# Student Academic Integrity Policy

**Approved by:** UOW College Academic Board  
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**Date of Next Review:** July 2013

**Document No:** POL-UOWC-16  
**Revision:** 3

**Custodian:** Program Manager Academic

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<td>Student Conduct Policy</td>
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<td>Procedure for Managing Alleged Academic Misconduct by a Student</td>
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1 Purpose of Policy

1.1 UOW College (the College) is committed to providing a quality education environment where students and staff adhere to high standards of academic integrity. Academic integrity is expressed by the five fundamental values of honesty, trust, fairness, respect and responsibility, and is of central importance in a tertiary setting.

1.2 This policy supports the College’s commitment to academic integrity by outlining:

a. the College’s expectations for students in applying academic integrity to learning and inquiry;

b. the tools and strategies employed by the College to promote academic integrity and respond to academic misconduct.

2 Scope of Policy

2.1 This policy applies to the academic conduct of all UOW College students undertaking study by any mode or at any location of the College. All FSP, STEP and UAP students are required to abide by the UOW Student Conduct Rules.

2.2 The policy relates to all work produced and submitted for assessment, including assessment tasks and examinations.

2.3 This policy also applies to the conduct of College staff in relation to educating students and utilising the College’s available resources to encourage the highest standards of academic integrity.

3 Definitions

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<th>Word/Term</th>
<th>Definition</th>
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<tr>
<td>Academic Integrity</td>
<td>The term used to describe honest academic work that is original and fully acknowledges all sources and collaboration. Academic integrity is a commitment to the five fundamental values of honesty, trust, fairness, respect and responsibility.</td>
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<tr>
<td>Academic Misconduct</td>
<td>Any breach of academic integrity.</td>
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<tr>
<td>Course / Subject Outline</td>
<td>The document in hard copy and/or electronic format governing content, delivery and assessment of material for a subject.</td>
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<tr>
<td>FSP</td>
<td>Foundation Studies Program</td>
</tr>
<tr>
<td>Staff</td>
<td>Full-time, fixed term, part-time, sessional and casual employees of the College.</td>
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### 4 Responsibilities

4.1 The College is responsible for making its policies and procedures available to all students and staff, ensuring consistent and fair application of such policies and procedures, and providing access to an appeals process. The College is also responsible for educating students about honest academic practice and copyright rules by providing appropriate information and tools.

4.2 College staff are responsible for:

   a. being aware of UOW College’s policies and procedures;

   b. providing clear instructions to students for each assessable task or examination (e.g. acceptable level of working with others, expected referencing standards, etc.);

   c. designing assessment tasks that minimise the potential for breaches of academic integrity; and

   d. recognising and responding to student breaches of academic integrity according to this policy and related policies and procedures.

4.3 UOW College’s students have a responsibility to:

   a. conduct themselves in accordance with the College’s and UOW’s defined conduct rules, codes, policies and procedures;

   b. be familiar with their rights, responsibilities, and academic integrity expectations;

   c. utilise the College’s educational resources for practising academic integrity, seeking additional advice when required; and

   d. apply honesty to all academic work and appropriately acknowledge the work of others.
5 Practicing Academic Integrity

5.1 Members of an academic community practice academic integrity by taking responsibility for producing their own work, collaborating with others in an appropriate manner and acknowledging the ideas and contribution of others.

5.2 When writing or presenting academic work, all sources that are quoted, paraphrased, or summarised should be referenced. Students can refer to the Student Handbook or subject outlines to learn how to appropriately reference sources, and should seek advice from College staff to learn which style is required for a particular assessment task.

5.3 College students are required to submit assessment tasks and exams in English, using their own words. Using a translator of any kind to translate assessable work into English is considered a breach of academic integrity and is prohibited.

6 Academic Misconduct

6.1 Breaches of academic integrity are referred to as academic misconduct and can include the following:

   a. Cheating
   b. Fabrication
   c. Facilitating academic dishonesty
   d. Fraud
   e. Misleading ascription of authorship
   f. Misrepresentation
   g. Obstruction/interference
   h. Plagiarism
   i. Using another person to undertake an exam or assessment item
   j. Using an online or other translator to translate assessable written work into English

6.2 The Procedure for Managing Alleged Academic Misconduct by a student defines each category of academic misconduct and details the College’s response to each level of misconduct. The procedure can be found at www.uowcollege.edu.au/policies

6.3 Students should refer to the Student Handbook for detailed information about plagiarism and cheating.

Handling Academic Misconduct
6.4 Students may report academic misconduct using the Student Grievance Policy & Procedure – Academic. Refer to www.uowcollege.edu.au/policies.

6.5 Allegations of academic misconduct are reported and investigated in accordance with the Procedure for Managing Alleged Academic Misconduct by a student.

6.6 Students may appeal allegations of academic misconduct using the Student Grievance Policy & Procedure - Academic.

7 UOW College Academic Integrity Management Strategy

7.1 The College’s strategy to promote academic integrity among its students involves the publication of policies and procedures, education on appropriate practice and resources, and the use of specific tools to reinforce its high academic standards.

Policies, Procedures, and Rules

7.2 College policies, procedures, and rules inform students about acceptable and unacceptable academic conduct and provide a consistent and transparent process for handling misconduct. Students can access the following relevant documents via the College’s website at www.uowcollege.edu.au

a. Student Academic Integrity Policy;

b. Student Handbook;

c. Student Conduct Policy;

d. Procedure for Managing Alleged Academic Misconduct by a Student;

e. Student Grievance Policy & Procedure – Academic; and

f. Subject outlines.

7.3 FSP, STEP, and UAP students are considered students of UOW and must abide by UOW’s conduct rules, available at www.uow.edu.au;

7.4 The College’s policies and procedures set out mechanisms designed to respond to breaches of academic integrity, including:

a. Primary Investigation Officers – to examine and respond to allegations of academic misconduct with the relevant Head of Program;

b. Academic Misconduct Panel – to consider and impose outcomes in cases of academic misconduct that warrant a medium-level or a high-level response;

c. Central Register – a database used to record cases of academic misconduct for the purpose of risk management and auditing;
Student Grievance Policy & Procedure - Academic— the process by which students may appeal against decisions about academic misconduct or report academic misconduct.

### Education

7.5 The student orientation program is used to inform students about good academic practice, student responsibilities and available resources such as the library, tutors, and support classes.

7.6 Course and subject outlines contain information on plagiarism and direct students to the appropriate section in the Student Handbook for further information.

7.7 With academic skills development included in their curricula, the College’s university-preparation programs are designed to directly teach the practices of academic integrity.

### Tools

7.8 The College provides a text recognition software (Turnitin) to educate students about appropriate citation of sources and to detect plagiarism. In courses where such use of the software is appropriate, students are required to submit written work through the software program as detailed in course or subject outlines. Training is provided to all teachers to encourage incorporation of the software into additional programs.

7.9 At the end of their study at the College students have the right to opt out of having their submitted work stored for later comparisons by Turnitin.

7.10 For all academic misconduct allegations that have been formally investigated and confirmed by the Relevant Head of Program, a record is created in the Central Register. Records are used to identify recurring offences by students and document misconduct investigations.

7.11 Reports generated by the College’s text recognition software, student and staff feedback, surveys, and records of student academic misconduct are monitored by teachers and administrative staff to guide improvements to policies and procedures, course and subject outlines, and teaching practices. The College’s Quality Committee oversees identification and implementation of such improvements.

7.12 College students can access further instruction on academic integrity through the UOW library or on the UOW website; UOW’s guide to academic integrity can be found at www.uow.edu.au/student/services/fye/resources/startsmart/4/index.htm and the UOW Acknowledgement Practice/Plagiarism Policy is available in the policy directory at www.uow.edu.au/about/policy/index.html.
## 8 Version Control and Change History

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<th>Version Control</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>18/10/10</td>
<td>WCA Academic Board</td>
<td>New Policy</td>
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<tr>
<td>2</td>
<td>20/06/11</td>
<td>ITC Quality Manager</td>
<td>Updated for name change</td>
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<tr>
<td>3</td>
<td>04/09/2015</td>
<td>Policy Officer and Law Clerk</td>
<td>Migrated to new template, update of position titles.</td>
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Hardcopies of this document are considered uncontrolled please refer to the UOW College website or UOW Enterprises intranet for the latest version.