

## **Offshore Academic Integrity Policy**

### **1. Purpose**

UNSW College (the College) offers some of its Award and Non-Award Programs to offshore Students, i.e., those located outside of Australia.

These offshore Programs may be delivered either directly by the College (College delivered Program) or through a Transnational Education (TNE) Provider (TNE Provider delivered Program), both of which operate under the College's academic and operational standards. The TNE Provider is a third-party provider and TNE refers to the delivery of Programs, courses, or services to learners offshore.

This Policy details the principles that govern UNSW College's (the College) commitment to upholding Academic Integrity and outlines the processes and practices for managing Academic Integrity for students studying offshore.

### **2. Scope**

This policy applies to:

- (a) all College Award and Non-Award Programs delivered offshore;
- (b) all College students undertaking Programs offshore;
- (c) all modes of offshore delivery, including online, face to face and Hybrid; and
- (d) all staff involved in the delivery, support, management or administration of offshore Programs.

### **3. Policy Statement**

Academic Integrity is an overriding core value, permeating all aspects of the College's academic operations and activities. It is a collective responsibility between the College, the TNE Provider and offshore students.

In order to uphold Academic Integrity, College staff, TNE staff and offshore students are expected to adhere to the principles of honesty, truthfulness, trustworthiness, openness, transparency, fairness, respect and courage.

Where a student acts unethically, it impacts on the academic community, the pursuit and creation of knowledge and future academic success and is treated seriously by the College

### **4. UNSW College Responsibilities:**

The College is expected to:

- (a) provide clear, comprehensive and easily accessible information regarding Academic Integrity requirements, behaviours that constitute breaches of Academic Integrity, mechanisms used for detecting breaches and the potential consequences of such breaches;
- (a) improve and enhance students' understanding of Academic Integrity on commencement of their studies and throughout their learning journey;



- (b) minimise opportunities for breaches of Academic Integrity through relevant policies, appropriate design of Courses, assessment tasks and academic standards;
- (b) educate staff through professional development to promote a deeper understanding of Academic Integrity issues including how to detect and mitigate the risk of breaches;
- (c) promote and model the values and principles of Academic Integrity in Course delivery, Course materials, setting assignments and examinations, grading, assessment extensions, reviews and appeals;
- (d) advise students on the methods of Academic Misconduct detection systems used to enforce Academic Integrity;
- (e) provide practical tools and educative resources that enable students to self-assess and measure their compliance with Academic Integrity;
- (f) check the validity and authenticity of the submitted Assessment, or supporting documentation.
- (g) check the data associated with the student's activity and engagement via the learning management systems.
- (c) specify conditions for the use of generative Artificial Intelligence in Assessments;
- (d) deal expeditiously with breaches of Academic Integrity in keeping with relevant policies;
- (e) ensure investigations are fair, transparent, consistent with principles of Procedural Fairness and appropriately respect the privacy of those involved;
- (h) ensure the response to a student's first Breach of Academic Integrity will be more educative than punitive. It is acknowledged that where breaches of academic integrity demonstrate intentional misconduct, this may not be possible.

## 5. TNE Provider Responsibilities

TNE Providers are expected to:

- (a) communicate to students the information from the College regarding Academic Integrity requirements, behaviours that constitute breaches of Academic Integrity, mechanisms used for detecting breaches and the potential consequences of such breaches;
- (b) improve and enhance students' understanding of Academic Integrity on commencement of their studies and throughout their learning journey;
- (c) minimise opportunities for breaches of Academic Integrity through teaching and invigilation;
- (d) educate staff through professional development to promote a deeper understanding of Academic Integrity issues including how to detect and mitigate the risk of breaches;
- (e) promote and model the values and principles of Academic Integrity in teaching and

invigilation;

- (f) enforce the conditions for the use of generative Artificial Intelligence in Assessments;
- (g) deal expeditiously with breaches of Academic Integrity in keeping with relevant policies;
- (i) ensure investigations are fair, transparent, consistent with principles of Procedural Fairness and appropriately respect the privacy of those involved;
- (j) ensure the response to a student's first Breach of Academic Integrity will be more educative than punitive. It is acknowledged that where breaches of academic integrity demonstrate intentional misconduct, this may not be possible.

## 6. Students' Responsibilities

Students are expected to:

- (a) always adhere to standards of Academic Integrity and honesty;
- (b) engage with educative resources provided by the College and/or TNE Provider to develop awareness and skills that support best academic practice;
- (c) understand the requirements of Academic Integrity, promote these to fellow students and avoid breaches;
- (d) familiarise themselves with relevant policies, including this policy, the Offshore Student Misconduct Policy and the Offshore Student Code of Conduct;
- (e) ask for support or advice when unclear about compliance with Academic Integrity principles;
- (f) acknowledge any academic collaborations in the production or creation of academic work and ensure no falsification by using only bona fide resources;
- (k) properly credit any use of generative Artificial Intelligence (Gen AI) tools such as ChatGPT, CoPilot, Gemini , if use is authorised by academic staff.

## 7. Breaches of Academic Integrity

- (a) A Breach of Academic Integrity includes any action or attempted action by a student that may result in an unfair academic advantage to one or more students. Breaches of Academic Integrity are considered to be Academic Misconduct and treated seriously by the College.
- (b) Examples of Academic Integrity breaches include the following:

| Academic Misconduct | Definitions and Examples                                                                                                                                                                                                                                                                                          |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Plagiarism          | <ul style="list-style-type: none"> <li>• Submitting work for Assessment or publication that is not one's own. Plagiarism includes: <ul style="list-style-type: none"> <li>○ directly copying any materials from electronic or print resources without acknowledging the original source of</li> </ul> </li> </ul> |

| Academic Misconduct          | Definitions and Examples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <p>the work and/or using quotation marks to indicate a direct quote;</p> <ul style="list-style-type: none"> <li>○ closely paraphrasing sentences or whole paragraphs without referencing the original source of the work; and</li> <li>○ using the ideas and concepts of another person or large language model (LLM) (e.g., ChatGPT) without acknowledging and citing the original work of the person or LLM.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| Recycling (self-plagiarism)  | <ul style="list-style-type: none"> <li>• Submitting prior assessed work or building on a previous submission from a Course. Examples that do not constitute recycling include: <ul style="list-style-type: none"> <li>○ permission from a teacher to submit prior work, with a condition to acknowledge the extent and nature of the work used; and</li> <li>○ the submission of appropriate references from prior research used for a student's research thesis or publication.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                             |
| Fabrication or Falsification | <ul style="list-style-type: none"> <li>• The intentional act to misrepresent academic work. Fabrication and falsification can include: <ul style="list-style-type: none"> <li>○ making up information for an Assessment such as experimental or interview data;</li> <li>○ investing sources of data, evidence or ideas by citing publications that are irrelevant or do not exist;</li> <li>○ making false declarations about attendance, participation and/or Assessment items to meet Course requirements;</li> <li>○ misrepresentation through documentation. This consists of an intentional act to alter or fabricate a document to obtain an advantage in Assessment or benefit enrolment. For example, a student falsifying a medical certificate to receive an academic concession.</li> </ul> </li> </ul> |
| Collusion                    | <ul style="list-style-type: none"> <li>• Engaging in illegitimate, unauthorised collaboration with other students to complete an Assessment task. Collusion can involve: <ul style="list-style-type: none"> <li>○ working with another student to produce an Assessment task, without receiving authorisation from a teacher, Course outline or Assessment guide;</li> <li>○ submitting Assessment work with the knowledge that other students contributed to an Assessment or parts of an Assessment, without receiving prior permission to engage in collaborative work;</li> </ul> </li> </ul>                                                                                                                                                                                                                   |

| Academic Misconduct      | Definitions and Examples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <ul style="list-style-type: none"> <li>○ submitting work that is the same, or similar to other students work for the same Assessment task, except where written authorisation from a teacher is clearly recorded in a Course outline or Assessment guide.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Cheating in Examinations | <ul style="list-style-type: none"> <li>• Engaging in dishonest practice or breaching examination rules set by the College in or during an examination. This can include: <ul style="list-style-type: none"> <li>○ writing notes on one's body or taking non-authorised examination materials (unapproved calculators or textbooks) into an examination room;</li> <li>○ copying information from other students and/or communicating with other students or people (except for an authorised examination invigilator) outside an examination room;</li> <li>○ using unauthorised electronic devices to access information related to an examination while the examination is in progress; and</li> <li>○ completing an examination without an invigilator.</li> </ul> </li> </ul>                                                                                                                                                              |
| Contract Cheating        | <ul style="list-style-type: none"> <li>• Involves outsourcing a whole Assessment, or part of an Assessment, to a third party for a fee, no payment, other remuneration or benefit. This practice can include: <ul style="list-style-type: none"> <li>○ submitting an Assessment item produced wholly or in part by a commercial service;</li> <li>○ submitting an Assessment item that was produced wholly or in part by another person;</li> <li>○ submitting an Assessment item that was produced or modified wholly, or in part, by an Artificial Intelligence tool, algorithm, or computer generator where such actions are not authorised in the guidelines for Assessment;</li> <li>○ promoting the use of a commercial service to other students to create Assessment solutions;</li> <li>○ engaging in file-sharing of learning and teaching materials, including sharing intellectual property of the College.</li> </ul> </li> </ul> |
| Impersonation            | <ul style="list-style-type: none"> <li>• A form of outsourcing Assessment and represents a Breach of Academic Integrity. Impersonation involves a third party undertaking an examination or other Assessment on behalf of a student.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Bribery                  | Can consist of two (2) forms:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Academic Misconduct                          | Definitions and Examples                                                                                                                                                                           |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | 1) offering bribes or inducements to gain an academic advantage and<br><br>2) accepting bribes or inducement to give an academic advantage.                                                        |
| Inappropriate use of Artificial Intelligence | Involves using, generating, and communicating information that is processed by machines or computer systems for the completion of Assessment in an unethical, dishonest, and irresponsible manner. |

## 8. Detecting Breaches of Academic Integrity

Breaches of Academic Integrity may be detected in various ways, including, but not limited to,:

- (a) the use of data matching software or search engines to identify, for example, use of unacknowledged sources, copying and collusion, use of the same content, in whole or in part, in different Assessments;
- (b) markers noticing unacknowledged sources, unusual similarities between Assessment items submitted by different students or unusually high levels of competence relative to the norm for a student's Program level;
- (c) checking sources cited in Assessments to verify authenticity;
- (d) checking consistency of student marks across similar Courses or between different modes of Assessments;
- (e) reporting of alleged Breaches of Academic Integrity by students or other members of the College community;
- (f) use of invigilators or proctors in online Assessments or examinations;
- (g) teaching staff sharing the performance or behaviour of particular students suspected of Breaches of Academic Integrity with Academic Heads.

## 9. Reporting Breaches of Academic Integrity

Detection of a suspected breach report is:

- (a) completed by the teaching staff member (TNE Provider), or Examination Supervisor identifying the possible breach and submitted to the relevant Academic Head;

OR

- (b) completed by the relevant Academic or their delegate if the possible breach is reported by a student.

## 10. Procedural Fairness

Investigation of suspected Breaches of Academic Integrity will be guided by procedures which are equitable, consistent, fair, timely, provide an opportunity for a student response and deliver outcomes which are appropriate for the nature and type of breach.

## 11. Investigation of Suspected Breaches

A Breach of Academic Integrity is a serious matter and suspected breaches will be investigated expeditiously, where reliable evidence suggests a high level of probability that a breach has occurred.

Typical steps taken during the investigation:

| <b>a. Program Manager (Assessment and Integrity) Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i. The Program Manager (Assessment) is responsible for appointing an Academic Integrity Officer (AIO) to manage instances of Academic Misconduct and to provide leadership in Academic Integrity at the College. An AIO is an experienced staff member who has completed professional development and training to manage cases of Academic Integrity.                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                               |
| ii. The Director of Learning and Teaching may authorise another staff member to act as a delegate for an AIO, for a period of time to manage particular case/s. It is expected that the authorised delegate will have completed professional development and training to manage cases of Academic Integrity.                                                                                                                                                                                                                                                                                                                                                                                                                          | iii. The Director of Learning and Teaching may authorise another staff member to act as a delegate for an AIO, for a period of time to manage particular case/s. It is expected that the authorised delegate will have completed professional development and training to manage cases of Academic Integrity. |
| iv. It is the responsibility of an AIO to manage investigations, outcomes, record-keeping, matters of confidentiality and appeals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                               |
| <b>b. Academic Head (or delegate)/TNE College Team Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                               |
| i. The Academic Head, or their delegate, must work with the AIO to decide as to whether a suspected breach warrants further investigation. The determination must occur within five (5) days of a detection of breach report being submitted to the Program Manager (Assessment).<br><br>For TNE, the Subject Matter Expert (SME) default AIO will investigate and decide whether a panel meeting is required. The determination must occur within five (5) days of a detection of breach report being submitted to the TNE College Team and Program Manager Assessment. If the breach is determined as a staff or Centre misconduct issue, the breach will be escalated to the Head of TNE and Executive Director Academic Programs. |                                                                                                                                                                                                                                                                                                               |
| ii. The Academic Head/delegate or TNE SME, is responsible for gathering reliable evidence to support investigations of Academic Misconduct. Evidence can include, but is not limited to:<br><br>- A copy of the Assessment submission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                               |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <ul style="list-style-type: none"> <li>- Turnitin Similarity and/or Artificial Intelligence report.</li> <li>- Video or screenshots of the conduct (if an Assessment was held remotely).</li> <li>- Moodle logs</li> <li>- Meeting notes</li> <li>- Discipline expertise</li> </ul>                                                                                                                                                                                                                                                                                                          |
| iii.                               | Where a determination is made to investigate a Breach of Academic Integrity, it is the responsibility of the Academic Head/delegate or TNE SME to email a Notice of Suspected Breach to the student. A Notice of a suspected breach must include information outlining the alleged / suspected breach and provide the student with an opportunity to respond within five (5) working days of receipt of the Notice.                                                                                                                                                                          |
| iv.                                | The Notice will include guidance on how the student can seek independent professional advice and language assistance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| v.                                 | The Notice may ask the student to attend a meeting to discuss the matter. The student may bring a support person to any meetings and the Academic Head/delegate or TNE SME will ensure the student has access to language support if needed.                                                                                                                                                                                                                                                                                                                                                 |
| vi.                                | <p>Meetings are conducted with two (2) staff members, normally the Academic Head or delegate (e.g., Discipline Expert) and AIO.</p> <p>For TNE students, the student will attend a panel interview (meeting) with the TNE Subject Matter Expert (default AIO) and a relevant TNE Centre team member. The interview will be conducted online. Where a TNE student denies any violation of Academic Integrity, despite evidence to the contrary, a second panel interview (meeting) will be organised. This meeting will include a College academic and a relevant TNE centre team member.</p> |
| <b>c. Student Responsibilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

- i. On receipt of the Notice of Suspected Breach, the student may seek advice from the TNE Provider Manager. The TNE Provider and its staff can assist the student to prepare a response and accompany the student to their scheduled meeting/s.
- ii. The student is required to attend a meeting to discuss the suspected breach.
- iii. If the student does not respond to the notice, or fails to attend a requested meeting with the Academic Head and AIO / TNE Subject Matter Expert and relevant panel member, a determination will be made without the student's input.

## 12. Outcome of an Investigation

- (a) On finalisation of the investigation process, the staff member reporting the breach (default TNE Academic Integrity Officer Subject Matter Expert), the College Academic Integrity Officer and Academic Head/delegate will determine whether there is a high probability that a Breach of Academic Integrity has occurred or not. The default TNE Academic Integrity Officer Subject Matter Expert will record the determination in writing.
- (b) If it is determined that there is insufficient evidence to confirm a breach, the student will be sent a written notice to that effect. The default Academic Integrity Officer Subject Matter Expert is responsible for emailing this written notice within five (5) working days of a meeting with a Student and Academic Head/delegate.
- (c) If the investigation determines that a breach has a high probability, the marker and Academic Head/delegate will determine if it is recorded as minor, moderate, significant, or serious. This level of determination will then guide the penalty which is applied by the default TNE Academic Integrity Officer Subject Matter Expert.
- (d) The student will be advised of the outcome in writing with reasons for the decision and any subsequent actions. It is the default TNE Academic Integrity Officer



Subject Matter Expert's responsibility to email (Student Management System) the student within five (5) working days of a meeting with the student to discuss the suspected breach.

## 13. Penalties for Breaches

- Penalties imposed for Breaches of Academic Integrity are calibrated to the seriousness of the Breach, to any extenuating circumstances that might exist, and to the frequency and seriousness of any prior Breaches of Academic Integrity.

### 13.1 Minor breach

- (a) The breach is not deemed to be significant to the outcome of the Assessment and there is no prior evidence of Academic Misconduct by this student. Examples would include:
  - i. minor plagiarism by an inexperienced student (< 10% of Assessment);
  - ii. minor copying by an experienced student (< 10% of Assessment);
  - iii. unauthorised use of Artificial Intelligence for a portion of Assessment (< 10%).
- (b) Actions and outcomes for a minor breach are mostly educative and include:
  - i. resubmission of work with no mark penalty;
  - ii. resubmission of work with up to a 25% mark reduction;
  - iii. a warning with up to a 25% mark reduction;
  - iv. marking the student's original content, but disregarding plagiarised sections.
- (c) If a second instance of a minor breach occurs, the Assessment will be awarded zero marks.

### 13.2 Moderate breach

- (a) Examples would include, but are not limited to:
  - i. moderate plagiarism by an inexperienced student (10%-25% of Assessment);
  - ii. moderate copying or collusion of relatively small sections of work submitted (10% - 25%), for example, multiple sentences or a paragraph;
  - iii. recycling a student's own work without referencing the earlier submission, provided the student has no prior history of Academic Misconduct;
  - iv. unauthorised use of Artificial Intelligence for a portion (10%-25%) of an Assessment.
- (b) Actions and outcomes available include:
  - i. marking of the student's original content, disregarding plagiarised sections;
  - ii. resubmission of work with a maximum mark of 50%.



- (c) If the breach is:
  - i. a second instance of a breach, the student will receive zero marks for the Assessment;
  - ii. a third instance of a breach, the student will receive a Fail grade for the Course and be reported to the College Student Misconduct Committee for unsatisfactory academic performance.

### 13.3 Significant breach

- (a) Examples would include, but are not limited to:
  - i. significant plagiarism, with large sections of Assessment plagiarised (25% - 50%);
  - ii. act of recycling, copying, or colluding, where large sections of the submitted work are identical or similar to that submitted by another student (25% - 50%);
  - iii. examination cheating; or
  - iv. unauthorised use of Artificial Intelligence for a large portion of work submitted (25%-50%).
- (b) Actions and outcomes include:
  - i. Fail (0%) grade for the submitted work;
  - ii. probation;
  - iii. student suspension.
- (c) If the breach is:
  - i. a second instance of a significant breach, the student will be awarded a Fail grade for the Course and receive formal notification advising the conditions of their enrolment will change, subject to the student participating in continuing Academic Integrity education for the duration of their studies;
  - ii. a third instance of a significant breach, the student will receive formal communication from the College Student Misconduct Committee asking the student to show cause as to why they should not be excluded from College Courses.

### 13.4 Serious breach penalties

- (a) Examples would include, but are not limited to:
  - i. submitting work in which all or most has been plagiarised (> 50%);
  - ii. copying or collusion of all, or most of the work submitted (>50%);
  - iii. examination cheating;
  - iv. contract cheating;
  - v. suspected fraud;
  - vi. repeated Breaches of Academic Integrity;

- vii. unauthorised use of Artificial Intelligence for an extensive portion of work submitted ( $\geq 50\%$ ).
- (b) Actions and outcomes available include one or more of the following:
  - i. Fail (0%) grade for the Course; and / or
  - ii. referral to the College Student Misconduct Committee (which would consider serious penalties such as suspension for up to 12 months, permanent exclusion and / or rescission of a qualification / testamur already awarded).
- (c) Any suspension or exclusion from the College and/or TNE Provider (other than those of an emergency or interim nature) will take effect once all appeal periods have been exhausted (see the Offshore Student Appeal Policy).

#### **14. Communication of outcome**

- (d) The Academic Head and/or their delegate and the Academic Integrity Officer will determine the outcome of a Breach of Academic Integrity.
- (a) In the case of a teacher having submitted a detection report, the Academic Head (or delegate) and Academic Integrity Officer will consult with the teacher to determine the breach outcome.
- (b) The student will be notified by email of the outcome by the Academic Integrity Officer, including the reasons for the decision, any subsequent action to be taken and the appeal process if the student wishes to pursue this action.
- (c) This notification will be sent to the student within five (5) working days of receipt of the student's response and / or a meeting with the student to discuss the suspected Breach, whichever is the later.
- (d) If the outcome is a period of suspension, the suspension will commence in the next applicable study period, or in the current study period if the student is notified prior to the Census Date. The suspension will only take effect after all appeal periods have been exhausted. For students enrolled in their final Course, the suspension will be applied in accordance with the Offshore Student Misconduct Policy.
- (e) If the outcome is expulsion, the expulsion will have immediate effect from the date the student is notified of the final outcome. The final outcome will take into consideration all appeal periods.
- (e) The Academic Integrity Officer will also inform relevant staff to record the penalty in the Student Management System.

#### **15. Appeals**

- (a) A student has the right to appeal a decision made in regard to a ruling related to Academic Misconduct, through the Offshore Student Appeal Policy.
- (b) In accordance with the Offshore Student Appeal Policy, a student may appeal a decision by submitting a Request to Appeal Form within ten (10) working days of the notification regarding the outcome of the Academic Misconduct breach.

#### **16. Record Keeping**

- (a) The College will store all instances of Academic Integrity breaches in a central Academic Integrity Register. The information will be stored for a minimum period of seven (7) years from the date of the last recorded case of Academic Misconduct.
- (b) During the investigation of a breach, the default TNE Academic Integrity Officer Subject Matter Expert will record the following information in the central Academic Integrity Register:
  - i. details about the student, Program, Course, and Assessment;
  - ii. the type of Academic Misconduct or Academic Integrity issue;
  - iii. the factors taken into consideration;
  - iv. the information on which the determination is based;
  - v. the outcome and reasons for the outcome; and,
  - vi. if the student agreed or rejected the proposed outcome.
- (c) In addition to the information stored in the central Academic Integrity Register, copies of any decisions communicated to the student resulting from an investigation into Academic Misconduct must be uploaded to the student's record on the Student Management System.
- (d) It is the responsibility of the Program Manager for Assessment and Integrity to report on trends and emerging issues relating to Academic Misconduct to the College Academic Board and Assessment and Integrity Committee as required.

## 17. Confidentiality

- (a) Information gathered in the processes outlined are confidential and handled in accordance with the College [Privacy Policy](#).
- (b) Analysis and internal reporting of trends must be de-identified. Entries in the College Academic Integrity Register may only be accessed by authorised staff.

## 18. Definitions

| Definitions and Acronyms         |                                                                                                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Integrity               | Acting in academic and scholarly contexts with honesty, truthfulness, trustworthiness, openness, transparency, fairness, respect and courage.                                    |
| Academic Integrity Officer (AIO) | Responsible for providing advice to relevant academic professional staff on how to conduct investigations and managing allegations and determinations about Academic Misconduct. |

| Definitions and Acronyms     |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Misconduct          | Various types of student violations of Academic Integrity including plagiarism and examination cheating.                                                                                                                                                                                                                                                                                                                   |
| Academic Standards           | Benchmarks or indicators that are used to define a level or quality of achievement or performance in academic activities and academic outcomes, such as student selection, teaching, curriculum, Assessment, learning outcomes and research.                                                                                                                                                                               |
| Artificial Intelligence      | The simulation of human intelligence processed by machines or computer systems, including the ability of a computer, robot and/or software to perform tasks that are usually performed by humans. This activity is considered a simulation of human intelligence because it requires human intelligence and discernment. For example, the ability to reason, discover meaning, generalise, or learn from past experiences. |
| Assessment                   | The wide variety of methods or tools that educators use to evaluate, measure and document each student's performance against prescribed learning outcomes.                                                                                                                                                                                                                                                                 |
| Award Program                | (Award Program) has the meaning as defined in the TEQSA Act (see higher education award) and include Diplomas, advanced diplomas and undergraduate degrees.                                                                                                                                                                                                                                                                |
| Breach of Academic Integrity | Any behaviour or attempted behaviour that could result in an unfair academic advantage to one or more students, with a breach being categorised as either minor, moderate, significant or serious with varying resulting consequences. Further detail and examples of each in Section 12 Penalties for Breaches.                                                                                                           |
| Census Date                  | This is the date within each study period when a student's enrolment must be finalised and the last day a student can withdraw from a Course without financial penalty.                                                                                                                                                                                                                                                    |
| Course                       | A planned and structured sequence of learning and teaching that allows a student to gain knowledge, skills and understanding in relation to an agreed set of learning outcomes.                                                                                                                                                                                                                                            |
| College Delivered Program    | A Program delivered directly by UNSW College, either onshore (on Sydney campus) or online. All teaching, academic support, and administration are provided and overseen by UNSW College staff, using UNSW College systems, policies, and processes.                                                                                                                                                                        |
| <u>Hybrid delivery model</u> | <u>Combines both online and face-to-face learning and teaching activities in one class, thus providing greater flexibility around attendance.</u>                                                                                                                                                                                                                                                                          |
| Non-Award Program            | An approved Program of study that does not lead to an AQF award but leads to a College qualification. This can include a tertiary                                                                                                                                                                                                                                                                                          |

| Definitions and Acronyms       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | preparation Program, an English Language Intensive Program for Overseas Students (ELICOS), a Foundation Program and Pre-Masters Program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Procedural Fairness            | <p>A principle of law that is concerned with the procedures used by a decision-maker, rather than the actual outcome reached.</p> <p>Key requirements of procedural fairness include:</p> <ul style="list-style-type: none"> <li>(a) ensuring Respondents are provided with all necessary details of the allegations that have been made against them;</li> <li>(b) ensuring Respondents are given a proper opportunity to respond to the allegations in an appropriate way before a decision is made (including as to any mitigating circumstances);</li> <li>(c) that persons involved in deciding an outcome do not have any bias or Conflict of Interest;</li> <li>(d) that a decision is based only on relevant evidence.</li> </ul> |
| Program                        | An Academic Board approved set of requirements and Courses into which a Student is admitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Transnational Education (TNE)  | Education Programs, Courses or services where learners are located in a country different from the one in which the College is based.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| TNE Provider Delivered Program | A program delivered offshore by a licensed education provider, under a formal agreement with UNSW College. The provider is responsible for delivering teaching and local student support, while UNSW College maintains oversight of academic quality, compliance, curriculum, and student progression pathways.                                                                                                                                                                                                                                                                                                                                                                                                                           |

## 19. Roles, responsibilities and delegations

| Role                                      | Responsibility                                                                                                                                                                                |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Board                            | Set Academic Standards and promote a culture of Academic Integrity across the whole institution.                                                                                              |
| College and TNE Staff i.e. Academic Staff | Educate and advise students regarding Academic Integrity, model Academic Integrity in their own academic, scholarly and professional activities, and identify Breaches of Academic Integrity. |
| College and TNE Students                  | Understand the requirements of Academic Integrity, promote Academic Integrity to fellow students and urge them to seek advice where appropriate, and avoid breaches.                          |

## 20. Related Policy and Supporting Documents

| Related Policy Documents and Supporting Documents |                                                                                                                                                                                                                                                                                |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy                                            | <ul style="list-style-type: none"> <li>• <a href="#">Offshore Student Misconduct Policy</a></li> <li>• <a href="#">Offshore Student Code of Conduct</a></li> <li>• <a href="#">Offshore Student Appeal Policy</a></li> <li>• <a href="#">College Privacy Policy</a></li> </ul> |
| Forms                                             | <ul style="list-style-type: none"> <li>• <a href="#">Request to Appeal Form</a></li> </ul>                                                                                                                                                                                     |

## 21. Policy Governance

| Offshore Academic Integrity Policy |                              |
|------------------------------------|------------------------------|
| Category/Business Group            | Academic Programs            |
| Published Externally (Yes/No)      | Yes                          |
| Approver                           | Academic Board               |
| Responsible Officer                | Executive Director, Academic |
| Contact Officer                    | Executive Director, Academic |
| Effective Date                     | 22 May 2025                  |
| Next Review Date                   | 22 May 2028                  |
| Version                            | 2.0                          |

### Revision History

| Version | Approved by    | Approval date | Effective date | Sections modified                                                                       |
|---------|----------------|---------------|----------------|-----------------------------------------------------------------------------------------|
| 2.0     | Academic Board | 22 May 2025   | 22 May 2025    | Updating policy to be an 'Offshore' policy, incorporating Award and Non-Award Programs. |
| 1.0     | Academic Board | 25 July 2024  | 25 July 2024   | N/A                                                                                     |

Please visit our website to ensure that you have the latest version of this Policy. Policies are available at: [unswcollege.edu.au/about/policies](https://unswcollege.edu.au/about/policies)