.
- 4.3 If the Student has no record of previous Academic Misconduct but the case is serious, then the AIO may initiate an Academic Integrity Review Committee Inquiry as set out in Procedure 6.
- 4.4 If the Student has a record of Academic Misconduct, the AIO will usually proceed to an Academic Integrity Review Committee Inquiry as set out in Procedure 6.
- 4.5 The AIO will notify the Student of the concern and invite the Student to attend a meeting as set out in Procedure 5.1 or an inquiry as set out in Procedure 6.1.

5. Investigation by Academic Integrity Officer

- 5.1 The Student will be contacted on behalf of the AIO via their University email account as soon as practicable and usually within ten (10) business days of receiving a Report:
 - a) requesting that the Student attend a meeting with the AIO (via an online conference call) and inform the Student that they may also respond in writing;
 - b) providing information about the Academic Integrity concern;
 - c) including a copy of the evidence provided to the AIO, or a sample thereof;
 - d) including a link to this Policy and Procedure;
 - e) informing the Student that a member of professional staff will attend the meeting to provide advice and record the meeting;
 - f) informing the Student that they can be accompanied by a Support Person of their choice, including an Education and Welfare Officer from Student Care but not including a legal representative; and
 - g) offering an opportunity for the Student to provide any relevant additional information.
- 5.2 The Student must provide a written response within five (5) business days from the date of the email to advise whether they will attend a meeting or respond to the concern in writing. A Student may request an extension of time to respond; reasonable requests will be considered and accepted or rejected at the discretion of the AIO.
- 5.3 If the Student agrees to attend the meeting with the AIO, the meeting will usually take place in seven (7) business days of issue of the notification email. A shorter timeframe may be offered if the Student's academic standing would be adversely affected.
- 5.4 In the absence of any response from the Student, the AIO will proceed to determine whether Academic Misconduct has occurred or not. This outcome may be revisited within five (5) business days if the Student demonstrates that there were Circumstances which prevented them from responding by the specified timeframe.
- 5.5 After consideration of the evidence, the AIO will determine either that:
 - a) No Academic Misconduct has occurred, in which case no further action will be taken. The AIO will create a record of the investigation in the University's recordkeeping system including:
 - i. details about the Student, the Program, the Course and the Assessment Task;
 - ii. the factors taken into consideration;
 - iii. the information on which the decision is based; and
 - iv. the outcome and reasons for the outcome.
 - b) 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

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- course;
 - ii. adjustment of an affected Assessment Task mark or grade.
 - c) 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 all or part of the Assessment Task (provided the Course permits re-submissions). This may include specifying a maximum obtainable mark for the resubmission;
 - ii. adjustment of an affected Assessment Task grade or mark;
 - iii. apply a cap to the overall course grade;
 - iv. apply a failure with a zero mark for the affected Assessment Task;
 - v. apply an overall Fail grade for the course;
 - d) initiate an Academic Integrity Review Committee Inquiry in accordance with Procedure 6.
- 5.6 The AIO will, as soon as practicable and usually within ten (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) if Academic Misconduct has occurred, ensure the decision is recorded in the Academic Integrity Register or the University's recordkeeping system; and
 - c) if applicable, notify the staff member who made the Report.
- 6. Academic Integrity Review Committee Inquiry**
- 6.1 If the AIO determines that although the Student has no record of previous Academic Misconduct, the case is serious, the AIO may initiate an Academic Integrity Review Committee Inquiry ('Inquiry').
- 6.2 The Academic Integrity Review Committee (AIRC) will comprise, at a minimum:
- a) an AIO from the school coordinating the course as Chair;
 - b) an AIO from another school; and
 - c) a member of professional staff as administrative officer.
- 6.3 The staff member who initiated the Report and the relevant Course Coordinator may present their concerns to the Inquiry but must not serve as members of the Academic Integrity Review Committee.
- 6.4 If during the AIRC'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.
- 6.5 The Chair of the AIRC will contact the Student via their University email account as soon as practicable and usually within ten (10) business days of receiving the Report:
- a) requesting that the Student attend a meeting with the AIRC (via an online conference call) and inform the Student that they may also respond to the concern in writing;
 - b) providing information about the Academic Integrity concern;
 - c) including a copy of the evidence provided to the AIRC, or a sample thereof;
 - d) including a copy of this Policy and Procedure;
 - e) informing the Student that a member of professional staff will attend the meeting to provide advice and record the meeting;
 - f) informing the Student that they can be accompanied by a Support Person of their choice, including an Education and Welfare Officer from Student Care but not including a legal representative; and
 - g) offering an opportunity for the Student to provide any relevant additional information.
- 6.6 The Student must respond within five (5) business from the date of the email to advise
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whether they will attend the AIRC meeting or if they will respond to the concern in writing. A Student may request an extension of time to respond; reasonable requests will be considered and accepted or rejected at the discretion of the AIRC.

- 6.7 If the Student agrees to attend the AIRC Inquiry the meeting will usually take place within seven (7) business days of issue of the notification email. A shorter timeframe may be offered if the Student's academic standing will be adversely affected.
- 6.8 In the absence of any response from the Student, the AIRC will proceed and determine the outcome as specified in Procedure 6.9. This outcome may be revisited within five (5) business days if the Student demonstrates that there were Circumstances which prevented them from responding by the specified timeframe.
- 6.9 After consideration of the evidence, the AIRC will determine either that:
- a) No Academic Misconduct has occurred in which case no further action will be taken. The AIRC will create a record of the investigation in the University's recordkeeping system including:
 - i. details about the Student, the Program, the Course and the Assessment Task;
 - ii. the factors taken into consideration;
 - iii. the information on which the decision is based; and
 - iv. the outcome and reasons for the outcome.
 - b) 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.
 - c) Academic Misconduct has occurred. The AIRC 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 penalties:
 - i. re-submission of all or part of the Assessment Task (provided the course permits re-submissions). This may include specifying a maximum obtainable mark for the resubmission;
 - ii. adjustment of an affected Assessment Task grade or mark;
 - iii. apply a cap to the overall course grade;
 - iv. apply a failure with a zero mark for the Assessment Task; or
 - v. apply an overall Fail grade for the course.

In addition to the outcomes listed above, the Committee may also determine that:

- vi. the Student's actions constitute Student Misconduct under the [Student Misconduct Policy](#). This referral can apply in addition to outcomes (i)-(v) above, or a referral can be made without an outcome having been applied.
- 6.10 In some cases, the matter may also be referred to police and other relevant authorities as appropriate, via Legal Services.
- 6.11 The Chair of the AIRC will as soon as practicable and usually within ten (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) if Academic Misconduct has occurred, ensure the decision is recorded in the Academic Integrity Register or the University's recordkeeping system; and
 - c) if applicable, notify the staff member who made the Report.

7. Decision Making and Outcomes

- 7.1 AIOs and Academic Integrity Review Committee members will apply the Balance of Probabilities test in determining whether a Student has committed Academic Misconduct and will:
- a) apply an open, impartial and unprejudiced mind to their duties;
 - b) base findings and recommendations solely on relevant considerations;
 - c) be entitled to speak to any person the AIO considers might help them reach a decision;
 - d) maintain confidentiality about all matters before them, including other Students' Work where required, when documents are circulated; and
 - e) disqualify themselves from any involvement in a case if they have a conflict of interest (whether it be actual, potential or perceived).
- 7.2 In deciding whether academic misconduct has occurred as a result of a genuine misunderstanding of the policy, the AIO will consider:
- a) what was misunderstood;
 - b) whether it was reasonable to expect the student to comprehend the Policy;
 - c) the evidence provided, including information provided by the Student;
 - d) the efforts made by the student to observe academic integrity and academic conventions;
 - e) the extent to which the behaviour can reasonably be assumed to be an oversight not intended to gain academic advantage.
- 7.3 In deciding penalties for breaches of Academic Integrity, the AIO will also consider:
- a) any relevant Circumstances;
 - b) the year level of the Student;
 - c) the intent of the Student in submitting the Work for assessment; and
 - d) the extent and seriousness of the Academic Misconduct.

8. Timeframes

- 8.1 For Students enrolled in teaching periods that are short in duration, the timeframes specified in this Procedure may reasonably differ.
- 8.2 For complex cases the timelines outlined in this Procedure may be extended.

9. Recording Information about Academic Misconduct

- 9.1 The University will enter information about Academic Misconduct into the Academic Integrity Register. Documents relating to the report and the investigation will be stored in the University recordkeeping system. Records placed on the Academic Integrity Register will be retained in accordance with the [General Disposal Schedule 24](#).
- 9.2 AIOs will have access to information recorded in the Academic Integrity Register.
- 9.3 If a Student appeals the outcome of a decision made under this Procedure and the matter proceeds to a Formal Review or to the Student Complaints Appeals Committee, in accordance with the [Student Complaint Resolution Policy](#), the Committee will have access to the Academic Integrity Register entries relating to the Student and the Student's record relating to the Academic Misconduct.
- 9.4 A Student may access the information about themselves recorded in the Academic Integrity Register by contacting the Academic Integrity Team.

10. Confidentiality

- 10.1 All investigations of alleged breaches of Academic Integrity will remain confidential and all information provided in relation to the Academic Integrity concern 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](#);
 - f) required as part of any reasonable requirement, or request, for relevant information from regulators or government agencies (e.g. professional accreditation bodies, Law Society);
 - g) internal data sharing is required for University's Student administrative functions (including but not limited to finalising grades and determining eligibility for conferral) under other University policies and procedures.

11. Appeals

- 11.1 A student may appeal a University decision made under this Policy in accordance with the [Student Complaint Resolution Policy](#).
- 11.2 A student who has:
- a) no prior breach of this Policy recorded, may request a Stage 2 Formal Review in accordance with the [Student Complaint Resolution Policy](#) against a finding of Academic Misconduct or an outcome received.
 - b) a prior breach of this Policy recorded, may lodge a Stage 3 Internal University Appeal in accordance with the [Student Complaint Resolution Policy](#) against a finding of Academic Misconduct or an outcome received.

12. Quality Assurance

- 12.1 An annual report identifying types of Academic Misconduct behaviour, instances of Academic Integrity breaches, penalties, trends and recurring patterns with recommended actions for improvement will be submitted to Academic Board.

DEFINITIONS

Academic Integrity is 'the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner'.²

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, and/or subverts the aims of the assessment whether intentionally or unintentionally. Academic Misconduct includes, but is not limited to:

- a) **Cheating in Examinations** means engaging in dishonest practice or breaching the rules during or in relation to Examinations, whether held in person or online. Cheating in Examinations 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;

² Tertiary Education Quality and Standards Agency (TEQSA) 2019, *TEQSA - Guidance Note: Academic Integrity*, version 1.2, TEQSA, Canberra, p.1

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- 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, or capable of accessing, information other than that explicitly approved by the Course Coordinator;
 - v. acquiring, or attempting to acquire, possess or distribute Examination materials, questions 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; or
 - vii. breaches of the examination and assessment requirements.
- b) **Collusion**, where a Student presents Work as independent Work when it has, in fact, been produced through unpermitted cooperation with another Student or Students.
- c) **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;
 - ii. submitting an Assessment Task which has been completed or partially completed produced by a friend, family member, Student or staff member of the University;
 - iii. a Student arranging for another person to sit their exam; or
 - iv. using contract cheating services either directly or indirectly.
- d) **Copying**, where a Student submits an Assessment Task which the Student has copied from another person with or without their knowledge;
- e) **Inappropriate use of artificial intelligence and digital tools**, where the use of these tools subverts the aims of assessment or gives the Student an unfair academic advantage. Inappropriate assistance can include but is not limited to:
- i. submitting Work produced (or partially produced) by generative artificial intelligence as your own Work;
 - ii. using information generated by artificial intelligence without appropriate acknowledgement or attribution;
 - iii. the use of Digital Tools to submit Work which significantly misrepresents the Student's level of competence; or
 - iv. the use of digital tools to disguise plagiarism, collusion, copying, contract cheating or any other behaviours of Academic Misconduct.
- f) **Misrepresentation**, where a Student presents untrue information or misleading information. 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 including assignment submission information;
 - 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; or
 - v. sharing login credentials to pose as another Student or enabling another person to pose as the Student as per the [IT Acceptable Use and Security Policy](#)
- g) **Plagiarism**, where Students present Work for assessment or publication that is not their own, without attribution or reference to the original source. Plagiarism is not confined to text-based or code-based content and can apply to creative works and any media including music, video, images and design Plagiarism can include:
- i. copying any material from electronic or print resources without referencing the source;
 - ii. paraphrasing sentences or whole passages without referencing the source;
 - iii. using the ideas or concepts of others, including the structure of an existing analysis, without referencing the original Work or source; or
 - iv. a Student submitting Work for which they have received or intend to receive credit in the same

course or other courses (self-plagiarism).

- h) **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.
- i) **Unpermitted or illegitimate academic file-sharing** is the transfer and/or trading of course materials, notes, assessment tasks, answers, and responses with others, including Internet-based sites, in a manner that facilitates unfair academic advantage.

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

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, participating in a sporting event, or attending a sporting commitment.

Digital Tools may include programs, software, or applications used through a computer, mobile phone, Internet of Things or other information and communication technology.

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

Early Offer is a process which supports an educative approach to Academic Integrity. It halts the investigation, provides for the Student to accept that a breach has occurred and allows them to accept a mitigated outcome. Its focus is on improving the Student's academic practice and understanding of Academic Integrity.

Initial Determination is a determination made in accordance with Procedure 2.

Mitigated Outcome is a penalty which has been reduced compared to the outcome that would usually be applied for a similar breach of academic integrity. A mitigated outcome is only offered during the Early Offer process. In any other determination, the AIO will determine an outcome with reference to the considerations detailed in 7.2.

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](#) and includes Non-Award Study and Cross Institutional Study for the purposes of this Policy.

Report for the purposes of this Policy is the Suspected Academic Misconduct Incident Form or Examination Incident Report.

Research Integrity means conducting Research in a professional way by abiding the basic principles of honesty, rigour, transparency, fairness, respect, recognition, accountability and promotion as outlined in the [Australian Code for the Responsible Conduct of Research 2018](#).

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.	2023/1436
Policy custodian	Deputy Vice-Chancellor and Vice-President (Academic)
Responsible Policy officer	Pro Vice-Chancellor (Student Learning)
Endorsed by	Academic Board on 5 June 2024
Approved by	Vice-Chancellor and President on 6 June 2024
Related Policies	Assessment for Coursework Programs Code of Conduct Copyright Compliance Policy Guidelines for Academic Integrity Investigations IT Acceptable Use and Security Policy Privacy Policy Responsible Conduct of Research Student Complaint Resolution Policy Student Misconduct Policy Information Management Policy
Effective from	22 July 2024
Review Date	21 July 2027
Contact for queries about the Policy	Educational Policy & Compliance: epc@adelaide.edu.au