

## **Online University English Entry Course Academic Integrity Policy**

### **1. Purpose**

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.

### **2. Scope**

This policy applies to:

- (a) all prospective students seeking to enrol in the Online University English Entry Course (OUEEC);
- (b) all current OUEEC students; and
- (c) all College staff involved in the promotion, recruitment, admission, delivery, management or administration of the OUEEC and its students.

### **3. Policy Statement**

Academic Integrity is fundamental to learning and teaching and a collective responsibility between the College and its students. Breaches of Academic Integrity are considered to be Academic Misconduct and 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 are 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 at the College and throughout their learning journey;
- (c) minimise opportunities for Breaches of Academic Integrity through relevant policies, appropriate design of courses, Assessment tasks and Academic Standards;
- (d) educate staff through professional development that promotes a deeper understanding of Academic Integrity issues including how to detect and mitigate the risk of breaches;
- (e) model Academic Integrity in course delivery, course materials, setting assignments and exams, grading, Assessment extensions, reviews and appeals;
- (f) advise students on the methods of Academic Misconduct detection systems used to enforce Academic Integrity;
- (g) provide practical tools and educative resources that enable students to self-assess and measure their compliance with Academic Integrity;

- (h) specify conditions for the use of generative Artificial Intelligence in Assessments;
- (i) deal expeditiously with Breaches of Academic Integrity in keeping with relevant policies; and
- (j) ensure investigations are fair, transparent, consistent with principles of Procedural Fairness and appropriately respect the privacy of those involved.

## **5. 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;
- (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 OUEEC Student Misconduct Policy and the OUEEC 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;
- (g) properly credit any use of generative Artificial Intelligence (Gen AI) tools such as ChatGPT, CoPilot, Bard, if use is authorised by academic staff.

## **6. 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) Academic Misconducts includes, but is not limited to, the following:
  - i. Plagiarism - which is submitting work that is not one's own as if it is one's own and without acknowledging, citing or referencing the original source;
  - ii. Recycling - which is submitting work that is one's own, but which has already been assessed, and failing to clearly indicate this;
  - iii. Fabrication - which is making up information, such as experimental or interview data, inventing sources of data, citing publications that one knows, or reasonably should know, to be incorrect or does not exist;
  - iv. Collusion - which is engaging in illegitimate cooperation with other students to complete Assessment tasks that are meant to be done individually;
  - v. Cheating in exams - such as by writing notes on one's body or materials taken into the exam room, copying from other students, communicating with other students or people outside the exam room while the exam is in progress, using electronic devices to access information related to the exam



while it is in progress, or bringing prohibited items into the exam space;

- vi. Contract cheating - which is submitting an Assessment item produced wholly or in part by a commercial service, or another person, or an Artificial Intelligence tool, algorithm or computer generator where such actions are not authorised in the Assessment guidelines, or promoting such actions to other students;
- vii. Impersonation - which involves a third party undertaking an examination or other Assessment on behalf of a student;
- viii. Bribery - which is offering bribes or inducements that may lead to an academic advantage and/or accepting bribes or inducements to give an academic advantage.
- ix. Providing false information or fraudulent documentation, such as academic transcripts and medical certificates that may lead to an academic advantage;
- x. Unauthorised use of Artificial Intelligence involving using, generating and communicating information processed by that may lead to an academic advantage;
- xi. Any other behaviour that is unauthorized and/or may lead to an academic advantage.

## 7. Detecting Breaches of Academic Integrity

Breaches of Academic Integrity may be detected in various ways, including through:

- (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 exams;
- (g) teaching staff sharing the performance or behaviour of particular students suspected of Breaches of Academic Integrity with Academic Heads.

## 8. Reporting Breaches of Academic Integrity

- (a) An alleged detection of breach report is:
  - i. completed by the teaching staff member or Exam Supervisor identifying the



possible breach and submitted to the relevant Academic Head;

OR

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

## 9. 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.

## 10. Investigation of Alleged Breaches

A Breach of Academic Integrity is a serious matter and alleged breaches will be investigated expeditiously, where reliable evidence suggests a high level of probability that a breach has occurred. Below are details of some of the typical steps taken during the investigation:

- (a) The Program Manager (Assessment and Integrity) appoints an Academic Integrity Officer (AIO) to manage investigations, outcomes, record-keeping, matters of confidentiality and appeals.
- (b) The Academic Head or their delegate, works with the AIO to:
  - i. determine, within five (5) days, whether the evidence demonstrates a high probability that a Breach of Academic Integrity has occurred and warrants an investigation;
  - ii. if so, sends a Notice of Suspected Breach to the student, outlining the alleged / suspected breach, advising pastoral care and support options available to the student and providing an opportunity to respond within then (10) working days of receipt of the Notice;
  - iii. meet with the student to discuss the alleged Breach. The student may bring a support person to any meetings and the Academic Head will ensure the student has access to language support if needed.
- (c) The student:
  - i. on receipt of the Notice of Suspected Breach, may seek advice from the Study Coach or the College Student Wellbeing team to assist in preparing a response and / or accompany the student to any meeting;
  - ii. is required to provide a written response to the Notice within ten (10) working days which either:
    - admits to the Breach and explains the circumstances that led to the Breach; or
    - does not accept the Breach Allegation and provides supporting details and evidence;
- (d) The student may request a meeting to discuss the suspected Breach, if not already sought by the Academic Head.



- (e) If the student does not respond to the Notice or fails to attend a requested meeting with the Academic Head, a decision will be made without the student's input.

## 11. Outcome of an Investigation

On finalisation of the investigation:

- (a) the staff member reporting the breach, the AIO and the Academic Head determine whether there is a high probability that a Breach of Academic Integrity has occurred, or not. The AIO then records the determination in writing.
- (b) If the investigation determines there is a high probability that a breach has occurred, the teaching staff member and Academic Head will determine whether the breach is minor, moderate, significant or serious. This determination then guides the penalty applied.
- (c) The student will be advised of the outcome in writing by the AIO with reasons and any subsequent actions within twenty (20) working days of either the receipt of the student's response and / or a meeting with the student to discuss the suspected Breach.

## 12. Penalties for Breaches

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

### 12.1 *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 available 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.

### 12.2 *Moderate breach*

- (a) Examples would include:



- 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 Student Misconduct Committee for unsatisfactory academic performance.

### **12.3 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. exam cheating;
  - 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 Student Misconduct Committee asking the student to show cause as to why they should not be excluded from College courses.

#### **12.4 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. exam 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 (>=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 Student Misconduct Committee (which would consider serious penalties such as suspension for up to 12 months, permanent exclusion from the College and / or rescission of a qualification / testamur already awarded).
- (c) Any suspension or exclusion from the College (other than those of an emergency or interim nature) will take effect once all appeal periods have been exhausted (see the [OUEEC Student Appeal Policy](#)).

### **13. Communication of outcome**

- (a) The Academic Head and/or their delegate and the AIO will determine the outcome of a Breach of Academic Integrity.
- (b) In the case of a teacher having submitted a detection report, the Academic Head (or delegate) and AIO will consult with the teacher to determine the breach outcome.
- (c) The student will be notified by email of the outcome by the AIO, including the reasons for the decision, any subsequent action to be taken and the appeal process if the student wishes to pursue this action.
- (d) This notification will be sent to the student within ten (10) 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.
- (e) 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 of the OUEEC, the suspension will be applied in accordance with the [OUEEC Student Misconduct Policy](#).



- (f) 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.
- (g) The AIO will also inform relevant staff to record the penalty in the Student Management System.

## 14. Appeals

- (a) A student has the right to appeal a decision made in regard to a ruling related to Academic Misconduct, through the [OUEEC Student Appeal Policy](#).
- (b) In accordance with the [OUEEC 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.

## 15. Record Keeping

- (a) All instances will be recorded in the College Academic Misconduct Register and stored for a minimum period of seven (7) years.
- (b) All findings of Serious Academic Misconduct will be recorded on the student's permanent record.
- (c) An annual report on trends and emerging issues will be provided to the College Academic Board and other committees as required, by the Program Manager for Assessment and Integrity.

## 16. 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.

## 17. Definitions

Definitions and Acronyms	
Academic Misconduct	Various types of student violations of Academic Integrity including plagiarism and exam 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.
Academic Integrity	Acting in academic and scholarly contexts with honesty, truthfulness, trustworthiness, openness, transparency, fairness and respect.





Definitions and Acronyms	
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.
Assessment	The wide variety of methods or tools that educators use to evaluate, measure and document each student's performance against prescribed learning outcomes.
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.
OUEEC / Online University English Entry Course	The Online University English Entry Course , a UNSW College Program that builds academic and English language skills with all content, communication and distribution of learning resources delivered electronically.
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>

## 18. Roles, responsibilities and delegations

Role	Responsibility
Academic Board	Set Academic Standards and promote a culture of Academic Integrity across the whole institution.
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.



Role	Responsibility
Students	Understand the requirements of Academic Integrity, promote Academic Integrity to fellow students and urge them to seek advice where appropriate, and avoid breaches.

## 19. Related Policy and Supporting Documents

Related Policy Documents and Supporting Documents	
Policy	<ul style="list-style-type: none"> <li>• <a href="#">OUEEC Student Misconduct Policy</a></li> <li>• <a href="#">OUEEC Student Code of Conduct</a></li> <li>• <a href="#">OUEEC 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>

## 20. Policy Governance

OUEEC 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
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1.0	Academic Board	25 July 2024	25 July 2024	N/A

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