Policy:

Academic Integrity (Staff)

Effective: 1 April 2020

Audience: Staff

Policy Category: Management
Policy Sub-category: Human Resources

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Policy Owner:	Deputy Vice Chancellor, Academic
Responsible Officer:	Director, Learning and Teaching Office
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Contents

1   OBJECTS OF THE UNIVERSITY

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

In pursuing these Objects, the University seeks to be an outstanding Australian university, and one of the best Catholic universities in the world.

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

2.1   The purpose of this Policy is to set out the underlying principles of Academic Integrity and the responsibilities of staff 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

3.1   This Policy applies to all staff of the University (including those with an adjunct or sessional contract) who are involved in any Academic Endeavours on behalf of, or under the auspices of, the University.

4   PRINCIPLES

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   Staff will follow the standards of behaviour expected of them in performing their duties of employment in accordance with the *Staff Code of Conduct.*
4.5   Staff will apply appropriate strategies for promoting, protecting and practicing Academic Integrity and for preventing and detecting Plagiarism.

5   BREACHES OF ACADEMIC INTEGRITY

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)[1].

5.1.2 *Collusion* – co-operation between parties with the intent to deceive.

5.1.3 *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.

5.1.4 *Fabrication* – the intentional use of information or data that has been made up and is implied as otherwise through reports or records.

5.1.5 *Falsification* – misrepresentation of research through the manipulation of research materials, equipment, or processes and/or misrepresentation of data (The Office of Research Integrity, 2011, p 2)[2].

5.1.6 *Impersonation* – assuming the character or appearance of, or pretending to be another person. This includes the practice of commissioning a person to produce, in part or whole, an Academic Endeavour on behalf of another, such as through the practice of contract cheating.

5.1.7 *Inappropriate use of data* – for example, use of research data for personal advantage or that of a third party.

5.1.8 *Conflict of interest* – failure to declare or manage a conflict of interest.

5.1.9 *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.

5.1.10 *Deception* – in proposing, carrying out or reporting the results of research.

5.1.11 *Failure to obtain requisite ethics clearance* – before research, or a significant step in the research undertaken.

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

6 DISCIPLINARY ACTION FOR BREACH OF ACADEMIC INTEGRITY

6.1   The University recognises that there will be varying degrees of seriousness in relation to a breach of Academic Integrity.

6.2   All alleged breaches of Academic Integrity by staff members should be formally reported in the first instance to the Dean or in the case of a Dean to the Executive, to whom the staff member reports.

6.3   The allegation will be investigated in accordance with the *Policy: Managing Misconduct* and may result in disciplinary action.

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

[2] The Office of Research Integrity. *Definition of Research Misconduct*. Retrieved on April 1, 2020 from http://ori.hhs.gov/definition-misconduct)

7   ROLES AND RESPONSIBILITIES

7.1   The **University** will support staff 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 staff in regards to Academic Integrity.

7.1.2   Providing information and support to staff to raise an awareness of the principles of Academic Integrity and familiarise staff with their responsibilities to uphold Academic Integrity.

7.1.3   Providing staff with University-approved referencing style guides and other support resources to assist staff in having a proper understanding of how to incorporate and acknowledge the work of others in producing their own academic work.

7.1.4   Providing staff with relevant, up to date support and resources, such as, computer text matching software to assist with the detection of practices that may infringe 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 staff 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   **Staff** are responsible for upholding Academic Integrity by:

7.2.1   Conducting themselves in a manner that upholds and promotes the principle of Academic Integrity in all Academic Endeavours.

7.2.2   Being familiar with the requirements of this Policy and supporting documents, and fostering an awareness and understanding in their students of the principles of Academic Integrity.

7.2.3   Communicating to students their responsibilities to uphold the principles of Academic Integrity and to submit their work for assessment in accordance with the *Code of Conduct: Students* and *Policy: Academic Integrity (Students).*

7.2.4   Providing students with information and resources to enable them to uphold Academic Integrity.

7.2.5   Designing and implementing curricula and assessments in ways that maximise opportunities for students to produce work that does not breach Academic Integrity.

7.2.6   Providing feedback to assist students to develop the knowledge and skills to demonstrate Academic Integrity in their work.

7.2.7   Modelling Academic Integrity to students, including ensuring that all resources produced for teaching materials (written materials, lecture notes, presentations that are recorded) contain appropriate citations and references.

7.2.8   Using text-matching detection software in accordance with University Guidelines.

7.2.9   Investigating all possible breaches of Academic Integrity in work submitted by students in accordance with the *Procedure: Managing Breaches of Academic Integrity (Students).*

7.2.10 Reporting any potential breaches of Academic Integrity by staff to the Executive to

whom the staff member reports in a timely manner.

8 RELATED DOCUMENTS

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 *Australian Research Council (ARC): Research Integrity Policy*
8.1.4 *National Health and Medical Research Council (NHMRC) Research Integrity and Misconduct Policy*

8.2 University documents
8.2.1 *Code of Conduct: Staff*
8.2.2 *Policy: Managing Misconduct*
8.2.3 *Policy: Code of Conduct for Research*
8.2.4 *Policy: Responsible Conduct for Research*
8.2.5 *Policy: Examinations*
8.2.6 *Policy: Assessment in Coursework Courses*
8.2.7 *Policy: Academic Integrity (Students)*
8.2.8 *Procedure: Academic Integrity (Students)*
8.2.9 *Guideline: Use of Text Matching Applications for Fostering Academic Integrity*
8.2.10 *The University of Notre Dame Australia Style and Referencing Guide*
8.2.11 *The University of Notre Dame Australia Staff Enterprise Agreement 2015-2017*

9 DEFINITIONS

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)[3].

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	1 April 2020	Vice Chancellor, following endorsement by Academic Council 20 February 2020	Effective date – new Policy.

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