

1. Purpose

This Policy aims to minimise any instances of student academic dishonesty at Australian School of Accounting (ASA) by providing information on how to act honestly, ethically and with integrity for the duration of students’ study and for academic staff, for the term of their employment. Both staff and students are responsible for maintaining academic integrity.

This ASA policy exists to address any form of academic misconduct. If a breach occurs ASA will investigate allegations of academic dishonesty and take the necessary steps to address the incident and take appropriate action.

2. Principles

This Policy applies to all ASA’s staff and students. The main principle is to create an awareness in the first instance by providing information to all staff and students in relation to, referencing style, what constitutes plagiarism and academic integrity. The second principle is to ensure that when students submit assessments they use plagiarism detection software or, if unable to do so, seek further advice or support.

3. Scope

This Policy applies to all staff and students of ASA in relation to academic and research integrity as required by the HES Framework (Threshold Standards) 2015.

4. Definitions

Term	Definition
Academic Integrity	‘A commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action’ ¹
Bribery	is when a student offers money or some other form of enticement for assistance in assessments or grades.
Cheating	is gaining an unfair advantage in an assessment in any form of test or event or obtaining unauthorised material or obtaining unauthorised prior knowledge of examination material before the event.
Cheating Contractor	is a form of plagiarism. When a student outsources an assessment and submits it as their own.

Collusion	means unauthorised collaboration on assessable work with another person or persons, doing work for another student, or engaging another student to sit for an examination.
Exclusion	is when a student is withdrawn from study and thus may not enter the campus or have access to resources.
Plagiarism	is the unattributed use of someone else's words, creations, ideas and arguments as one's own.
Suspension	is when a student is excluded from participation in classes but may still use the institution's resources (such as the library).

5. Policy

ASA upholds the highest standard of academic integrity in all work produced by students and staff in the course of their study or employment (in the case of staff) with ASA. ASA will not tolerate any breach of academic integrity and will take appropriate steps to ensure that all work complies with this policy. Identified breaches of this policy will attract disciplinary action.

This policy addresses a number of different types of academic and research integrity but the list is not complete.

Breaches of academic integrity include:²

- plagiarism and failures to correctly acknowledge practice
- contract cheating or paying for another person to prepare an assignment
- submitting (for assessment or review) work prepared by another person,
- collusion, such as copying of other peoples' work
- all forms of cheating in examinations
- offering or accepting bribes (money or sexual or other favours) e.g., for admission or for grades, and
- fabrication or falsification of information

¹(International Centre for Academic Integrity, 2014)

²TEQSA Guidance Note: Academic Integrity Beta version 1.1 (11 October 2017)

The reputation of ASA is at risk if any of the above practices undermines or is likely to undermine the integrity of assessment of students' work.

Breaches of research integrity include:

- plagiarism
- falsifying or fabricating data
- deliberately omitting data to obtain a desired result
- using data from other researchers without due acknowledgement
- representing observations as genuine when they are not, and
- misleading attributions or authorship

Staff and students are made aware that failure to obtain required prior ethical or regulatory approval for a research project may constitute a breach and must take the necessary action in preventing this from happening.

6. Responsibilities

Reasonable steps will be taken to ensure that students, particularly commencing students and staff, are aware of what constitutes academic dishonesty, the policy and procedures that apply and the repercussions for a breach of policy. ASA will provide students with formal opportunities to learn about academic dishonesty in orientation sessions each quadmester and workshops that will address academic integrity and ethical culture for all. Students will make sure that they attend these sessions and that they are aware of the scope of academic integrity and the consequences of a breach.

Material will be made available on the ASA website for staff and students including clearly written policies, procedures and guidelines regarding academic integrity. The Student Handbook will set out the rights and responsibilities of students.

ASA will provide guidance and feedback for students regarding referencing as part of the assessment process. ASA will apply relevant security practices, including the use of software in reviewing assignments. Please refer to the Assessment Policy and Procedure for further information.

Every academic staff member is responsible for addressing incidents of academic dishonesty. When dealing with an incident of academic dishonesty by a student, it is essential that staff members follow the relevant procedure set out in the Academic Integrity procedure.

7. Records of Academic Dishonesty and Plagiarism

Alleged plagiarism or academic dishonesty will be recorded on the student's record and lodged in a register. The record must include any warnings, communications and the outcomes (if any) of an allegation of plagiarism or academic dishonesty including any documentary evidence.

All academic staff and relevant operational staff must have access to this confidential information when considering any subsequent allegations that relate to academic dishonesty.

Responsibility for updating the student record rests with the staff member who is handling the respective aspect of the allegation. This must be countersigned by the Academic Dean or Principal.

The Principal will provide a quarterly report to the Board of Directors detailing the occurrence and nature of all academic integrity breaches including action taken to address any underlying causes.

8. Specific Related Documents

Student Handbook

Staff Handbook

Academic Integrity Procedure

Student Academic Misconduct Procedure

Student Assessment Procedure

9. Related Documents

Student Academic Conduct Policy

Student Assessment Policy

10. Relevant Legislation

International Center for Academic Integrity (2014), Fundamentals Values Project
TEQSA Guidance Note: Academic Integrity

11. Version Control

Document		Academic Integrity Policy			
Approved by		Academic Board		Date: 04 November 2020	
		Next review			2023
Version #	3.1	Replaces Version #	3.0	Update table	
	3.0		2.1	Academic Board approval	
	2.1		2.0	Governance restructure	
	2.0		1.3	Academic Board Approval Next review	2022
	1.3		1.2	Post-TEQSA meeting	
	1.2		1.1	Style review	
	1.1		1.0	Academic Board review Styling Next review	2021
	1.0		0.3	Academic Board approval	
	0.3		0.2	Academic Board review	
	0.2		0.1	Academic Board review	
	0.1		Generic	Academic Board review	