

# Academic Integrity and Honesty Policy

Purpose	To outline SIBT's <i>academic integrity</i> <sup>1</sup> principles and ensure consistency and fairness in managing <i>academic misconduct</i> <sup>2</sup> .
Scope	This policy applies to all students and staff at SIBT.
The Policy	SIBT is committed to promoting and maintaining the highest standards of integrity and honesty in the conduct of teaching and learning.
Key Points	<a href="#">Principles</a> <a href="#">Promoting academic integrity</a> <a href="#">SIBT approach to academic misconduct</a>
Relevant Forms	

## **Principles of academic integrity**

Throughout their studies at SIBT, students are expected to conduct themselves in an honest and ethical manner, and in accordance with accepted standards of SIBT Student Code of Conduct. Forms of behaviour contrary to these standards including plagiarism, collusion and cheating are understood to be academic misconduct. The approach taken by SIBT to academic integrity is one that is appropriate to a learning organisation; equity, respect, fairness and responsibility are the core values that underpin the learning aims around academic integrity at SIBT. Where a student is found to have breached standards of SIBT Student Code of Conduct they will be subject to penalties.

## **Promoting academic integrity**

In fulfilling its commitment to promoting and maintaining the highest standards of academic integrity, SIBT, with the cooperation of the teaching and learning environment, will ensure that:

- A collaborative effort is made to recognise and deal with plagiarism at every level from policy, through processes, to individual staff practices
- Resources are available to ensure students are thoroughly educated about the expected conventions for authorship and the appropriate use and acknowledgment of all forms of intellectual material
- Resources are available to assist students with appropriate approaches to referencing and citation
- Approaches to assessment minimise the possibility for students to submit plagiarised material, while not reducing the quality and rigour of assessment requirements
- The installation of highly visible procedures for monitoring and detecting cheating, including appropriate punishment and re-education methods
- Resources are available to support teaching staff in educating students about the generic skills of critical thinking, analysis and interpretation
- Plagiarism and collusion software is used for detection purpose
- Ethical and professional behaviour is modelled

## Strategies

- Teaching staff will advise students of the Academic Integrity and Honesty Policy at the commencement of their studies and remind them of this policy at the start of each unit they undertake as a continuing student
- Students will be advised via the SIBT portal that Student Advisors are available to support students to engage in ethical academic practices
- SIBT will provide all enrolled students with detailed guidance on academic integrity which includes the requirements for referencing and acknowledging the work of others via their units of study
- SIBT will deal with a suspected breach of academic integrity or an allegation of academic misconduct quickly and with due regard to the principles of natural justice.

## **Academic misconduct**

### Plagiarism

Plagiarism means presenting the work or property of another person's as one's own, without appropriate acknowledgement or referencing and can include:

- Copying of another student's or author's exact sentences, paragraphs, or creative products (drawings, graphics) without clearly indicating that you are making a direct quote and/or without giving a reference (includes copying from books, articles, thesis, unpublished works, working papers, seminar and conference papers, internal reports, internet, lecture notes or tapes)
- Trying to put other's ideas into your own words by changing only a few words without clearly referencing the original source
- Writing or presenting your own version of another person's work or research data without clearly referencing
- Copying computer files in whole or in part without indicating their origin
- Copying and submitting another student's work, wholly or partially, by a process of mechanical transformation e.g. by changing variable names in computer programs.

SIBT recognises that plagiarism may happen deliberately but can also arise through inexperience or lack of understanding of appropriate academic practices. When assessing the level of plagiarism SIBT will take the following factors into account:

- The academic experience of the student
- The nature and extent of the plagiarism
- Where evidence is available, the intention of student to plagiarise.

### Collusion

Collusion is an agreement and subsequent cooperation between two or more people for fraudulent purposes.

Some examples of collusion or cheating are:

- Borrowing a classmate's assignment for the purpose of modifying it and presenting it as though it was your own work
- Allowing a classmate to look at an assignment that you have already done so that they can copy it
- Using calculators or dictionaries in exams when you have been informed that they are not allowed
- Whispering answers to your classmate during an exam
- Getting somebody else to do your assessment work and hand it in as your own
- Submitting work which has been written for you by someone else and
- Copying and submitting another person's work as if it were your own.

### Cheating in examinations

Cheating in examinations includes undertaking, or attempting to undertake the following:

- Taking unauthorised written notes into an examination whether on some object or on part of the body
- Communicating with others during examinations (whether by speaking, electronic or other means)
- Having notes written in dictionaries
- Leaving notes outside the classroom to use during an exam
- Looking at another student's answers during an examination and
- Allowing a classmate to look at your answers during an exam.

### **Academic misconduct penalties**

#### Low level plagiarism

Students who plagiarise at this level are usually first semester students with limited knowledge of appropriate academic conventions. They may also have inadequate language skills which hinder their ability to paraphrase effectively. Some examples of low level plagiarism are inadequate or incorrect citing, referencing or paraphrasing. The teacher in conjunction with the Unit Supervisor and the Academic Coordinator may choose:

- Not to mark the whole assessment tasks; rather, they will provide students with the opportunity to resubmit the assessment task within a specified time limit
- To provide a provisional mark and then revise this mark once the student has resubmitted the assessment task
- To reduce the mark given for the assignment tasks as it does not fulfill the criteria related to scholarly writing

This will be recorded on the student file and a warning letter will be issued to the student.

#### Medium Level Plagiarism

Student who plagiarise at this level have had previous instruction on academic writing conventions and referencing and have been provided with clear guidelines on how to avoid plagiarism. Medium level plagiarism includes the failure to reference or cite adequately arising from negligence or apparent intent to deceive (where adequate knowledge of conventions would have been expected). It may also include copying other students' assignment work or recycling of previous assignments. The Academic Coordinator and the Unit Supervisor may decide the following:

- The student will lose marks for failing to adhere to correct referencing conventions
- If it is decided that the plagiarism was due to deliberate failure to adhere to referencing guidelines, lack of effort or submitting work which is not the student's own, the student may be given a zero mark for the assessment task

This will be recorded on the student file and a warning letter will be issued during an interview with the SIBT Student Advisor.

#### High Level Plagiarism

This refers to incidents where the plagiarism appears to be deliberate and planned. The student has been at SIBT for at least one semester and it is expected that the student has sufficient understanding of the principles of academic integrity to avoid plagiarism. The fact that all or most of the work had been copied from another person or source means that the assessment task cannot be assessed adequately. The Academic Director and/or Academic Committee may decide the following:

- The assessment task is awarded a zero mark
- The student will be contacted and an interview is arranged with the Academic Director. Once the student is interviewed, this information is passed onto the Academic Committee where they will decide if any further penalties will be imposed. The student may be given a fail

grade for the unit in which plagiarism occurred. If it is deemed that the incident is a serious breach of academic integrity and/or it is a repeated incident, the student may be disallowed from re-enrolling in a course of study for a specified period of time.

#### Cheating in examinations

The student will be contacted and an interview is arranged with the Student Administration Director or nominee. Once the student is interviewed, this information is passed onto the Academic Committee where they will decide if any further penalties will be imposed. The Academic Committee may decide the following:

- The assessment task is awarded a zero mark
- The student is awarded a zero mark for the final grade.

#### **Appeals**

A student has the right to appeal the penalty imposed by following the SIBT's Academic Grievance Procedures.

#### **Definitions**

1. **ACADEMIC INTEGRITY**  
Honest and ethical behaviour in relation to academic work (as declared in the SIBT Code of Conduct).
2. **ACADEMIC MISCONDUCT**  
Any act by a student that fails to meet the accepted standards of academic integrity

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