



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Policy:

## Academic Integrity (Students)

Effective: 1 April 2020

Audience: Students and Staff

Policy Category: Academic

Policy Sub-category: Student Conduct  
and Responsibilities

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Policy Owner:	Deputy Vice Chancellor, Academic
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## 1 OBJECTS OF THE UNIVERSITY

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The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
  - i. teaching, scholarship and research;
  - ii. training for the professions; and
  - iii. pastoral care for its students.

## 2 PURPOSE

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- 2.1** The purpose of this Policy is to set out the underlying principles of Academic Integrity and the responsibilities of staff and students involved in any Academic Endeavour on behalf of, or under the auspices of, the University of Notre Dame Australia (University) to uphold these principles.

## 3 SCOPE

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- 3.1** This Policy applies to all students of the University and outlines the responsibility and role of staff in working with students in relation to Academic Integrity. Staff obligations in relation to Academic Integrity are addressed in the *Policy: Academic Integrity (Staff)*.

## 4 PRINCIPLES

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- 4.1** Academic Integrity is a core University value and obligation.
- 4.2** Upholding Academic Integrity must be the foundation for all teaching, scholarship and research undertaken by staff and students.
- 4.3** The University is opposed to, and does not tolerate, breaches of Academic Integrity.
- 4.4** The University supports the use of educative and prevention strategies to foster Academic Integrity.
- 4.5** Staff will apply appropriate strategies for promoting, protecting and practicing Academic Integrity.
- 4.6** Students will uphold ethical practice in all Academic Endeavours.
- 4.7** Penalties for breaches of Academic Integrity will take into account any extenuating circumstances and any record of past breaches of Academic Integrity.

## 5 BREACHES OF ACADEMIC INTEGRITY

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- 5.1** A breach of Academic Integrity may include any conduct, whether intentional or unintentional, that reflects a lack of honesty, fairness, respect or responsibility. Examples of breaches include, but are not limited to, the following:
  - 5.1.1** *Plagiarism* - the act of representing as one's own original work (without appropriate acknowledgement) the ideas, interpretations, words or creative works of another. This includes works in print and electronic media, published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through

- working in a group. More specific examples of Plagiarism include, but are not limited to:
- 5.1.1.1 *Plagiarism of ideas* - claiming credit for someone else's thoughts, ideas or inventions;
  - 5.1.1.2 *Word-for-Word plagiarism* - copying the exact expression of someone's writing or a very close approximation to it;
  - 5.1.1.3 *Plagiarism of sources* - using another person's citations without acknowledging the source of the citations;
  - 5.1.1.4 *Plagiarism of authorship* - claiming to be the author of an entire piece of work such as an article, an essay, a book, a musical composition which has been fully or substantially authored by another (Martin, 2004, p.3)<sup>1</sup>; and
  - 5.1.1.5 *Self-plagiarism* – the submission of work (for assessment) previously submitted but claimed as original work.
- 5.1.2 *Contract cheating* – “when students employ or use a third party to undertake their assessed work for them. This may include:
- Essay writing services
  - Friends, family or other students
  - Private tutors
  - Copyediting services
  - Agency websites”<sup>2</sup>
- 5.1.3 *Collusion* – co-operation between parties with the intent to deceive. This includes instances such as where two assessment submissions from different students are largely similar, even during different semesters or years.
- 5.1.4 *Inappropriate collaboration* – includes instances where the whole or part of work that is to be presented is jointly undertaken in the knowledge that each person will claim the work is wholly that person's own work. This includes working together or sharing information for assessed work, without specific instructions that this is permissible.
- 5.1.5 *Cheating in examinations*
- 5.1.6 *Fabrication* – the intentional use of information or data that has been made up and is implied as otherwise through reports or records.
- 5.1.7 *Falsification* – misrepresentation of research through the manipulation of research materials, equipment, or processes and/or misrepresentation of data<sup>3</sup>.
- 5.1.8 *Impersonation* – assuming the character or appearance of, or pretending to be another person.
- 5.1.9 *Inappropriate use of data* – for example, use of research data for personal advantage or that of a third party.
- 5.1.10 *Conflict of interest* – failure to declare or manage a conflict of interest.
- 5.1.11 *Failure to follow research proposals* – as approved by a research ethics committee, particularly when this failure was avoidable and may result in unreasonable risk or harm to humans, animals or the environment.
- 5.1.12 *Deception* – in proposing, carrying out or reporting the results of research.
- 5.1.13 *Failure to obtain requisite ethics clearance* – before research, or a significant step in the

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<sup>1</sup> Martin, B. (2004). *Plagiarism: policy against cheating or policy for learning?* Retrieved on April 1, 2020 from <http://www.bmartin.cc/pubs/04plag.pdf>

<sup>2</sup> Tertiary Education Quality and Standards Agency. (2017) Good practice Note: Addressing contract cheating to safeguard academic integrity. Retrieved on April 1, 2020 from <https://www.teqsa.gov.au/latest-news/publications/good-practice-note-addressing-contract-cheating-safeguard-academic>

<sup>3</sup> The Office of Research Integrity. *Definition of Research Misconduct*. Retrieved on April 1, 2020 from <http://ori.hhs.gov/definition-misconduct>

research is undertaken.

5.1.14 *Concealment or facilitation of a breach of Academic Integrity by others.*

## 6 DISCIPLINARY ACTION FOR BREACH OF ACADEMIC INTEGRITY

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- 6.1 The University recognises that there will be varying degrees of seriousness in relation to a breach of Academic Integrity.
- 6.2 In order to ensure that the processes dealing with allegations of a breach of Academic Integrity and any penalties imposed are dealt with in an equitable and consistent manner, the University has approved the *Procedure: Managing Breaches of Academic Integrity: Students* (Procedure). The purpose of the Procedure is to provide direction to staff and students on the level of seriousness of breaches of Academic Integrity and the circumstances where a breach will constitute Academic Misconduct and the appropriate disciplinary process to follow.
- 6.3 Where a breach of Academic Integrity by a student constitutes Academic Misconduct any disciplinary action must be in accordance with the process outlined in the University's *General Regulations*.

## 7 ROLES AND RESPONSIBILITIES

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- 7.1 The **University** will support students to uphold Academic Integrity by:
  - 7.1.1 Providing and communicating a framework that includes policy and supporting documentation to promote and maintain expectations of students in regards to Academic Integrity.
  - 7.1.2 Providing information and support to students to raise an awareness of the principles of Academic Integrity and familiarise students with their responsibilities to uphold Academic Integrity.
  - 7.1.3 Providing students with University approved referencing style guides and other support resources to assist students having a proper understanding of how to incorporate and acknowledge the work of others in producing their own academic work.
  - 7.1.4 Providing students with relevant, up to date support and resources, such as, computer text matching software to assist with the detection of practices that may breach Academic Integrity.
  - 7.1.5 Providing clear approval processes for ethical clearance prior to commencing research.
  - 7.1.6 Providing processes for managing intellectual property and authorship rights of the University and staff.
  - 7.1.7 Communicating to students that the University does not tolerate breaches of Academic Integrity and that the University will investigate allegations.
  - 7.1.8 Ensuring that breaches are properly investigated in accordance with the University's approved Policy and ensuring that any investigation occurs in a confidential and timely manner.
  - 7.1.9 Ensuring procedural fairness when breaches of Academic Integrity are being investigated.
- 7.2 **Students** are responsible for upholding Academic Integrity by:
  - 7.2.1 Respecting the principles of Academic Integrity and complying with this Policy;
  - 7.2.2 Upholding ethical practices in all Academic Endeavours;
  - 7.2.3 Taking responsibility for developing the requisite academic skills in order to uphold

- Academic Integrity;
- 7.2.4 Providing the required student declaration acknowledging the University's requirements of Academic Integrity.

## 8 RELATED DOCUMENTS

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### 8.1 Applicable External Standards and Codes

- 8.1.1 *Higher Education Standards Framework (Threshold Standards) 2015* – Standard 5.2
- 8.1.2 *Australian Code for the Responsible Conduct of Research (2018)*
- 8.1.3 *National Health and Medical Research Council (NHMRC) Research Integrity and Misconduct Policy*

### 8.2 University documents

- 8.2.1 *General Regulations: Student Discipline*
- 8.2.2 *Procedure: Managing Breaches of Academic Integrity (Students)*
- 8.2.3 *Code of Conduct: Students*
- 8.2.4 *Policy: Assessment in Coursework Courses*
- 8.2.5 *Policy: Managing Misconduct*
- 8.2.6 *Policy: Code of Conduct for Research*
- 8.2.7 *Policy: Responsible Conduct of Research*
- 8.2.8 *Policy: Examinations*
- 8.2.9 *Policy: Student Appeals*
- 8.2.10 *Guideline: Use of Text Matching Applications for Fostering Academic Integrity*
- 8.2.11 *The University of Notre Dame Australia Style and Referencing Guide*

## 9 DEFINITIONS

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### 9.1 For the purpose of this Policy, the following definitions apply:

**Academic Integrity** means adherence to the values of 'honesty, trust, fairness, respect, and responsibility' by all of those involved in scholarship (The International Centre for Academic Integrity, 2014, p. 16)<sup>4</sup>.

**Academic Endeavours** means any activities that relate to University work, research, teaching or scholarship and includes training activities and presentation of information or data to students, staff, or parties external to the University.

Version	Date of approval	Approved by	Amendment
1	21 November 2007	Vice Chancellor	Original Academic Misconduct Policy
2	January 2010	Vice Chancellor	Editorial amendments
3	April 2015	Vice Chancellor	Updated and renamed Student Academic Integrity Policy
4	1 April 2020	Vice Chancellor, following endorsement by Academic Council 20 February 2020	Separation of policy from procedure; reformatted to new policy template.

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<sup>4</sup> International Centre for Academic Integrity. *The fundamental values of Academic Integrity (2<sup>nd</sup> ed.)*. Retrieved on April 1, 2020 from <https://www.academicintegrity.org/wp-content/uploads/2017/12/Fundamental-Values-2014.pdf>

