

## Academic Integrity Policy

---

### 1. Background

Safeguarding academic integrity is a key priority for Gateway Business College (GBC) as a higher education institution. Promoting and upholding high standards of academic integrity, ethical scholarship and research integrity is central to our mission and values.

GBC will ensure academic integrity and good practice in academic conduct is maintained by students and staff in teaching and learning contexts, assessments, scholarship, research activity and publication. Risks to academic integrity will be mitigated and addressed through educational guidance, investigative procedures and the application of penalties.

### 2. Purpose

This policy establishes the framework for safeguarding and maintaining academic integrity at GBC, identifies potential threats to academic integrity through academic misconduct and establishes procedures for addressing breaches of academic integrity and applying penalties for academic misconduct.

### 3. Scope

The *Academic Integrity Policy* applies to all academic staff and students at GBC. Additionally this policy applies to academic work and research produced in partnership with another party within or external to GBC, and external research partnerships involving GBC academic staff.

### 4. Definitions

**Academic Board:** The Academic board is responsible for academic governance at GBC. The Academic Board reports and advises the Corporate Governance Board on academic activity. This board oversees academic activities such as teaching, learning, scholarship, research, course approval, student outcomes, academic standards and academic policy.

**Academic integrity:** Ethical academic conduct, scholarship and research that is honest, trustworthy, fair, and respects academic scholarship and intellectual property rights and rules by rightfully acknowledging the use of the scholarly work of others.

**Academic misconduct:** Behaviour that breaches academic integrity, including plagiarism, cheating, collusion, contract cheating, falsifying research data and reports.

**Academic staff:** Staff engaged in higher education teaching, learning and research as employees of GBC.

**Cheating:** Activity that breaches research integrity or the criteria or conditions set for an assessment task. Taking unauthorised support materials into an examination. Copying

## Academic Integrity Policy

---

the work of another, including research results, and presenting it as one's own work or submitting the work of another as one's own. Falsifying research data and results.

**Collusion:** When a student or academic staff member presents work for assessment or publication as their own when in fact it is partly or entirely the product of an unauthorised collaboration with another person(s).

**Contract Cheating:** Submitting an assessment task as your own work, when it has been written by another and purchased from another. This includes purchasing one that has been pre-prepared or specifically written in response to the set assessment task. Purchasing work from another includes another student, a commercial site, service or business.

**Corporate Governance Board:** The formally constituted governing body accountable for the governance of GBC as a higher education operation.

**Plagiarism:** When a student, academic or staff member presents the scholarship, research, ideas or words of another as their own original work. There is no acknowledgement of the original source or author.

**Plagiarism detection software:** Text-matching software that detects plagiarism in a document.

**Student:** A person currently enrolled in study in a GBC course.

## 5. Principles

GBC will safeguard academic integrity through the promotion and implementation of good academic conduct, ethical scholarship and research integrity.

Academic misconduct is a serious risk to GBC's academic integrity.

Measures to prevent and mitigate risks to academic integrity include educational activities for students, communication of information on-campus and online, detection mechanisms, professional development training for academic staff, and the application of appropriate penalties for academic misconduct.

Penalties will be applied for academic misconduct as per the *Academic Misconduct Policy* and the *Staff Academic Misconduct Policy*.

## 6. Procedures

### 6.1 Responsibilities

The GBC Corporate Governance Board has delegated oversight of academic integrity to the Academic Board.

The GBC Academic Board is responsible for ensuring that all policy guidelines and procedures developed to promote and uphold academic integrity at GBC are

## Academic Integrity Policy

---

implemented. This includes procedures for the prevention and mitigation of academic misconduct, responding to academic misconduct and applying appropriate penalties.

The Dean is responsible for ensuring the day-to-day implementation of this policy.

### **6.2 Maintaining academic integrity through good academic conduct**

Academic misconduct is a risk to academic integrity.

GBC staff and students will maintain academic integrity through good academic conduct in assessment tasks, teaching and learning contexts, research and scholarship by:

- Knowing what constitutes academic misconduct and the penalties that apply
- Ensuring they do not engage in academic misconduct activities, such as plagiarism, collusion, cheating, contract cheating, falsification of data or research results
- Respecting and upholding intellectual property rights and copyright regulations
- Acknowledging the work of others through correct referencing and citation
- Ensuring the work they produce and submit is their own individual work, unless it has been developed in collaboration with others as identified and permitted, such as a group work assessment task or research partnerships
- Acknowledging collaborators and contributors
- Acting ethically in the collection of data and research materials
- Reporting honestly in research findings and reports
- Reporting activity that breaches academic integrity.

### **6.3 Mechanisms to prevent and mitigate risks to academic integrity**

Central to preventing academic misconduct is promoting awareness among students and academic staff of what constitutes academic misconduct, and the consequences of engaging in academic misconduct.

Strategies intended to prevent and mitigate risks to academic integrity include:

- Education and communication
- Information about academic integrity and academic misconduct must be included in the student handbook, GBC website, subject outlines, lectures and tutorials. Additionally, it must be integrated into standard learning and teaching contexts and materials, academic skills workshops and academic staff professional development.
- Visually promoting the types and seriousness of academic misconduct through on campus awareness activities
- Teaching and learning activity and academic skills support will provide students with strong guidance, instruction and feedback on maintaining academic integrity and academic misconduct awareness
- Academic staff will develop teaching and learning activities that support students in the achievement of good academic practice and maintaining academic integrity in assessment tasks
- Providing academic skills workshops for students during orientation and throughout the semester on academic integrity standards, academic misconduct and the penalties that apply, correct referencing and citation, academic skills support
- An applied system of procedures and penalties for breaches of academic integrity that reinforce its seriousness and work to prevent its repetition by students
- Recruiting academic staff who have demonstrated research experience and integrity

## Academic Integrity Policy

---

- Ensuring academic staff are trained in identifying breaches to academic integrity, including plagiarism, contract cheating, collusion, cheating
- The ongoing review of course content and assessment design to minimise the risk of academic misconduct occurring
- Providing advice and support to academic staff on research integrity through professional development activities and research supervision.

### 6.4 Breaches to academic integrity

Minor academic misconduct: less serious breaches to academic integrity that occur due to inexperience or a lack of understanding of the principles of academic integrity, referencing and citation. While such breaches may be classified as inadvertent, they are still identified as academic misconduct.

The repetition of minor incidents of academic misconduct will be treated as more serious and may be escalated to a major classification and penalty.

Major academic misconduct: a serious breach to academic integrity. Such breaches usually indicate deliberate academic misconduct and the intention to deceive.

Refer to the *Academic Misconduct Policy* and *Staff Academic Misconduct Policy* for more details.

### 6.5 Responding to breaches to academic integrity

GBC has strong academic misconduct procedures to ensure all reports of alleged academic misconduct are addressed appropriately, investigated, and penalties are applied.

Procedures and processes for responding to allegations and incidents of academic misconduct are detailed in the *Academic Misconduct Policy* and *Staff Academic Misconduct Policy*.

### 6.6 Penalties for breaches of academic integrity

The penalty for a breach of academic integrity is determined by the type and level of academic misconduct and whether it is repeated behaviour.

Penalties for breaches of academic integrity are identified in the *Academic Misconduct Policy* and the *Staff Academic Misconduct Policy*.

### 6.7 Maintaining records on breaches to academic integrity

GBC will maintain accurate records of incidents of academic misconduct.

Reports on academic misconduct will be provided to the Academic Board at the end of each semester.

The Academic Board is responsible for reporting to the Corporate Governance Board on academic misconduct and risks to academic integrity at the end of each semester.

The Teaching and Learning Committee is responsible for recommending and developing activities to reduce incidents of academic misconduct, and overseeing their implementation.

# Academic Integrity Policy

---

## 7. Records

Records associated with this policy will be maintained according to the Records Management Policy.

## 8. Related legislation

- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF).
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018)

## 9. Review

This policy will be reviewed by the Academic Board every three years, or more frequently should the Board deem it necessary.

## Version Control

Document History			
<b>Document Name</b>	Copyright Policy		
<b>Document Code</b>	GGB006		
<b>Document Owner</b>	CEO	<b>Date Developed</b>	11.07.2017
<b>Approval</b>	Academic Board	<b>Date of Approval</b>	01.03.2017
<b>Related Documents</b>	Academic Integrity Policy Compliance Framework Policy Intellectual Property Policy Research Ethics and Integrity Policy Staff Academic Misconduct Policy Student Academic Misconduct Policy Teaching and Learning Policy		
<b>Version No.</b>	<b>Summary of Changes</b>	<b>Date</b>	
1.		01.03.2017	
2.	Policy Reviewed and new policy code applied, details of policy related record and Related legislation inserted	23.03.2023	