ACADEMIC INTEGRITY POLICY AND PROCEDURES

For those involved in a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Purpose
To define breaches of academic integrity and outline the rights and responsibilities of staff and students should a breach occur. For this policy, a breach of academic integrity is defined as student behaviour which does, and intends to, provide a misleading or deceptive basis for admission, assessment, academic progression and/or any other activity used to gain academic advantage or advancement to which the student is not entitled. It also includes any conduct that constitutes a breach of the Assessment Policy, or a breach of ethics when working with subjects or in a research setting.

This policy should be read in conjunction with the following Te Kupenga Policies: Student Behaviour and Personal Conduct Policy; Student Complaints, Grievances and Appeals Policy.

Principles
Te Kupenga – Catholic Theological College (CTC) is committed to principles of ethical behaviour and integrity among its staff and students.

CTC is committed to:
- defending the academic credibility and reputation of the College.
- protecting the standard of CTC awards.
- ensuring that students receive due credit for the work they submit for assessment.
- providing students with advice on academic integrity and providing them with guidance on best practice to support the academic integrity of their learning.
- educating students about the importance of intellectual property and its relevance in relation to their own work and that of others.

Forms of Academic Dishonesty
Academic dishonesty may take several forms which include but are not limited to:
- plagiarism
- collusion
- unauthorised use of generative artificial intelligence
- recycling
- cheating
- claiming credit for group work in circumstances when the student has not actively participated in or contributed to such work[1]
- use of forged, false, falsified, inaccurate or incomplete documentation or data or misrepresenting/manipulating the source of a document.

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[1] This does not include group work appropriately constructed as part of the paper assessment package

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1. *Plagiarism*
    Plagiarism occurs when a student presents as his/her own work the thoughts, ideas, findings or work which he/she knows to be the work of another person, persons, or entity, without attributing appropriate academic acknowledgement to the author or the source. Plagiarism in any form is unacceptable.

    Materials plagiarised may include any printed, electronic or audio-visual material, including digital material, drawings, designs, experiment results or conclusions, statistical data, computer programs or other creative work.

    Examples of plagiarism, whether by individuals or in group work, can include:
    *   copying ideas, concepts, research data, images, sound or text significantly or entirely from another source such as a published article, text, computer program, internet source, another student's work or draft work, and presenting it as the student's own work.
    *   presenting an assessment task that is constructed of segments drawn from one or a number of sources without attribution of the source, linked by comments produced by the student.
    *   summarising another person's work without acknowledging the source; failing to acknowledge the use of books, articles, internet or other sources; failure to accurately reference direct quotations from another work; failure to acknowledge ideas/arguments that depend on the work of another person.
    *   citing texts or acknowledging 'secondary' sources which the student has not read, submitting a paper and/or material substantially the same as another student even where there was legitimate cooperation and collaborative preparatory work; claiming credit for the work of the group without actively participating or contributing to such work; acquiring or commissioning a piece of work and representing it as their own and/or their group's own work.[2]

2. *Collusion*
    Collusion occurs where a student undertakes unauthorised collaboration with others and presents, as his/her own, that which is in full or in part the work of one or more persons. Collusion does not apply to assessment tasks submitted in accordance with group work guidelines provided by the Lecturer. Any other circumstances in which a student allows another student to copy his/her work for the purposes of assessment, or where students work together to submit identical work or work with large components of commonality, amounts to collusion.

    Encouraging or assisting another person to commit plagiarism is a form of collusion and may attract the same penalties which apply to plagiarism.

3. *Unauthorised use of generative artificial intelligence*
    A student may not submit 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).
    Staff are encouraged to integrate the use of artificial intelligence into their teaching and learning and to provide students with clear guidelines on the ethical and appropriate use of artificial intelligence in their learning experiences. These tools may be appropriately used as part of the formative process of information gathering and idea generation but may not be used to generate summative assessment tasks which are then uncritically submitted as the student's own work.

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[2] This particularly applies to work purchased from another student, or online

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4. *Recycling*
A student may not, without the prior written approval of the lecturer, submit for assessment work which is the same or substantially the same as work being submitted, or which has previously been counted towards the completion of another paper undertaken for credit towards any qualification, whether at this College or elsewhere. Where the lecturer approves the resubmitting of work, the source of the work must be acknowledged. The same principles and procedures apply to recycling as apply to plagiarism.

5. *Cheating*
A student must not:
1. cheat or attempt to cheat in any examination or other assessment task; nor must they directly or indirectly assist another student to cheat.
2. read or assist others to read and/or copy another student's work or materials during an examination or assessment task.
3. use without approval any electronic device to receive or send data or communicate with others during an examination.
4. improperly obtain prior knowledge of an examination paper or other assessment task.
5. impersonate another person, or allow others to impersonate them, in connection with any examination/assessment task.

None of the above regulations prevents legitimate assistance as part of the College's support for students with disabilities or alternate exam arrangements, when approved by the College in writing as per the Assessment Policy.

Online assessment tasks and examinations are subject to the specific instructions of the Lecturer, but the principles above regarding the unauthorised use of any assistance apply: no person other than the bona fide student may undertake an online assessment or examination.

A student may not submit work for assessment that has been completed by a third party. This includes submitting work that has been produced by:
1. a commercial provider, a current or former student, a family member or a friend.
2. Work that has been produced or modified using software including generative artificial intelligence (unless expressly allowed).

6. *Use of forged, false, falsified or incomplete documents*
A student must not create or use, in connection with any activity within or connected with his/her application for, enrolment or re-enrolment, assessment or progression in a paper, or for any other purpose, forged, false or falsified documentation or data, or create or use documentation or data which the student knows to be inaccurate or incomplete. A student must not fail to disclose any information or matter where there is a duty to disclose such information or matter.

Academic integrity in research or pastoral placement
Breaches of academic integrity in research or pastoral placement includes:
- fabricating data.
- omitting reference to relevant published works of others for the purpose of implying personal discovery of new information or original analysis of data.
- attributing work to others who have not in fact contributed to the research.
- stating or presenting a relevant or significant falsehood or omitting information or data to distort what is presented.
- failure to gain appropriate approval to conduct research or do a pastoral placement.
- failing to observe the terms of an ethics approval or terms of placement.

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- misuse of personal information obtained.
- making use of any information in breach of any duty of confidentiality associated therewith.
- taking or damaging any research-related property of another person or body without authorisation. This may include, but is not limited to, writings, manuscripts, data, hardware, software or any other substance or device used or produced in the conduct of research.

Rights and Responsibilities

Te Kupenga - Catholic Theological College (CTC)

The Governance Board will:
1. establish and maintain appropriate procedures to oversee and monitor the implementation of CTC's policy and procedures on academic integrity.

The Director will:
1. ensure students have access to information on academic integrity and appropriate referencing/citation systems, including through relevant CTC publications.
2. ensure that all academic staff are aware of the need to introduce and reinforce academic integrity and the professional and academic skills required at all paper levels.
3. ensure that all academic staff are aware of, and provide advice to students regarding the available sources of assistance for students to develop their skills in academic writing and, in particular, preparation and presentation of assignments and other assessment tasks.
4. implement appropriate security practices for submission and return of assessment tasks.
5. maintain a Register of Breaches of Academic Integrity.
6. present a report to the Board of Studies on any breaches of academic integrity and subsequent handling of academic dishonesty.

Academic staff will:
1. ensure they are familiar with current policies and procedures with respect to academic integrity and apply them consistently.
2. design their assessment tasks in accordance with the Assessment Policy.
3. clearly explain the style guide and referencing/citation system required in the discipline and/or for different assessment tasks.
4. discuss with students (during the first few weeks of each study period) the importance of academic integrity and assist students to understand its meaning and practical application.
5. give clear guidelines on the ethical use of academic intelligence in student learning experiences, including where this may be expressly allowed.
6. provide appropriate conditions for group work and make clear to students the distinction between group work, levels of legitimate co-operation and collaboration, and requirements for individual work.
7. be aware of and responsive to different cultural backgrounds of students, especially in relation to the use of the work of others and to academic literacy and writing skill.
8. provide students with early notification and fair warning if they believe any individual or group may be at risk of breaching academic integrity standards.
9. consistently monitor students' work for possible breaches of academic integrity.

Students

Students have a right to:
1. have access to CTC's policies, procedures and relevant resources relating to academic integrity.
2. be provided with the style guide and referencing/citation system.

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3. be provided with clear information on assessment requirements in each Paper Descriptor with particular attention to aspects involving individual and/or collective assessment.
4. be provided with clear guidelines relating to the level of co-operation and collaboration permitted within each assessment component and all aspects of group work, its operation, monitoring and assessment.
5. expect consistent application of the academic framework, policies, procedures, and practices across CTC.
6. receive early notification or fair warning where a member of staff believes a student or group of students may be at risk of breaching CTC's standards of academic integrity.
7. participate in appropriate learning experiences offered to improve their academic literacy and competency.

Students have a responsibility to:
1. become familiar with CTC's regulations, paper rules and associated written procedures, which ensure academic integrity.
2. seek clarification, if necessary, to ensure they clearly understand assessment conditions and requirements, and appropriate writing, referencing and assessment practice in their paper(s).
3. submit only work which is their own, or which properly acknowledges the thoughts, ideas, findings and/or work of others, for example:
    a. using the referencing system described in the Paper Descriptor clearly stating the source of any material on which they have based their work.
    b. acknowledge the people whose thoughts, ideas, experimental works, conclusions, drawings, designs, data, computer programs or other creative work they have extracted, developed, summarised or rephrased.
    c. avoid excessive copying of passages or works of another author, even where the source is acknowledged.
    d. only use artificial intelligence tools and technologies according to the guidelines for any assessment task.
4. seek assistance from appropriate sources to remedy any identified gaps in their academic skills.
5. ensure academic integrity is maintained when sharing work with others.
6. retain materials which would demonstrate evidence of their authorship of assessable work (e.g., record of library borrowings, addresses of internet sites accessed, notes compiled, drafts of an assessment task).
7. complete assessment cover sheets or online declarations for all non-examination assessment tasks; this includes certification that the work is the student's own and that all cited works have been acknowledged and referenced.

Professional Development of Staff
Professional development programs will assist staff in promoting academic integrity and dealing with any instances of breaches of the Academic Integrity Policy and Procedures. Staff will be supported in pursuit of best practice in the setting of assignments in such a way that plagiarism becomes more difficult to commit.

CTC will advise staff in the use of software to assist with plagiarism detection.
Procedures

Breaches of Academic Integrity Guidelines
Cases of alleged breach of academic integrity will be dealt with by procedures which ensure:
1. equity.
2. consistency.
3. procedural fairness.

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4. timely resolution of the case.
5. achievement of appropriate and effective outcomes.

The following procedures deal with breaches of academic integrity and will be reviewed regularly and published on CTC's website. On submission of assignments for marking students are required to sign the declaration of academic honesty on their assignment cover sheets. This indicates students are aware of, and have followed the principles outlined in, CTC's Academic Integrity Policy. CTC may use text matching software or other tools to assist in identifying breaches of academic integrity.

Process to Review Allegations of Breaches of Academic Integrity

1. *Initial Concern raised*
   a. Where a lecturer or tutor detects or becomes aware of a possible breach in academic honesty the following actions will be taken:
   b. They should ask the Dean to review the student's personal file and the CTC Register of Breaches of Academic Integrity, to see if there are any previous concerns, warnings or breaches.

2. *Minor Breach without history*
   a. Where the student's personal file and/or the CTC Register of Breaches of Academic Integrity contains no evidence of prior breaches of academic integrity and the current breach is a minor breach, the Lecturer should arrange a discussion with the student, preferably in person.
   b. Where, after discussion, it is clear that no breach was committed, no further action should be taken.
   c. Where it is clear that a minor breach occurred, but without dishonesty, the lecturer/tutor will counsel the student by explaining referencing guidelines and provide a copy of the Academic Integrity Policy and a copy of CTC's Academic rubrics and referencing skills. The lecturer may then:
      i. adjust the student's mark in the relevant assessment task to take account only of work which is in line with principles of academic integrity; or
      ii. require resubmission of the piece of work; and
      iii. issue a written warning about the consequences of breaching CTC's policy on assessment and academic honesty. The letter should include advice that any further possible occurrences of academic dishonesty will take into consideration any previous warning that has been issued. A copy of any warning letter should be:
         ▪ signed and dated by both the student and the Lecturer.
         ▪ retained by both the student and the Lecturer.
         ▪ forwarded by the Lecturer to the Dean, who notifies the Director and records it on the student's file and the CTC Register of Breaches of Academic Integrity.

3. *Investigation of a significant or repeated breach*
   a. If the Lecturer or tutor has sufficient evidence to conclude that:
      i. there is at least one previous record related to a previous academic dishonesty occurrence: or
      ii. the current academic dishonesty occurrence is not a minor breach:
      they will provide a report to the Director, including the paper or work submitted by the student for assessment and appropriate evidence of the basis on which the allegation is based, such as:

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       i.   reference to and preferably copies of other resources which are considered to have been plagiarised (a printout from any internet site is appropriate, in case that site is subsequently changed).

      ii.   evidence of collusion or recycling.

     iii.   evidence from text matching software or other detection tools.

     iv.   any explanations and/or admissions that the student may make with respect to the relevant behaviour.

      v.   information about any other written warnings related to possible previous occurrences of academic dishonesty found on the student's personal file or the central repository of breaches of academic honesty.

b. The Director will review the material provided within 10 working days of receiving the allegation.

c. If the Director considers the evidence does not support the allegation of a serious or repeated breach, they may either dismiss the allegation or refer to the process for a minor breach without history (above).

d. If the Director considers that the allegation has substance, they will notify the student in writing of the nature of the allegation/s, providing them with a copy of the Academic Integrity Policy, these Procedures, and an opportunity to submit a written response. Unless otherwise specified, the student's response should be lodged within 20 working days of notification of the alleged breach.

e. The Director may also request the student to attend an interview or provide the student with the opportunity to request an interview to discuss the allegation.

f. The Director will make a decision on the matter within 20 working days from the receipt of a response from the student, or from the due date for a response, if no response is received.

4. *Possible Actions After Investigation*

   a. *Factors considered in determining action:*

     The following factors will be considered in determining the gravity of an act of academic misconduct and determining action to be taken and/or penalty to be imposed:

       i.   the nature of the academic dishonesty.

      ii.   the extent of the academic dishonesty.

     iii.   the experience of the student.

     iv.   any explanations and mitigating circumstances provided by the student.

      v.   any previous record of academic dishonesty.

     vi.   whether the breach is a minor breach of the Academic Integrity Policy, where the breach has minimal effect on the overall result for that assessment task, and where it is not indicative of a broader pattern of behaviour, and so it does not provide the student with a significant unfair advantage.

   b. *Actions which may be taken:*

     Following investigation of the allegation, and in consultation with the Lecturer and Dean, the Director may take one or more of the following actions:

       i.   dismiss the case with no further action.

      ii.   counsel the student by explaining referencing guidelines, and provide a copy of the Academic Integrity Policy and a copy of CTC's Academic rubrics and referencing skills.

     iii.   issue the student a written warning, to be put on the student's file.

     iv.   require the student to resubmit the work for assessment or to undertake additional, alternative and/or remedial work in substitution for the work submitted.

      v.   apply a failure grade to the work, or part thereof.

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vi.   impose a maximum pass grade for the paper and/or downgrade the final grade overall of the paper.

vii. apply a failure grade overall in the paper.

viii. refuse, cancel or annul credit for any paper.

ix.   terminate the student's enrolment in the paper and exclude the student from the College for a period of up to two years from the date of termination. Where a student's enrolment has been terminated or the student has been excluded under these Procedures, the following provisions apply:

- the student may not resume studies, after the expiry of the nominated period of exclusion, without first obtaining written approval of the Director.
- if the student subsequently re-enrols, no credit may be granted for any studies or other learning, or practical experience undertaken at this College or elsewhere during the period of exclusion.

5. *Notification and recording of decisions:*

Following determination of a case the Director will advise the student in writing of:

a. the process undertaken during the investigation.

b. the decision reached.

c. the reasons for the decision.

d. the available avenues of appeal.

A copy of the advice to the student will be provided to the Registrar and other relevant staff as is considered appropriate.

The Director places the report on the confidential (electronic) Breaches of Academic Integrity file. Further access to the report is limited to the Registrar, Deans, and the Director. A cross reference will also be included on the student's personal file.

6. *Avenues of Appeal*

A student may appeal:

i.   to the Director against a decision of a Lecturer or Dean; or

ii. to ITENZ or NZQA, as per the Student Complaints, Grievances and Appeals Procedures.

Review and Approval

The *Academic Integrity Policy and Procedures* are subject to the normal three-year review cycle. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

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