Policy:

Academic Integrity

Effective: 8 November 2023

Audience: Staff and Students

Policy Category: Academic

Policy Sub-category: Learning and Teaching

Key words:	academic integrity, plagiarism, breach, student conduct
Policy Owner:	Deputy Vice-Chancellor, Learning and Teaching
Responsible Officer:	Head, Curriculum and Quality
Review Date:	1 March 2026

Fremantle   Broome   Sydney

Contents

1 OBJECTS OF THE UNIVERSITY

The Objects of The University of Notre Dame Australia (the University) are defined in Section 5 of its Act of Parliament:

The Objects 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 This policy states the University's expectations of staff and students in relation to academic integrity.

3 SCOPE

3.1 This policy applies to:
    3.1.1 staff of the University, including adjuncts and clinical academics
    3.1.2 students of the University (including former students)
    3.1.3 students enrolled in a program or course of the University delivered by a third party
    3.1.4 academic visitors to the University
    3.1.5 anyone who undertakes research on behalf of the University.
3.2 Principles and requirements for maintaining research integrity (responsible research conduct and practice) are defined in the *Code of Conduct Research*.
    3.2.1 Considerations for breaches of research integrity are set out in the *Procedure: Managing Potential Breaches of the Code of Conduct Research.*
3.3 Principles and requirements for managing potential conflicts of interest that relate to staff obligations for maintaining academic integrity are set out in the *Employee Code of Conduct and Ethical Behaviour*.

4 PRINCIPLES

4.1 Academic integrity is a shared responsibility that is fundamental to the University achieving its objects of an excellent standard of teaching, scholarship, research and training for the professions.
    4.1.1 Academic integrity means acting, 'even in the face of adversity,' with 'honesty, trust, fairness, respect, responsibility and courage' in all academic activities. This includes:
        4.1.1.1 Being honest in acknowledging other people's work
        4.1.1.2 Reporting truthfully on the methods and result of one's research
        4.1.1.3 Acting in an ethical manner in all academic activities
        4.1.1.4 Ensuring academic judgements or decisions relating to students and staff are fair and objectively based on all the information available.
4.2 The University will meet the standards of the Higher Education Standards Framework (HESF)

on the following matters:

    4.2.1   preventative actions to mitigate risks to academic integrity (Standard A5.2.2)

    4.2.2   guidance for students on what constitutes academic misconduct and developing practices that uphold academic integrity (Standard A5.2.3)

    4.2.3   monitoring breaches of academic integrity and addressing the underlying causes (Standard A6.2.1.j)

    4.2.4   ensuring the University's academic integrity policy and other information about academic integrity requirements is available to students prior to accepting an offer of admission (Standard A7.2.2.d)

    4.2.5   maintaining the security and confidentiality of information systems and records to prevent unauthorised access that may lead a breach of academic integrity (A7.3.3.b)

    4.2.6   documenting and recording responses to breaches of academic integrity (A7.3.3.c), and

    4.2.7   institutional processes for maintaining academic integrity (B1.3.8).

4.3   Support for staff and students to uphold academic integrity

    4.3.1   To support staff and students to uphold academic integrity, the University will provide

        4.3.1.1   clear and consistent expectations for maintaining academic integrity and responding to potential breaches when they are detected

        4.3.1.2   guidance and training for students and staff to understand the importance of academic integrity and how to maintain it, and

        4.3.1.3   professional learning, resources and other support for staff to develop teaching and assessment practices to address risks to academic integrity.

4.4   Maintaining the integrity of programs and qualifications

    4.4.1   Staff and students have obligations to maintain the integrity of programs, including for the following activities that lead to the awarding of qualifications.

        4.4.1.1   Student admission

        4.4.1.2   Teaching

        4.4.1.3   Student assessment

        4.4.1.4   Awarding of grades

        4.4.1.5   Student appeals, and

        4.4.1.6   Approving students to graduate.

    4.4.2   Staff will correctly acknowledge the sources of learning resources they use for teaching (including, text, images, video and other resources) if it is not their original work.

        4.4.2.1   The use of teaching resources will also comply with any copyright, licensing and intellectual property requirements that may apply, in accordance with the *Policy: Intellectual Property*.

    4.4.3   The University will monitor and block access to websites that are suspected of facilitating breaches of academic integrity, including websites offering illegal contract cheating services and file-sharing websites.

4.5   Academic integrity breaches

    4.5.1   A breach of academic integrity is conduct, intentional or not, that reflects a lack of honesty, fairness, respect and responsibility in academic activity and decision-making.

    4.5.2   Breaches of academic integrity may include:

        4.5.2.1   *plagiarism* – 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; use of paraphrasing tools or other software services to disguise or avoid plagiarism

4.5.2.2 *unauthorised assessment recycling* – submitting or re-submitting, without authorisation, one's own work that has already been assessed

4.5.2.3 *unauthorised use of generative artificial intelligence* – submitting work that has been produced or modified using artificial intelligence tools including Large Language Models, content generators, Chatbots and other forms of generative artificial intelligence (writing assistance tools, including grammar checkers, translation and paraphrasing tools, and reference generators) (unless expressly allowed).

4.5.2.4 *contract cheating* – submission of work for assessment that has been completed by a third party; this includes submitting work that has been produced by
  ▪ a commercial provider, a current or former student, a family member or a friend
  ▪ work that has been produced or modified using software including generative artificial intelligence (unless expressly allowed), or
  ▪ organising another person to complete an examination

4.5.2.5 *file-sharing* – uploading assessment work or course materials to file-sharing websites, or any other form of unauthorised distribution of assessment work or course materials

4.5.2.6 *collusion* or *unauthorised collaboration* – collaboration with another person/s to prepare assessed work beyond the extent of collaboration permitted by the specific instructions for the task

4.5.2.7 *all forms of cheating in examinations, tests or other assessment tasks*

4.5.2.8 *falsification, fabrication, deception or intentional misrepresentation of information, data, research methods or results*

4.5.2.9 *conflict of interest* – failure to declare or manage a conflict of interest

4.5.2.10 *impersonation* – assuming the character or appearance of, or pretending to be another person

4.5.2.11 *concealing or facilitating a breach of academic integrity by others*

4.5.2.12 *offering or accepting bribes* – such as money, favours or benefits of any kind as an inducement for an offer of admission or advanced standing, granting a particular assessment mark or final grade, or any other action that would provide an unjustified academic advantage.

4.6 Responding to suspected breaches

4.6.1 The University will respond to all suspected breaches of academic integrity in accordance with the requirements of the *Procedure: Academic Integrity*.

4.6.2 The University recognises that there will be varying degrees of severity for breaches of academic integrity.

4.6.2.1 Breaches of academic integrity by students that are naïve and unintentional may not be treated as student misconduct

4.6.2.2 More serious breaches will be considered as student misconduct.

4.6.3 The University will formally document and record its responses to all alleged breaches of academic integrity. This information will be used to

4.6.3.1 inform the investigation of future breaches, and to

4.6.3.2 monitor trends for the occurrence academic integrity breaches and the

consistency of decisions.

4.7   Monitoring and improvement

    4.7.1   The University will regularly monitor its systems and processes for

          4.7.1.1   controlling or mitigating risks to academic integrity, and

          4.7.1.2   addressing academic integrity breaches when they occur.

5   ROLES AND RESPONSIBILITIES

5.1   The following subcommittees of Academic Council have responsibilities in relation to this policy, as defined in their charters:

    5.1.1   Academic Standards and Policy Committee

    5.1.2   Learning and Teaching Committee

5.2   The *Procedure: Academic Integrity* states the responsibilities to achieve the principles of this policy.

6   RELATED DOCUMENTS

6.1   Applicable External Standards and Codes

    6.1.1   *Higher Education Standards Framework (Threshold Standards) 2021* – Section 5.2

    6.1.2   *Australian Code for the Responsible Conduct of Research (2018)*

    6.1.3   *National Health and Medical Research Council (NHMRC) Research Integrity and Misconduct Policy*

6.2   University documents

    6.2.1   *Procedure: Academic Integrity*

    6.2.2   *General Regulations*

    6.2.3   *Employee Code of Conduct and Ethical Behaviour*

    6.2.4   *Code of Conduct: Students*

    6.2.5   *Policy: Managing Misconduct*

    6.2.6   *Code of Conduct: Research*

    6.2.7   *Policy: Student Appeals*

    6.2.8   *Policy: Intellectual Property*

7   DEFINITIONS

7.1

7.2   Academic integrity breach

Version	Date of approval	Approved by	Amendment
1	11 January 2023	Vice Chancellor	New policy, replacing Policy: Academic Integrity (Students) and Policy: Academic Integrity (Staff)
2	20 July 2023	Policy owner	Minor amendment to identify unauthorised use of generative artificial intelligence as a breach of academic integrity.

3	8 November 2023	University Secretary	Consequential edit to add reference to *Employee Code of Conduct and Ethical Behaviour* (replaced Staff Code of Conduct)