

ACADEMIC INTEGRITY PROCEDURE

Procedure Name	Academic Integrity Procedure
Procedure Number	A003
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	<p>The purpose of this procedure is to provide parameters regarding staff and student academic integrity at LCI Melbourne (LCIM). This relates to:</p> <ul style="list-style-type: none"> ▪ Academic integrity by students and staff ▪ Guidelines for staff on fostering academic integrity and dealing with academic misconduct
Scope	This procedure applies to all academic staff and students at LCIM
Procedure Statement	<p>LCIM takes a strong stance on upholding principles of academic integrity, fostering a culture of ethical honesty across learning, scholarship and academic research.</p> <p>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.</p> <p>A disregard and breach of the policies that uphold academic honesty and integrity at LCIM may result in disciplinary action. The Process for breaches will be addressed effectively, consistently and confidentially.</p>
Procedure	<ol style="list-style-type: none"> 1. All students within their first trimester of LCI studies are provided with guidance and training on what constitutes academic or research misconduct and the development of good practices in maintaining academic and research integrity by highlighting appropriate methods of referencing and providing guidelines and protocols related to plagiarism, collusion, cheating and fraud 2. All new academic staff are provided guidelines on academic integrity as part of their induction to LCIM 3. All written submissions are checked against Turnitin Software for potential plagiarism 4. Academic management will monitor risks, all breaches are required to be reported to the Academic Manager. These are recorded on staff or student files. 5. Staff are requested to be vigilant in adopting correct processes in their presentations and scholarly works to be positive role models to students 6. Academic staff are requested to design assessments that lessen the

opportunity for academic dishonesty.

Supporting Procedures

Plagiarism and cheating attempts at plagiarism and cheating, or collaboration in plagiarism and cheating are prohibited and considered serious offences.

Students or academic who engage in plagiarism and cheating are penalised in accordance with LCIM's student regulations and employee work regulations respectively. The foregoing is without prejudice to the civil and criminal actions to which they might be subject because of their conduct.

During the complaint process, all information obtained concerning students is treated with the highest level of confidentiality. In the case of potential legal implications, it is incumbent on LCIM to report the incident to the police and fully cooperate with any investigation that may follow.

Student Misconduct related to academic integrity.

1. If an academic suspects a student of academic dishonesty, the academic must first discuss the concern with the student. If academic dishonesty is still suspected, the academic sends the details of the case and supporting evidence, in writing, to the Dean and Principal and meets with them to discuss the case. If dishonesty is confirmed, the Dean and Principal will check the student's file to determine whether a previous act of dishonesty is documented, which may affect the disposition of the case. If the act of dishonesty is a first offence, the academic officially assigns a grade of '0' for the assessment task in question.

The Dean informs the student in writing, to that effect, stipulating that a second offence will lead to a grade of '0' for the unit in which it was committed. The Dean retains a copy of the written notice, sends a copy to the academic and lodges a record of such action on the student file.

2. **In the case of a second offence, in the same or in another unit, the academic** must first discuss the concern with the student. If academic dishonesty is still suspected, the academic sends the details of the case and supporting evidence, in writing, to the Dean and meets with them to discuss the case. If dishonesty is confirmed, the Dean and Principal is informed, in writing, and the academic officially assigns a grade of '0' for the unit in question.

The Dean informs the student, in writing, to that effect, summoning the student to meet to discuss the situation and stipulating that a third offence may lead to a suspension or their dismissal from LCIM. The original copy of the second complaint documentation is attached to the original complaint documentation.

3. In the case of a third documented offence, it is the Dean and Principal who analyses the gravity of the infraction and any precedents in collaboration and decides on the penalty.

If the Dean and Principal decides on a suspension or dismissal, the student receives a letter providing the rationale for the decision as well as

the terms and conditions of the sanction, such as its duration. The suspension or dismissal takes effect immediately after the student receives the notification, either verbally or in writing. A confidential record of such action is lodged on the student file.

Appeal Procedure

The following directives guide the appeal procedure.

If the complainant remains unsatisfied with the investigation and/or the determination regarding a complaint, he or she must submit a written request to the person(s) handling the complaint within 10 days from the date on the written decision notice, unless there are extenuating circumstances. The written request must include a detailed justification as to why the complaint should be reviewed.

The investigation will be completed and the appropriate resolution decided upon as soon as possible (normally within 30 days after a formal written complaint is made, unless a longer period is appropriate in the circumstances in which case the complainant will be notified of the proposed time frame).

The person(s) responsible for handling the appeal shall appoint an ad hoc Appeal Committee consisting of two to three academics or senior executive having no previous exposure to the investigation and give notice that an investigation has been initiated to the senior executive team.

In the unit of the investigation of an appeal, the Appeal Committee will:

- review the complainant's justification for the appeal and the previous proceedings to ensure that all previous procedures have been conducted efficiently and in compliance with this Policy and applicable laws;
- give notice to the senior executive if the appeal is warranted and if a hearing should take place; or
- give notice that the appeal has not been upheld to the senior executive in which case the decision of the Appeal Committee is final and cannot be appealed further;
- during and subsequent to the hearing, the Appeal Committee advises the respondent in writing of the appeal, meets individually with the stakeholders (staff and student), considers the evidence underlying the complaint and investigation and the provisions of this Policy and applicable laws, deliberates and arrives at a final decision as to the resolution of the complaint;
- give notice of the investigative findings to the stakeholders and the senior executive;
- when the investigation is complete, the person handling the appeal lodges a record of the investigative proceedings on the student file.

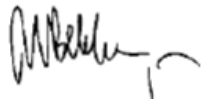
If the investigative findings substantiate the complaint, the Dean and Principal may make recommendations regarding appropriate action arising out of such findings.

Staff Misconduct related to academic integrity.

In the circumstance a staff member is suspected of academic dishonesty this

	<p>will be investigated by the Dean and Principal and a nominated academic integrity staff panel. Academic Misconduct is seen as a serious breach and in any proven circumstance the staff member could be (dependent on extent of the infraction):</p> <ul style="list-style-type: none"> ▪ Placed on a formal warning ▪ Suspended from academic duties ▪ Dismissed for serious misconduct <p>Within the parameters of the Higher Education Award, Fair Work Guidelines and legislation the staff member will be counselled and have the opportunity to defend their position.</p>	
<p>Definitions</p>	<p>Academic Integrity</p>	<p>For the purposes of the <i>Higher Education Standards Framework (Threshold Standards) 2015</i> (HES Framework), academic integrity is: <i>'the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner'</i> (Monash University, 2013 as referenced in TEQSA guidelines on Academic Integrity).</p>
	<p>Academic Misconduct</p>	<p>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.</p>
	<p>Plagiarism</p>	<p>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:</p> <ul style="list-style-type: none"> ▪ 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. <p>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.</p>
	<p>Cheating</p>	<p>Cheating in an educational environment include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ 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

		<p>exam or an assignment to be evaluated;</p> <ul style="list-style-type: none"> ▪ 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	<p>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.</p>
Relevant Legislation	<ul style="list-style-type: none"> • 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	<p>Academic Integrity Policy 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 Staff Code of Conduct Guidelines Student Code of Conduct Guidelines</p>	
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 Procedure	

Signed and dated for LCI Melbourne		Prof Warren Bebbington	10 February 2020
------------------------------------	---	------------------------	------------------