

# Academic Honesty Policy

## 1. PURPOSE/OBJECTIVE

To ensure NIC takes a consistent, equitable and transparent approach to academic honesty among its staff and students.

## 2. APPLICATION

This policy applies to all students and staff of NIC.

## 3. POLICY STATEMENT

Academic honesty is an integral part of the core values and principles outlined in the Student Code of Conduct. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately

The key principles of this policy are that NIC will:

1. expect all students to do their academic work honestly
2. use a range of approaches to educate students in the practice of honest academic work
3. take consistent and equitable action to manage dishonest behaviours by:
  - a) communicating that any piece of academic work can be checked at any time using an appropriate process
  - b) applying a common penalty framework across the institute
  - c) applying appropriate, consistent procedures for detecting and investigating alleged academic dishonesty
  - d) providing and communicating the appeal process

Examples of dishonest academic behaviours are contained in the Definitions Section of this policy.

### Principles of Academic Honesty

Throughout their studies at NIC, students are expected to conduct themselves in an honest and ethical manner and in accordance with accepted standards outlined in the NIC Student Code of Conduct. Behaviour contrary to these standards, including plagiarism and deception, are understood to be academic misconduct. The approach taken by NIC to academic honesty is one that is appropriate to a learning organisation, with equity, respect, fairness and responsibility the core values that underpin the learning environment. If a student is found to have breached standards of NIC Student Code of Conduct they will be subject to penalties.

### Promoting Academic Honesty

In fulfilling its commitment to promoting and maintaining the highest standards of academic integrity, NIC will ensure that students are supported and encouraged to conduct themselves honestly. To support this:

- academic honesty is dealt with at every level from policy, through processes, to individual staff practices
- academic expectations are explained to students during the orientation process

- this policy is made available to all staff and students via the portal and reference to the policy is included in all Unit Outlines which are distributed and covered in the first week of class
- discipline specific academic literacy guidelines designed to develop appropriate academic communication skills and practices and to gain an increased understanding of the values that underpin academic culture are included in all Diploma programs
- plagiarism and collusion software is used for detection purposes
- the importance of adhering to writing and referencing conventions is addressed by tutors/lecturers in conjunction with major written assessments
- graduate capabilities or generic skills outcomes direct teaching and assessment and support teaching staff in educating students about effective communication, critical thinking, analysis and interpretation.

### **Determining Academic Misconduct and Penalties**

Academic misconduct includes, but is not limited to, behaviours outlined in the glossary of this document. The Academic Committee is responsible for investigating reports of academic misconduct and deciding whether a penalty should be imposed. The Academic Committee consists of the College Director, the Student Services Manager and any other suitable person appointed by the College Director as required from time to time. The Academic Committee may delegate authority to investigate and decide penalties to any two of its members. A record of any penalties imposed will be recorded in the student's record.

The Academic Committee will impose penalties in accordance with the penalty framework outlined below and with the provision that:

- a) A second incidence of academic misconduct will be penalized more severely than the first incidence
- b) A third incidence of academic misconduct may result in exclusion.

### **Penalty Framework**

The penalty levels available to the Academic Committee are:

#### *Misconduct Level 1:*

Misconduct level 1 applies for a minor incidence of academic misconduct:

- which may have been unintentional, or
- for which the student may have gained no or only minor advantage, or
- where a student has been found carelessly assisting other students in academic misconduct, or
- where assignments fail to meet acceptable standards of academic honesty, or
- any other misconduct that the committee considers deserves this level of penalty

At this level, zero is awarded for the relevant assessment event, or marks are deducted from the marks awarded to the student for the relevant assessment event. The decision is recorded on the student's file and in the academic misconduct register and a verbal warning is given to the student.

#### *Misconduct Level 2:*

Misconduct level 2 applies for more serious cases of academic misconduct:

- which has been intentional, or
- where intentional assistance has been given to another student to act dishonestly, or
- where examination rules have been breached regardless of whether unfair advantage has been obtained, or
- where assignments significantly fail to meet acceptable standards of academic honesty, or
- there has been a prior history of academic misconduct that was penalized at a lower level, or

- any other misconduct that the committee considers deserves this level of penalty

At this level, zero is awarded for the relevant unit. The decision is recorded on the student's file and in the academic misconduct register and a written warning is given to the student.

*Misconduct Level 3:*

Misconduct level 3 applies where there have been two previous incidents of academic misconduct or for any other severe misconduct that the committee considers deserves this level of penalty. Exclusion from NIC may be imposed.

### **Appeals**

Students who can establish that there were procedural or factual errors in the Academic Committee's decision may appeal. Appeals must be in writing and arrive at NIC no later than 10 working days from the time the decision was handed down by the committee and communicated to the student. The College Director will respond to such appeals within 10 working days of receiving the appeal.

## **4. DEFINITIONS**

- **Plagiarism**

Using the work or ideas of another person and presenting this as your own without clear acknowledgement of the source of the work or ideas. This includes, but is not limited to, any of the following acts:

- a) copying out part(s) of any document or audio-visual material or computer code or website content without indicating their origins
- b) using or extracting another person's concepts, results, or conclusions without acknowledgement
- c) summarising another person's work without acknowledgement
- d) submitting substantially the same final version of any material as another student in an assignment
- e) use of others (paid or otherwise) to conceive, research or write material submitted for assessment
- f) submitting the same or substantially the same piece of work for two different tasks (self-plagiarism).

- **Deception**

includes, but is not limited to, false indication of group contribution, false indication of assignment submission, collusion, submission of a work previously submitted, presenting collaborative work as one's own without acknowledging others' contributions, cheating in an examination or using others to write material for examination.

- **Sabotage**

includes, but is not limited to, theft of work, destruction of library materials.

## **5. RELATED DOCUMENTS**

- Assessment Policy
- Examination Procedure
- Grade Review Procedure
- Student Code of Conduct
- Standard 13 of the National Code 2007

## AMENDMENT HISTORY

<b>Department:</b>	Academic	
<b>Approval Authority:</b>	SMT	
<b>Approval Date:</b>	18 August 2014	
<b>Date for Next Review:</b>	August 2017	
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
16/02/2011	1	Policy created and implemented.
17/09/2012	2	Policy updated to reflect current UPD formatting.
18/8/2014	3	Policy reviewed and updated