Academic Integrity Policy

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In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

1. PURPOSE:

1.1.   This Policy:

1.1.1.   sets out the values, principles and responsibilities for supporting, promoting and defending academic integrity across all learning, teaching and research activities at the University of Canberra (the University)

1.1.2.   supports the University in:

1.1.2.1.   maintaining the highest standards of academic integrity

1.1.2.2.   ensuring staff and students are aware of the importance of creating, and submitting for assessment, their own original work, and acknowledging the work of others and third parties

1.1.2.3.   promoting and supporting academic integrity through education and the University's culture

1.1.2.4.   administering processes that prevent and mitigate risks to academic integrity and evolve in response to emerging challenges

1.1.2.5.   achieving compliance with:

1.1.2.5.1.   the Higher Education Standards Framework (Threshold Standards) 2021

1.1.2.5.2.   the principles of responsible research conduct, and responsibilities of institutions and researchers as described in the Australian Code for the Responsible Conduct of Research 2018 and the University's Responsible Conduct of Research Policy, and

1.1.2.5.3.   the academic integrity of courses as required by the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

2. SCOPE:

2.1. This Policy applies to:

    2.1.1. assessment submissions

    2.1.2. work and activities undertaken as preparation for an assessment

    2.1.3. activities required to be undertaken as part of a unit in a course of study that may not be assessed, such as formative assessments, hurdle tasks or pre-placement activities

    2.1.4. work submitted for publication, and

    2.1.5. works involving the creation and/or use of any research data materials or research findings.

2.2. This Policy applies to:

    2.2.1. all staff and students of the University, including students studying or undertaking research with partner institutions, and staff employed at partner institutions who provide academic, research or support services to the University's students

    2.2.2. students or staff on any form of leave, including while on course suspension

    2.2.3. any person participating in any award or non-award learning activities, units, courses, or microcredentials that include assessment, whether formative or summative, and

    2.2.4. any person or organisation employed, engaged or contracted to perform academic or research work for the University.

2.3. While this Policy discusses research integrity as a type of academic integrity, The Responsible Conduct of Research Policy states the University's position on research integrity and practices, standards, and accountabilities for the responsible conduct of research.

3. PRINCIPLE:

ACADEMIC INTEGRITY STATEMENTS

3.1. The University is committed to:

    3.1.1. academic excellence and ensuring the integrity of its qualifications and research

    3.1.2. fostering an organisational culture of academic and research integrity supported by communication, education and support, prevention, and detection

    3.1.3. treating breaches of academic and research integrity seriously, ensuring timely investigation of allegations of breaches and applying appropriate penalties where a breach is confirmed, and

    3.1.4. maintaining an ethical, collaborative and innovative environment that enables students and staff to learn, teach, research, and develop ideas, solutions and creative works while respecting and acknowledging the work of others.

ACADEMIC INTEGRITY VALUES

3.2. Staff and students are expected to apply the University's academic integrity values to all their learning, teaching, assessment, and research activities.

3.3. The University's values for academic and research integrity are:

    3.3.1. Honesty
Work of other persons and input from any source, regardless of format, mode or method of generation, are explicitly and appropriately acknowledged and credited in all learning, teaching, assessment and research activities

3.3.2. Trust

Staff and students work in a trusted partnership underpinned by clear, consistent and realistic expectations for assessment and mutual understanding in all learning, teaching, assessment and research activities

3.3.3. Fairness

Rules, policies and procedures are applied consistently in all learning, teaching, assessment and research activities

3.3.4. Respect

Staff and students value the engaged and participatory nature of learning and foster a culture of respect for academic and research integrity

3.3.5. Responsibility

Staff and students actively take responsibility for developing, modelling, and enhancing the University's culture of academic and research integrity in all learning, teaching, assessment and research activities

3.3.6. Courage

Staff and students commit to protecting the quality of the University's qualifications by upholding the principles of academic and research integrity, even in challenging circumstances.

3.4.   The University's values for academic and research integrity are supported by the University of Canberra Charter of Conduct and Values and the Student Charter.

ACADEMIC INTEGRITY PRINCIPLES

3.5.   The University will:

3.5.1.   be responsible for fostering and contributing to a culture that supports academic and research integrity

3.5.2.   take an educative approach to academic and research integrity

3.5.3.   support teaching, learning, assessment and research activities that imbed principles of academic and research integrity

3.5.4.   investigate alleged academic integrity breaches by students in accordance with the University of Canberra (Student Conduct) Rules 2023 (Student Conduct Rules)

3.5.5.   investigate alleged breaches of academic integrity by staff in accordance with the University of Canberra Enterprise Agreement

3.5.6.   investigate breaches of the Australian Code for the Responsible Conduct of Research 2018 in accordance with the Responsible Conduct of Research Policy

3.5.7.   communicate to staff and students the types of methods used to detect breaches of academic integrity, including breaches of the Australia Code for the Responsible Conduct of Research 2018

3.5.8.   maintain the confidentiality of anyone involved in alleged breaches of academic or research integrity, including those who report suspected breaches, and those accused of alleged breaches, subject to any legal requirements for disclosure of information

3.5.9.   ensure that anyone who raises or responds to allegations of breaches of academic or research integrity is not subject to discrimination or victimisation

3.5.10.   manage allegations of suspected breaches of academic integrity in accordance with the principles of procedural fairness set out in the Student Conduct Rules (for students) and the University of Canberra Enterprise Agreement (for staff), and

3.5.11.   manage allegations of suspected breaches of research integrity in accordance with the

3.6.   University staff will:

    3.6.1.   conduct themselves in a manner consistent with the values for academic and research integrity in all learning, teaching, assessment and research activities

    3.6.2.   educate students about the application of academic and research integrity to assessment and assessment activities

    3.6.3.   design curriculum and assessments to promote student adherence to principles of academic and research integrity

    3.6.4.   design and undertake teaching, research, and assessment activities in accordance with the values for academic and research integrity

    3.6.5.   act upon potential breaches of academic integrity in accordance with the University of Canberra Enterprise Agreement (for staff) and Student Conduct Rules (for students), and

    3.6.6.   act upon potential breaches of research integrity in accordance with the requirements of the Australian Code for the Responsible Conduct of Research.

3.7.   Students will:

    3.7.1.   conduct themselves in a manner consistent with the values of academic and research integrity in all learning, assessment and research activities

    3.7.2.   apply the values that support academic and research integrity to their academic work

    3.7.3.   undertake any required learning activities to develop and apply their understanding of academic and research integrity

    3.7.4.   not engage in behaviours defined as academic or research misconduct or serious misconduct as defined in the Student Conduct Rules

    3.7.5.   conduct learning, assessment and research activities in accordance with the relevant codes of conduct and/or standards, and

    3.7.6.   provide input into engagement and promotion strategies for academic and research integrity.

BREACHES OF ACADEMIC INTEGRITY - STUDENTS

3.8.   Breaches of academic integrity by students that constitute academic misconduct or serious misconduct are listed in the Student Conduct Rules as amended from time to time.

3.9.   The process for investigating an allegation of academic misconduct by a student is described in the Student Conduct Rules as amended from time to time.

3.10.   Alleged misconduct by a student may breach more than one rule or policy. In such a case, the University will facilitate one investigation that will consider all allegations simultaneously.

3.11.   Any person who considers that a student may have engaged in academic misconduct may draw the matter to the attention of an Authorised Person or Prescribed Authority as set out in the Student Conduct Rules.

3.12.   Students may report potential breaches of academic integrity in accordance with the University of Canberra Enterprise Agreement (for staff) and Student Conduct Rules (for students).

BREACHES OF ACADEMIC INTEGRITY - STAFF

3.13.   Breaches of academic integrity by staff constitute a breach of the Charter of Conduct and Values. Alleged breaches of the Charter will be investigated in accordance with the relevant provisions of the University of Canberra Enterprise Agreement.

3.14.   Alleged misconduct by a staff member may breach more than one rule or policy. In such a case, the University will conduct one investigation that will consider all breaches simultaneously.

3.15.   Any person who considers that a staff member may have engaged in academic misconduct or serious misconduct may draw the matter to the attention of the Chief People Officer, as set out in the University of Canberra Enterprise Agreement.

BREACHES OF RESEARCH INTEGRITY – STAFF AND STUDENTS

3.16.   Breaches of the Australian Code for the Responsible Conduct of Research by staff and students will be investigated in accordance with the Procedures for Dealing with Complaints about Breaches of the Responsible Conduct of Research.

3.17.   Any person who considers that a staff member or a student may have breached the Responsible Conduct of Research Policy must draw the matter to the attention of the Designated Officer in accordance with the Procedures for Dealing with Complaints about Breaches of the Responsible Conduct of Research.

4. RESPONSIBILITIES:

Who	Responsibilities
Academic Board	As set out in section 10 of the University of Canberra (Academic Board) Rules 2021
Authorised Person	As described in the University of Canberra (Student Conduct) Rules 2023
Chief People Officer	• Manages allegations of serious misconduct under the Fair Work Act 2009 (Cth) and Regulation 1.07 of the Fair Work Regulations 2009 • Oversees investigations of alleged breaches of the University of Canberra Charter of Conduct and Values
Dean	• Assure that the quality of content and assessment design in courses offered by the faculty align with the principles of academic integrity • Develop and maintain a culture of academic integrity in their faculty
Deputy Vice-Chancellor, Research and Education	• Policy Custodian of Responsible Conduct of Research Policy • Receive records of investigations of allegations of research misconduct and decides on course of action to be taken • Keep records of investigations of allegations of research misconduct
Faculty Board	• Monitor academic standards and student outcomes in learning and teaching within the faculty • Report to Academic Board

People and Diversity	Provide advice to staff regarding processes related to staff misconduct as set out in the [University of Canberra Enterprise Agreement](#) and the [Charter of Conduct and Values](#)
Prescribed authority	As defined in the [University of Canberra (Student Conduct) Rules](#) 2023.
Pro Vice-Chancellor, Education	Report annually to Academic Board via the appropriate sub-committees on academic and research integrity statistics, misconduct cases, and strategies for minimising misconduct
Quality Assurance	Advise Policy and Compliance of any changes to TEQSA legislation and associated supporting documents that may require an update to academic policies and procedures
Staff	• Uphold, abide by and model the principles of academic and research integrity • Design curriculum and assessments to promote student adherence to academic and research integrity principles • Design and undertake teaching, research, and assessment activities in accordance with academic integrity principles • Monitor for potential breaches of academic and research integrity • Detect and report potential breaches of academic and research integrity as set out in the relevant Rules, policies and procedures • New academic staff must complete the staff-focused Academic Integrity Module for staff and if their role involves research or research training, complete the Research Integrity Module
Student Conduct Committee	As defined in the [University of Canberra (Student Conduct) Rules](#) 2023
Student Conduct Officer	Staff member of the University appointed by the Vice-Chancellor pursuant to section 5 of the [University of Canberra (Student Conduct) Statute 2015](#)
Students	• Complete the Academic Integrity Module for students in their first teaching period of study at the University and as required subsequently • Uphold and abide by the principles of academic integrity in all academic activities. • Undertake all University activities in accordance with the [Student Charter](#) and the [University of Canberra (Student Conduct) Rules](#) 2023 • Higher degree by research candidates must complete the Research Integrity Module for students

5. LEGISLATION:

5.1. This policy is governed by the following legislation:

5.1.1. [Higher Education Standards Framework (Threshold Standards) 2021](#)

5.1.2. [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

5.1.3. [Tertiary Education Quality and Standards Agency Act 2011](#)

5.1.4. [University of Canberra Act 1989 (ACT)](#)

6. SUPPORTING INFORMATION:

6.1. University statutes and rules

6.1.1. [University of Canberra (Student Conduct) Statute 2015](#)

6.1.2. [University of Canberra (Student Conduct) Rules](#) 2023

6.1.3. [Academic Board Rules 2021](#)

6.2. University policy, procedures, agreements, and plans

6.2.1. [Assessment Policy](#)

6.2.2. [Responsible Conduct of Research Policy](#)

6.2.3. [Student Charter](#)

6.2.4. [University of Canberra Enterprise Agreement](#)

6.2.5. [University of Canberra Charter of Conduct and Values](#)

6.2.6. [Publication and Authorship of Research Policy](#)

6.2.7. [Academic Integrity Procedure](#)

6.2.8. [Procedures for Dealing with Complaints about Breaches of the Responsible Conduct of Research](#)

6.2.9. [University of Canberra Reconciliation Action Plan 2021-2024](#)

6.3. Other

6.3.1. [Australian Code for the Responsible Conduct of Research](#)

6.3.2. [Guide to managing and investigating potential breaches of the Australian Code for the Responsible Conduct of Research 2018](#)

6.3.3. [AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research](#)

6.3.4. [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities (NHMRC)](#)

6.3.5. [University of Canberra's Aboriginal and Torres Strait Islander Peoples Cultural Protocols Guide](#)

6.3.6. [Guidelines for the Management of Research Data and Primary Materials](#)

6.3.7. [University of Canberra Copyright Guide – Your Rights and Responsibilities](#)

6.3.8. [Academic Integrity in the Creative Arts – TEQSA Guide](#)

6.3.9. [The Fundamental Values of Academic Integrity 3rd edition 2021](#)

7. DEFINITIONS:

TERM	DEFINITION

Academic integrity	Academic integrity means using, generating and communicating information in an ethical, honest and responsible manner
Assessment	As defined in the University of Canberra (Student Conduct) Rules 2023
Academic misconduct	As defined in the University of Canberra (Student Conduct) Rules 2023
Breach of conduct	A failure to meet the principles and responsibilities of the Australian Code for the Responsible Conduct of Research 2018 (Cth) and/or as defined in the University of Canberra (Student Conduct) Rules
Contract	Legal and enforceable agreement between the University of Canberra and a third party provider. This may take the form of a Memorandum of Agreement, an Affiliation Agreement, or a contract
Research	Research comprises the systematic experimental and theoretical work, application and/or development that results in an increase in the dimensions of knowledge
Research integrity	Research practices, standards and accountabilities consistent with the Australian Code for the Responsible Conduct of Research 2018 (Cth) and the Responsible Conduct of Research Policy
Staff	A person who is a member of the staff of the University, whether full-time, part-time, contract, sessional or casual and includes all academic, professional, technical and administrative officers and employees
Student	A person (including a member of staff employed by the University) who is: (a) undertaking any course for higher education provided by the University, including: (i) any course leading to the award of a degree, diploma or certificate of the University; or (ii) a unit forming part of such a course; or (iii) any other course not leading to the award of a degree, diploma or certificate of the University; b) or enrolled as a student of the University
TEQSA	Tertiary Education Quality and Standards Agency
The University	The University as an entity, including its decision-making organs and officers, its student representative bodies—undergraduate and postgraduate—and any entities controlled by the University