

# Academic Integrity Policy

## Document

<b>Document Name</b>	Academic Integrity Policy
<b>Brief Description</b>	This policy provides a framework for promoting a culture of academic integrity and management of academic integrity breaches.
<b>Responsibility</b>	Academic Board
<b>Initial Issue Date</b>	27 February 2009
<b>Date for Next Review:</b>	05 June 2025

## Version Control

<b>Date/Approval</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
27/02/09	1	Original	Academic Director
04/05/10	2	Changed title from Academic Honesty & Integrity, levels of misconduct reduced to 3	Academic Director
29/11/10	3	Updated to show correct web links	Academic Director
06/10/11	4	Updated formatting in line with UPD	Academic Director
18/06/12	5	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>	Academic Director
09/11/12	6	Removed reference to Examination Process from related documents and changed Grade Review Process to Procedure	Academic Director
22/01/15	7	Reviewed and updated Penalty Framework Table	Academic Director
17/04/15	8	Reviewed and updated the appeals process to include the Appeals Committee. Clarified the Penalty Framework.	Academic Director
11/03/16	9	Updated and approved by Interim Academic Board	Academic Director
17/04/19	10	Reviewed, updated and approved by Academic Board	Academic Director
16/08/22	11	Major review and title change.	Academic Board
05/06/23	12	Minor review.	Academic Board

## Related Documents

Name	Location
Student Complaints and Appeals Policy	<a href="#">SIBT Website</a>
Grade Review	<a href="#">SIBT Website</a>
Assessment Policy	<a href="#">SIBT Website</a>
Student Code of Conduct Policy	<a href="#">SIBT Website</a>
Higher Education Support Act 2003	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Standards Framework (Threshold Standards) 2021	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Provider Guidelines 2012	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>



## Contents

1. Purpose.....	4
2. Definitions .....	4
3. Application .....	5
4. Policy Statement .....	5
5. Policy Principles.....	6
6. Promoting Academic Integrity .....	6
7. Academic Misconduct.....	7
8. Determining Academic Misconduct and Penalties .....	7
9. Appeals .....	8
10. Roles and Responsibilities.....	8
11. Appendix A: Organisation’s Response to Breaches .....	10

## 1. Purpose

- a) The Sydney Institute of Business and Technology (SIBT) strives to provide an engaged learning environment advancing education and knowledge, and community and cultural awareness.
- b) Academic integrity is a fundamental principle in teaching, learning and scholarship and is vital to the overall mission of the organisation and its stated commitment to offer the highest standard of education.
- c) The Academic Integrity Policy reflects SIBT's intent to promote academic integrity among its staff and students. It serves as an education tool for ensuring its staff and students observe the highest ethical standards in all aspects of academic work.

## 2. Definitions

- a) Academic misconduct involves any attempt to gain academic advantage in an assessment task or examination by doing something misleading or unfair. Examples of academic misconduct include:

Term	Meaning
<b>Unauthorised distribution</b>	Sharing or uploading hard copies or online SIBT material to external individuals and content-sharing businesses, including sharing material via social media. This includes sharing or borrowing previous assignment submissions or samples with another student from the same unit without the permission of the Unit Coordinator.
<b>Self-plagiarism</b>	Resubmitting one's work that has been previously assessed at SIBT or any other tertiary institution or university or reusing parts of a previously submitted assignment or paper that has the same topic or scenario, without acknowledging it.
<b>Plagiarism</b>	Using another person's ideas and words without giving appropriate and proper acknowledgment. This includes any ideas or words sourced from the internet, books, journals, newspapers, published papers, SIBT staff, other SIBT students, and SIBT lecture slides and course materials. Plagiarism is also the use of an algorithm, computer generator or artificial intelligence models to generate any assessment in whole or in part without permission or correct acknowledgement practices.
<b>Fraud</b>	Using fake or false data, results, or references in submissions or assessment tasks, and submitting fake signatures or certificates to SIBT. Also, putting a reference to a genuine source that has not been read or used by the student.
<b>Contract cheating</b>	Paying or asking someone else to do a part of or a whole assessment on one's behalf and asking a friend or a family member to write a paper. This also includes having another person sit an assessment or exam on one's behalf and submitting an assessment which has been generated in whole or part by an algorithm, computer generator or artificial intelligence without permission or correct acknowledgement practices.
<b>Collusion</b>	Copying another person's work (written, oral or practical) with their permission. This includes copying and sharing study notes and offering to complete another student's task in a group assignment. This may be with another SIBT student or with someone from another college or university.

Term	Meaning
<b>External editing</b>	'Editing by Others' or 'External Editing'. Asking a friend or family member to correct and rewrite a paper.
<b>Cheating</b>	All the above are forms of cheating and can occur in exams and all other types of assessments. To cheat could be to copy the work of others, to have someone else do an assessment or bring unauthorised materials into an exam.  Submitting work that is generated and/or enhanced with the use of digital assistance (e.g., translators, digital assistants, or artificial intelligence tools such as ChatGPT, Bard, Bing, etc.) to the extent where the submitted work is not a reasonable representation of the student's abilities and/or cannot be considered an original work of the student unless otherwise explicitly permitted by the assessment specification.
<b>Artificial Intelligence</b>	Generative artificial intelligence (AI) language models (such as ChatGPT and Copilot) which respond to natural language text inputs and are designed to generate human-like responses.

- b) Cheating breaches academic integrity and SIBT has various methods of detecting it. It is a very serious offence and could result in suspension or exclusion from SIBT.

### 3. Application

- a) The Academic Integrity Policy applies to all units, all students, and staff at SIBT.

### 4. Policy Statement

- a) Academic integrity is an essential part of the core values and principles outlined in the SIBT Student Code of Conduct.
- b) The key principles of this policy are that SIBT will:
- i. Expect all students to do their academic work honestly and with integrity;
  - ii. Ensure students are assessed for work that is verifiably their own. While the use of technology such as translators and generative artificial intelligence (ChatGPT, Bard, Bing, etc.) may have appropriate use cases, students should seek feedback from their teachers about these tools to ensure their use does not constitute academic misconduct such as cheating and plagiarism.
  - iii. Use a range of approaches to educate students in the practice of honest academic work;
  - iv. Take consistent and equitable action to encourage academic integrity by:
    - Modelling academic integrity in practice (e.g., referencing sources);
    - Embedding academic integrity in learning so that students understand what is expected of them;
    - Communicating that any piece of academic work can be checked at any time using an appropriate process;
    - Applying a common penalty framework across the organisation;
    - Applying appropriate, consistent procedures for detecting and investigating alleged academic misconduct; and
    - Providing and communicating the appeal process.
- c) Examples of dishonest behaviours are contained in the Section 7.

## 5. Policy Principles

- a) Throughout their studies at SIBT, students are expected to conduct themselves in an honest and ethical manner and in accordance with accepted standards outlined in the SIBT Student Code of Conduct.
- b) Behaviour contrary to these standards, including plagiarism and deception, are understood to be academic misconduct.
- c) The approach taken by SIBT to academic integrity is one that is appropriate to a learning organisation, with equity, respect, fairness, and responsibility being the core values that underpin the learning environment.
- d) The SIBT Complaints and Appeals Policy is available to the public on the SIBT website.

## 6. Promoting Academic Integrity

In fulfilling its commitment to promoting and maintaining the highest standards of academic integrity, SIBT will ensure that students are supported and encouraged to conduct themselves honestly. To achieve this:

- a) Academic integrity is dealt with at every level from policy, through processes, to individual staff practices;
- b) Academic expectations are explained to students during the orientation process, as well as throughout their studies;
- c) This policy is made available to all staff and students via the [SIBT Policy hub](#) and reference to the policy is included in all unit guides which are distributed and covered in the first week of class;
- d) Discipline-specific academic literacy units designed to develop appropriate academic communication skills and practices and to gain an increased understanding of the values that underpin academic culture are set as required units for all foundation and diploma programs;
- e) The importance of adhering to writing and referencing conventions is addressed by tutors/lecturers in conjunction with major written assessments;
- f) Graduate capabilities or generic skills outcomes direct teaching and assessment, and support teaching staff in educating students about effective communication, critical thinking, analysis, and interpretation.
- g) Peer review of units and programs, assessment review and curriculum design or development will take into consideration assessment design that aims to minimise the ability of students to engage in cheating, especially contract cheating;
- h) Plagiarism, collusion, and contract cheating software is used for detection purposes;
- i) Rules for online exams are communicated to students prior to the scheduled exam time to uphold academic integrity and identify what constitutes academic misconduct in the online exam environment;
- j) Students are required to provide appropriate identification, such as their student card or a photo ID, before sitting final exams;
- k) All teachers are made aware of the process for reporting breaches of the Academic Integrity Policy.

## 7. Academic Misconduct

- a) Academic misconduct is behaviour by a student that is in breach of any academic policy or in any way undermines or otherwise puts at risk the academic integrity of any program, unit of study or assessment (including examinations) or the institution's academic reputation.
- b) Examples of academic misconduct include, but are not limited to:
  - i. Bringing unauthorised materials or devices into an examination or assessment activity;
  - ii. Working with another person in order to gain an unfair advantage in assessment;
  - iii. Copying another person's answers or improperly obtaining answers to questions in an examination or other form of assessment;
  - iv. Submitting work for assessment that is not the student's own work;
  - v. Communicating in an examination, or other test, with other students or persons, or bringing into the examination room any textbook, notebook, memorandum, other written material or electronic device or any other item, not authorised by the exam rules and supervisors;
  - vi. Writing an examination answer, or consulting another person or materials, for an examination answer, outside the confines of the examination room (physical and online), without permission to do so;
  - vii. Attempting to read another student's work in an examination, or, in other circumstances, without their permission;
  - viii. Where individual work is required, making or receiving available notes, papers or answers related to the content of an examination or assignment (in whatever form) to or from another student, without the permission of the teacher of the unit;
  - ix. Not following directions about seating location and movement in the examination room;
  - x. Submitting work in which ideas, words or other work are taken from a source and presented as if these are the student's own work, without appropriate acknowledgement of the original author. 'Appropriate acknowledgement' being the conventions of citation recognised as acceptable to SIBT;
  - xi. Inappropriately using digital or information technology to complete an assessment task, including but not limited to:
    - Generating content using an algorithm computer generator or artificial intelligence models; or
    - Using paraphrasing or translation software to disguise plagiarism, collusion, contract cheating, or other academic integrity breach;
  - xii. A breach of the SIBT Student Code of Conduct.

## 8. Determining Academic Misconduct and Penalties

- a) The Academic Working Committee is responsible for investigating reports of academic misconduct, determining the severity of the incident, deciding whether a penalty should be imposed, and what that penalty should be.
- b) The Academic Working Committee consists of no less than three senior staff (i.e. relevant discipline Program Convenors, Academic Director, Quality and Compliance

Manager and/or Director of Student and Academic Services) and any other suitable person appointed by the Academic Director as required from time to time. The Academic Working Committee may delegate authority to investigate and decide penalties to any three of its members.

- c) A record of any penalties imposed will be logged in the Academic Misconduct Register, and on the student's record.
- d) The Academic Working Committee reviews each case to determine severity and penalties in accordance with the Organisation's Response to Breaches framework (Appendix A in this Policy). The Academic Working Committee may find that an incident does not constitute academic misconduct and close the case.
- e) The following will be considered when determining the severity of any alleged academic misconduct:
  - i. Type and extent of the behaviour;
  - ii. Student experience and their stage in their studies;
  - iii. Prior history of academic misconduct (if applicable).
- f) Academic misconduct may be deemed **significant** if it is, or appears to be, deliberately planned, and/or substantial in scope or scale. Otherwise, it will be deemed **minor**.

## 9. Appeals

- a) Students who are dissatisfied with the outcomes and penalties applied can appeal against the decision.
- b) Students should refer to the Grade Review Policy or the Student Complaints and Appeals Policy for more details. The Grade Review Policy applies to cases where the student is appealing the decision about the grade itself.

## 10. Roles and Responsibilities

- a) The Academic Director monitors the effectiveness of the Academic Integrity Policy and oversees the development and administration of academic resources, training and support for students and academic staff.
- b) The Academic Director is also responsible for providing regular updates and submitting an annual report to the Academic Board.
- c) The Academic Board is responsible for overseeing academic quality assurance in regard to academic integrity, including advising on, and approving, the Academic Integrity Policy.
- d) The Quality and Compliance Manager is responsible for monitoring all academic integrity matters, including maintaining the organisational register, to identify areas of risk and improve practices in teaching and learning.
- e) The Academic Working Committee is responsible for responding to and investigating allegations of misconduct and ensuring the policy is applied fairly and consistently.
- f) Program Convenors are responsible for facilitating the investigation process after an allegation of misconduct is received, including gathering evidence for the Academic Working Committee to review.
- g) Unit Coordinators are responsible for designing learning and teaching practices and assessments that embed standards of academic and professional integrity.



- h) Teaching staff are responsible for identifying and reporting possible academic misconduct activity and educating students about scholarly practice and academic integrity. This includes:
  - i. Completing the Academic Integrity Module;
  - ii. Educating students about academic integrity;
  - iii. Promoting academic writing and referencing skills;
  - iv. Verifying the originality of student work;
  - v. Checking the accuracy and appropriateness of references and citations; and
  - vi. Reporting suspected academic integrity breaches according to the procedures.
- i) Students are responsible for adopting an integrity-based approach to academic work and assessment. This includes:
  - i. Completing the Academic Integrity Module;
  - ii. Submitting their own work, sitting their own tests, and doing their own examinations;
  - iii. Acknowledging the work of other people that they have used in assessments and other tasks;
  - iv. Following instructions for all assessment tasks, including SIBT approved referencing conventions, accurate citation, and submission procedures;
  - v. Providing accurate and truthful documentation to the SIBT; and
  - vi. Reading and adhering to this policy.

## 11. Appendix A: Organisation’s Response to Breaches

All levels of academic misconduct will be recorded in the Academic Misconduct Register in Smartsheet via the [SIBT Allegation of Academic Misconduct Form](#)

Level 1 (minor) Unintentional Academic Misconduct		
Context	Process	Potential Penalties/Outcomes
<p><b>Level 1 (minor) Unintentional Academic Misconduct</b></p> <p>In Level 1 cases, there is the assumption that students are not aware of the correct procedures or the seriousness of the issue.</p> <p>Factors that might be taken into consideration when deciding whether the alleged academic misconduct was unintentional could be:</p> <ul style="list-style-type: none"> <li>• The student is in the first session of the course and has not received a prior warning;</li> <li>• A negligible amount has been plagiarised;</li> <li>• The student has made an inadequate attempt at referencing.</li> </ul> <p>This level typically involves early-stage students or those transitioning into the institution.</p>	<p>Teacher reports the alleged academic misconduct via the <a href="#">SIBT Allegation of Academic Misconduct Form</a>.</p> <p>Program Convenor conducts initial investigation of the case and evidence provided and presents findings to the Academic Working Committee to determine potential level of breach.</p>	<p>If the misconduct is substantiated or the student fails to respond to the allegation of misconduct, Level 1 penalties may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Issue a Warning letter to student and mark the assessment item without penalty (no deduction of marks);</li> <li>• Issue a Warning letter and request that the assessment item is resubmitted for marking with conditions (e.g. within 3 days) with reduced maximum mark as issuance of a caution;</li> <li>• Reduced mark for the assessment;</li> <li>• Student to undertake the online Academic Integrity Module (AIM) with a passing grade (100%) and reflect on strategies to avoid future misconduct.</li> </ul> <p>The Quality and Compliance Manager records the breach as Level 1 in the Academic Misconduct register, along with penalties/outcomes handed down, or if the case was dismissed.</p>

Level 2 (significant) Intentional Academic Misconduct		
Context	Process	Potential Penalties/Outcomes
<p>An indication that alleged academic misconduct was intentional may be:</p> <ul style="list-style-type: none"> <li>• That the student has received a prior warning about academic misconduct;</li> <li>• Where there is clear evidence of collusion between students; or</li> <li>• Where there is clear evidence of plagiarism, e.g., the work is obviously of a much higher level than previously submitted or may be highlighted by a Turn-it-In report with a high 'percentage similarity' (that is, large sections of copied and pasted text from other sources with no references or whole assignments matching the work of another student or other Committee);</li> <li>• Where cheating is suspected in an examination or assessment activity;</li> <li>• Submitting fraudulent documents.</li> </ul>	<p>Teacher reports the alleged academic misconduct via the <a href="#">SIBT Allegation of Academic Misconduct Form</a>.</p> <p>Program Convenor conducts initial investigation of the case and evidence provided and presents findings to the Academic Working Committee to determine potential level of breach.</p> <p>For all alleged/suspected Level 2 misconduct cases, the Program Convenor is to email the student with notification of the suspected academic integrity breach. The student is invited to meet with the Academic Working Committee to respond to the claim (in person or via Zoom).</p> <p>Before the Academic Working Committee determines that the finding of academic misconduct was intentional, they will consider the student's response to the allegation.</p>	<p>If the student fails to respond to an allegation of intentional academic misconduct or cannot adequately explain the incident and the misconduct is substantiated by the Academic Working Committee, Level 1 penalties may be applied, in conjunction with one or more of the following:</p> <ul style="list-style-type: none"> <li>• The student may be required to resubmit or undertake additional or alternative assessment (the maximum mark possible being 50% of the total mark for the task);</li> <li>• Grade of zero (Fail) may be recorded for the assessment item;</li> <li>• A downgrade on the final grade in the unit.</li> </ul> <p>The Quality and Compliance Manager records the breach as Level 2 in the Academic Misconduct register, along with penalties handed down, or if the case was dismissed.</p>

Level 3 (major) Infringements Intentional Academic Misconduct		
Context	Process	Potential Penalties / Outcomes
<p>This level of breach is the most serious, where there has been repeat offences, obvious collusion, copying of others work, cheating or contract cheating (where a student purchases the work of another to pass off as their own).</p> <p>These students are typically in the later stage of their studies (but not exclusively), and it is expected that they have acquired the skills necessary to demonstrate academic integrity.</p>	<p>Teacher reports the alleged academic misconduct via the <a href="#">SIBT Allegation of Academic Misconduct Form</a>.</p> <p>Program Convenor conducts initial investigation of the case and evidence provided and presents findings to the Academic Working Committee to determine potential level of breach.</p> <p>For all alleged/suspected Level 3 misconduct cases, the Program Convenor is to email the student with notification of the suspected academic integrity breach. The student is invited to meet with the Academic Working Committee to respond to the claim (in person or via Zoom).</p> <p>Before the Academic Working Committee determines that the finding of academic misconduct was intentional, they will consider the student's response to the allegation.</p>	<p>If the student fails to respond to an allegation of Level 3 intentional academic misconduct, or the student is found guilty of a Level 3 infringement, the student will automatically fail the assessment.</p> <p>Other Level 3 penalties may include (but not limited to):</p> <ul style="list-style-type: none"> <li>• fail for the unit (with a mark of zero)</li> <li>• unit or course deferral for one or more study periods</li> <li>• exclusion from the course</li> </ul> <p>The Quality and Compliance Manager records the breach as Level 3 in the Academic Misconduct register, along with penalties handed down, or if the case was dismissed.</p>