ACADEMIC INTEGRITY POLICY

Policy Name	Academic Integrity Policy
Policy Number	A003
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	The purpose of this policy is to provide parameters regarding staff and student academic integrity at LCI Melbourne (LCIM). This relates to: Academic integrity by students and staff Guidelines for staff on fostering academic integrity and dealing with academic misconduct
Scope	This policy applies to all academic staff and students at LCIM
Policy Statement	LCIM takes a strong stance on upholding principles of academic integrity, fostering a culture of ethical honesty across learning, scholarship and academic research. All staff and students are expected to uphold principles of integrity, respect and honesty and abide by relevant legislation, policies and procedures of LCIM and TEQSA academic integrity guidelines. A disregard and breach of the policies that uphold academic honesty and integrity at LCIM may result in disciplinary action.
Policy Strategies	This policy requires: 1. Students and academic staff of LCIM should at all times in their academic engagement conduct themselves honestly and ethically and are expected to carefully acknowledge the work of others in the production of knowledge through research, scholarship and teaching. 2. When a staff or student has been considered to have engaged with academic dishonesty, the issue will be dealt with confidentially. 3. Academic and Library Staff are required to actively engage students in matters of Academic Integrity and to take action to mitigate foreseeable risks to academic integrity 4. LCIM staff are required to employ correct acknowledgement practice in their teaching when they are using text, images, videos and other artefacts sourced from others. As detailed in the TEQSA academic integrity guidelines."The academic integrity of a course of study may be questioned if unacknowledged use is made of external materials.

| | | Such acknowledgement practices may be accommodated in or modified by prevailing copyright, licensing and intellectual property requirements, which should be accessible to staff and students who may need to be aware of those requirements." |
| | | 5. Academics and students are responsible for maintaining high standards of conduct in carrying out scholarly activities and must collect, analyse and disseminate data in a rigorous manner, without plagiarising, misrepresenting or fabricating data. |

LCIM presumes that all intellectual creations produced by students and staff are the result of personal production and do not violate intellectual property rights of other persons. If a student or staff member violates intellectual property and copyright provisions, they will assume their own responsibility, with the associated moral, civil or criminal consequences.

LCIM adopts 'fair dealing' which is an exception to copyright infringement for the purpose of research, private study, criticism, review, news reporting, education, satire or parody.

In cases of suspected breach of this policy staff are to follow the actions detailed in the Academic Integrity and Misconduct Procedure.

Definitions	Academic Integrity	For the purposes of the *Higher Education Standards Framework (Threshold Standards) 2015* (HES Framework), academic integrity is: '*the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner*' (Monash University, 2013 as referenced in TEQSA guidelines on Academic Integrity).
	Academic Misconduct	Academic misconduct relates to dishonesty aligned to academic outputs and includes plagiarism, fraud and cheating. Attempts at plagiarism, fraud and cheating or complicity in plagiarism, fraud and cheating, at any stage of the learning process constitutes an infraction.
	Plagiarism	Plagiarising consists of using another person's ideas, information or expressions without according that person due recognition – in other words, this is theft of intellectual property. Examples of plagiarism include, but are not limited to: • Totally or partially copying or paraphrasing another individual's work and passing it off as one's own; • Copying and pasting the content of articles or images from web pages without providing a reference for the source consulted; • Copying directly text, expressions or phrasing from a source without using quotation marks; • Using another's video footage; • Falsifying a citation.

		All plagiarism is a serious offense that infringes on a copyright because it fails to recognise the author's moral and economic rights to his or her creation.
	Cheating	Cheating in an educational environment include, but are not limited to: ▪ Having or using unauthorised documents, material or equipment for an assignment or during an exam; ▪ Copying from somebody else's assignment or exam paper during an exam; ▪ Having another student do one's work for an assignment to be graded; ▪ Substituting a different person to write an exam or an assignment to be evaluated; ▪ Making multiple submissions of a paper or project, in whole or in part, already submitted for another course, without explicit permission to do so; ▪ Fabricating data; ▪ Fabricating a citation.
	Fair Dealing	Fair dealing is a limitation and exception to the exclusive right granted by copyright law to the author of a creative work. Fair dealing is found in many of the common law jurisdictions of the Commonwealth of Nations.
Relevant Legislation	• Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • TEQSA academic integrity guidelines. • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • Copyright Act 1968 (Cwlth) and the Copyright Amendment (Digital Agenda) ACT 2000 (Cwlth) • Telecommunications Act 1997 (Cwlth) and associated Acts • Crimes Act 1914 (Cwlth) • Broadcasting Services Act 1992 (Cwlth) and associated Acts • Privacy Act (Cwlth) 1988 • Information Privacy Act 2000 (Victoria) • Fair dealing Guidelines – Australian Copyright Council	
Key Related Documents	Academic Integrity and Misconduct Procedures Access and Equity Policy Access and Equity Procedure Academic Grievance and Appeals Policy Academic Grievance and Appeals Procedures Privacy and Intellectual Property Policy Privacy and Intellectual Property Procedure Quality Assurance and Continuous Improvement Policy	

	Quality Assurance and Continuous Improvement Procedure		
Date Approved	10 February 2020		
Date of Commencement	11 February 2020		
Date for Review	Q4 2022		
Documents superseded by this Procedure	Australian Academy of Design Academic Honesty and integrity Policy, December 2017		
Amendment History	New Policy		
Signed and dated for LCI Melbourne		Prof Warren Bebbington	10 February 2020

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students