



# ACADEMIC INTEGRITY AND STUDENT CONDUCT POLICY

<b>Version:</b>	<b>Approved by:</b>	<b>Approval Date:</b>	<b>Effective Date:</b>	<b>Next Review:</b>					
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<b>Responsible Officer:</b>	General Manager	<b>Document No:</b>	POL-UOWC-09						
<b>Purpose:</b>	<ol style="list-style-type: none"><li>1. UOW College Australia is committed to providing a safe, equitable and orderly environment for the College community, and expects each member of that community to behave responsibly and ethically.</li><li>2. This Policy outlines the required conduct of students at the College, and specifically identifies acceptable and unacceptable student behaviour.</li><li>3. This Policy affirms UOW College's commitment to academic integrity through:<ol style="list-style-type: none"><li>a. Reflecting that academic integrity is a shared responsibility across the College;</li><li>b. Outlining the roles and responsibilities of the College, staff, and students in promoting academic integrity; and</li><li>c. Responding to academic misconduct in a fair, consistent, transparent, and timely manner.</li></ol></li></ol>								
<b>Scope:</b>	<b>UOWGE</b>	<b>UOWCA</b>	<input checked="" type="checkbox"/>	<b>UOWD</b>	<input type="checkbox"/>	<b>UOWCHK</b>	<input type="checkbox"/>	<b>UOWMKDU</b>	<input type="checkbox"/>
	<ol style="list-style-type: none"><li>1. This Policy applies to all students enrolled in the following UOW or UOWCA courses:<ol style="list-style-type: none"><li>a. English Language Programs;</li><li>b. Higher Education Diploma and Undergraduate Certificate Programs;</li><li>c. Non-Award Pathway/Enabling Programs; and</li><li>d. Vocational Programs.</li></ol></li><li>2. This Policy applies to the conduct of a person while that person is enrolled in any of the courses identified above. This includes whilst that person is:<ol style="list-style-type: none"><li>a. On a UOW or College campus;</li><li>b. Representing the College at an off-campus event, work placement, field trip or other College-related experience;</li><li>c. Undertaking simultaneous study at another institution as part of a joint offering of the course;</li><li>d. Participating in, or acting as a member of, a College organisation, collective or group;</li><li>e. Residing in, visiting, or attending any UOW-managed student accommodation premises or UOW College homestay arrangement provided in connection with the College; and</li><li>f. Accessing any web-based services that are in any way related to or connected with the College, including College online forums.</li></ol></li></ol>								



	<ol style="list-style-type: none"><li>3. Students undertaking simultaneous study at another institution as part of a joint offering of their course are governed by both this policy and the applicable policies and rules of the other institution.</li><li>4. Visiting students who are not enrolled at the College may be subject to the provisions of this policy. In the case of misconduct by such persons, the matter may be referred to their home institution.</li><li>5. With respect to the provisions relating to Academic Integrity, this Policy applies to all UOW College Australia employees.</li><li>6. Nothing in this policy affects:<ol style="list-style-type: none"><li>a. The scope or application of any other College or UOW policy or rule, including the UOW Acceptable Use of IT Policy;</li><li>b. The authority of any committee or person at the College or UOW that is duly authorised to administer any other College policy or rule;</li><li>c. Any power of a committee or person within the College to withdraw a student from a course, or to cancel the enrolment of a student, or to refuse a person further enrolment, or to otherwise deal with their case, by reason of their failure to satisfy academic requirements or to pay any fee, fine, charge or other money payable to UOW or the College.</li></ol></li></ol>
<b>Related Documents:</b>	<p><a href="#">Procedure for Managing Alleged Student Misconduct</a></p> <p><a href="#">Privacy Policy</a></p> <p><a href="#">Records Management Policy (Staff)</a></p> <p><a href="#">Student Conduct in Residences Policy</a></p> <p><a href="#">Student Grievance and Appeals Policy</a></p> <p><a href="#">UOW Smoke-Free University Policy</a></p> <p><a href="#">UOW Student Conduct Rules</a></p> <p><a href="#">UOW Campus Access &amp; Order Rules</a></p> <p>UOW Library Code of Conduct</p> <p><a href="#">2023 Residence Rules</a></p> <p><a href="#">IT Acceptable Use Policy and associated IT Policies</a></p> <p><a href="#">UOW Sexual Harm Response Policy</a></p> <p>Sexual Harm Response and Sexual Harassment Prevention Policy</p> <p><a href="#">UOW Bullying Prevention Policy</a></p> <p><a href="#">UOW Sexual Harassment Prevention Policy</a></p>



	<a href="#">Procedure for Managing Alleged Student Misconduct</a>
<b>References &amp; Legislation:</b>	<a href="#">Crimes Act NSW (1900)</a> <a href="#">Higher Education Standards Framework</a> <a href="#">Public Health Act 2010 (NSW)</a> <a href="#">State Records Act 1998 (NSW)</a> <a href="#">TEQSA Guidance Note: Academic Integrity</a>

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## 1. Definitions

Word/Term:	Definition:
Academic Integrity	Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching, and research. It involves acting with the principles of honesty, fairness, trust, and responsibility and requires respect for knowledge and its development. Academic integrity is foundational to the work of the whole academic community, including students, teachers, researchers, coordinators, and administrators.
Academic Misconduct	A breach of academic integrity, as set out in further detail in Part 5.6 and 5.7 of this Policy.
Acknowledgement	Acknowledgement involves the practice of respecting, referencing and giving credit to the words, ideas, designs, interpretations and influences of others.
Assessment	An academic task which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject, as stipulated in the Subject Outline.
Balance of Probabilities	A decision made on the balance of probabilities considers that the evidence is enough to decide that the allegation is more likely true than not true.
Campus	Any land which, for the time being, is the property of UOW or in its possession or under its control, together with any fixtures and fittings.
Consent	<p>A person freely and voluntarily agrees to a sexual activity (a sexual act, sexual intercourse, or sexual touching).</p> <p>Examples of the circumstances where a person is not able to freely and voluntarily provide Consent includes if that person:</p> <ul style="list-style-type: none"><li>• is substantially intoxicated by alcohol or any drug;</li><li>• is unconscious or asleep;</li><li>• is intimidated, coerced, or threatened;</li><li>• is detained or held against their will;</li></ul>



Word/Term:	Definition:
	<ul style="list-style-type: none"><li>• is placed in a position where there may be abuse of a position of authority or trust; and</li><li>• does not have the capacity to provide consent (such as due to age or cognitive impairment).</li></ul> <p>The meaning of Consent in relation to sexual offences is further described in Section 61HE of the Crimes Act 1900 (NSW).</p>
Course	A program of study at the College that includes those courses leading to higher education awards and non-award courses.
Coursework	All work undertaken as part of a course.
Exclusion	A penalty whereby a student's enrolment is terminated for a defined period. The student may apply directly to the College for re-admission at the conclusion of the period of exclusion.
Expulsion	A penalty whereby a student's enrolment is terminated permanently. An expelled student cannot be re-enrolled in a College course except by permission of the General Manager.
General Misconduct	Is as defined in Part 5.3 of this Policy.
Harassment	Any form of behaviour that is unwelcome and unsolicited and is considered by a reasonable person to be offensive, intimidating, humiliating, or threatening. Harassment can be physical, verbal, psychological or visual and can be a single occurrence or may occur repeatedly over time. Harassment does not need to be intentional.
Misconduct	Unacceptable or improper behaviour. Types of misconduct include academic misconduct and general misconduct.
Natural Justice	Principles that ensure that decision-making is fair and reasonable. These involve decision-makers informing people of the case against them or their interests, giving them a right to be heard, not having a personal interest in the outcome, and acting only on the basis of logically probative evidence.
Officer	A person appointed by the College to a particular position of responsibility and/or authority.



<b>Word/Term:</b>	<b>Definition:</b>
Primary Investigation Officer	A nominated officer at College who is responsible for making (or helping to make) an initial determination of the allegation of student misconduct, and for actioning low-level outcomes where appropriate.
Relevant Head of Program	An academic staff member with nominated responsibility for the program.
Sexual Harassment	Sexual harassment is an unwelcome sexual advance, or an unwelcome request for sexual favours or other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all of the circumstances, would have anticipated that the other person would be offended, humiliated, or intimidated. Some forms of Sexual Harassment may also constitute a criminal offence. Refer to the Sexual Harm Response and Sexual Harassment Prevention Policy for further information.
SOLS	Student OnLine Services.
Staff	Persons engaged or appointed by the College to perform work for the College (whether on a full-time, part-time, or casual basis) including employees, contractors, and agents.
Student	Any person who is enrolled in any course or program offer at, or in conjunction with, the College. For Vocational, this may be referred to as learner.
Subject	A topic or area of research or learning for a Course.
Subject Outline	The document in hard copy or electronic format governing content, delivery, and assessment of material for a subject.
Suspension	A penalty whereby a student is prevented from enrolling for a defined period. The student may be re-admitted automatically at the conclusion of the period of suspension, should re-admission be sought.
Turnitin	An online service integrated with the University's eLearning platform that provides a streamlined process for submitting, assessing student submissions and providing feedback online. It also provides a text-matching tool to assist in preventing and identifying plagiarism.
UOW	The University of Wollongong.



<b>Word/Term:</b>	<b>Definition:</b>
Visiting Student	A student who undertakes part of their training at UOW College Australia but who is not registered at UOW College.
Victimisation	Subjecting or threatening to subject an individual to some form of detriment.

## 2. Policy Principles

2.1. This Policy affirms the principles of UOW College Australia and UOW which includes a commitment to:

1. Intellectual openness and freedom of opinion;
2. Integrity;
3. Quality and accountability as an institution;
4. The safety of staff, students, and the broader community;
5. Mutual respect and collegiality; and
6. Equity and social justice.

2.2. UOW College Australia supports UOW's commitment to Academic Integrity and recognises that:

1. Academic Integrity is fundamental to learning and teaching at UOW College Australia;
2. Academic Integrity involves the ongoing fostering of a complex network of strategies and responsibilities across UOW College, and the UOW Community;
3. UOW College Australia is committed to providing an educational approach to academic integrity, recognising that students need to be supported to develop and demonstrate academic skills; and
4. Academic Integrity allows students and staff the freedom to build new ideas, knowledge and creative work while respecting and acknowledging the work of others.

2.3. UOW College Australia will ensure that:

1. Academic misconduct allegations are managed in a fair, consistent, transparent, and timely manner;
2. Records of investigations and outcomes are kept secure and confidential, in accordance with the College's Privacy Policy and Records Management Policy; and



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3. A continuous cycle of quality improvement is implemented to monitor the occurrence and nature of instances of academic misconduct and action is taken to address underlying causes and mitigate risk.

### **3. Student Conduct Standards**

#### ***Student Conduct Standard 1: Personal Behaviour***

##### 3.1. Students must:

1. Act in a manner that does not endanger or threaten to endanger the health, wellbeing or safety of themselves or others in the College or UOW community;
2. Not engage in any conduct which:
  - a. Impairs the reasonable freedom of other persons to pursue their studies, duties, or lawful activities at the College or UOW or to participate in the life of the College or UOW;
  - b. Is a criminal activity or a breach of the law;
  - c. May disrupt the normal activities of the College or UOW; or
  - d. Is detrimental to the proper conduct or reputation of UOW or UOW College.
3. Be responsible for their own personal behaviour;
4. Respect, be aware of and tolerate the rights and beliefs of others;
5. Refrain from harassment, i.e. behaving in an offensive, intimidating, humiliating, or threatening manner, towards members of the College or UOW community;
6. Refrain from vilification or discrimination towards members of the College and UOW community on the grounds of race, sex, sexual preference, religion, marital status, physical or intellectual impairment, age, criminal record, trade union activity, health status, political opinion, or gender;
7. Not engage in single instances or repeated or sustained unreasonable behaviour and bullying directed towards others in the study environment that creates a risk to health and safety. This includes engaging in one-on-one or 'mobbing' by a group; carried out overtly, subtly; privately or in front of others. Examples of bullying include, but are not limited to, unreasonable criticism, impeding a person's capacity to fulfil their duties, imposing impossible or unreasonable demands, or yelling, screaming, or using abusive language which insults another.
8. Behave in a manner that does not disrupt teaching, learning and/or administration on a College and/or UOW campus;
9. Refrain from behaving in an aggressive or violent manner towards other students or staff (both verbally and physically), including refraining from any aggressive or threatening behaviour that intimidates, victimises, degrades, or humiliates;





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10. Refrain from making any unwelcome sexual advances or inappropriate physical contact that would constitute Sexual Harassment towards another student, College or UOW staff member without their explicit Consent;
11. Refrain from vexatious action by making a report that is without sufficient grounds or unjustified to prejudice, annoy or harm UOW College Australia;
12. Follow all appropriate, lawful, and reasonable written and verbal directions and instructions which may be provided by staff from time to time;
13. Take the initiative and consult appropriately when problems arise;
14. Not use, possess, sell, distribute, or produce illegal substances or drugs on any UOW or College campus, including student accommodation sites managed by UOW;
15. Not consume or bring alcohol on to a College premises, except with respect to a licensed premises that is located within a UOW or College campus. The consumption of alcohol at these locations will be in accordance with their rules;
16. Not attend a UOW and/or College campus intoxicated or under the influence of illegal substances or drugs;
17. Not attend any UOW and/or College learning and teaching event intoxicated or under the influence of illegal substances or drugs;
18. Adhere to the UOW Smoke-Free University Policy;
19. Not assist in, or participate in, the concealment of any student misconduct by any other student;
20. Not threaten to carry out any behaviour that would be considered student misconduct under this policy; and
21. Not encourage other students to participate in behaviour that would be considered student misconduct under this policy.

### ***Student Conduct Standard 2: Use of College Property***

#### 3.2. Students must:

1. Not damage, steal, destroy, deliberately misuse, vandalise or pollute either UOW or the College's property, equipment, or materials;
2. Not store, use, or bring on to the UOW or College campus any dangerous substance, equipment, materials, weapons, explosives, agents, or chemicals without the College's prior written consent; and
3. Only use the information technology and other equipment made available to them for their own personal use, and only for purposes relevant to their courses or program of study.

### ***Student Conduct Standard 3: Academic Integrity***

#### 3.3. Students must:

1. Be familiar with the principles of academic integrity;
2. Encourage other students to uphold academic integrity and discourage other students from any form of academic misconduct;



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3. Familiarise themselves with the expectations for assessment, including assessment task requirements, acknowledgement practice, and marking criteria;
4. Be aware of their individual rights and responsibilities regarding the proper use of copyright material;
5. Not cheat, plagiarise work, provide false information or alter or misuse any College document, record, or instrument of identification;
6. Take responsibility for producing their own work, collaborating with others in an appropriate manner and be able to substantiate their claims to authorship in a group assignment;
7. Appropriately acknowledge the ideas, designs, words, or works of others (for all quotes, paraphrased material, and summaries) when writing or presenting academic work;
8. Submit assessment tasks and exams in English, using their own words;
9. Utilise UOW and the College's educational resources for practising academic integrity, and seek additional advice or assistance where required;
10. Avoid lending or otherwise providing access to assessment items, directly or indirectly, to other students where it could be reasonably foreseen that their work could be used dishonestly;
11. Acknowledge that an item submitted for assessment may be shared with other staff members for the purpose of assessment, or submitted to a text/code-matching software program such as Turnitin for originality checking; and,
12. Otherwise refrain from any forms of academic misconduct as defined in this or any other College or University policy document.

#### ***Student Conduct Standard 4: Study and Scholarly Expectations***

##### 3.4. Students must:

1. Attend all scheduled classes for their course and supply appropriate documentation for any absence if required;
2. Not submit fraudulent documentation or original documentation that has been subject to unauthorised amendment with the intention to deceive the College or UOW (including, but not limited to, medical certificates) to support academic or non-academic requests, applications, or appeals;
3. Notify the College as soon as reasonably practical of any change in their contact details by updating SOLS;
4. Be familiar with the Student Conduct Standards outlined in this policy and any additional rules and regulations for their course as outlined in the Course or Subject Outline, including appropriate behaviour within classrooms, laboratories, and other College environments;
5. Apply themselves to their studies to the best of their abilities and develop appropriate time management skills to ensure that study workloads are adequately managed and deadlines for submissions are met;
6. Abide by all course and subject specific conditions set out in the relevant Course and Subject Outlines;



7. If still a minor, inform their parents or guardians of their academic progress, and
8. Arrange any employment commitments around scheduled classes (at no time will work commitments be accepted as a reason for not attending classes, submitting assessment tasks, or completing examinations).

### ***Student Conduct Standard 5: Student Accommodation***

3.5. Students must:

1. Comply with appropriate standards of behaviour at all UOW operated student accommodation premises, including any rules applicable to that accommodation; and
2. If staying in a Homestay arrangement organised by UOW College Homestay, comply with appropriate standards of behaviour in accordance with the host family's rules and customs, respect the property and facilities in the Homestay and comply with all conditions related to the Homestay arrangement.

### ***Student Conduct Standard 6: Comply with all Laws***

3.6. Students must comply with:

1. All laws, rules, and regulations of the country in which the specific College campus is located; and
2. Their visa conditions as determined by the country in which the specific College campus is located.

### ***Student Conduct Standard 7: Health Requirements***

- 3.7. Students must notify the College of any reportable infectious diseases (a list of Notifiable Diseases is set out in [Schedule 2](#) of the [Public Health Act 2010 \(NSW\) no. 127](#)) as soon as reasonably practical following diagnosis by a Medical Practitioner.
- 3.8. Students must comply with all reasonable requests to disclose medical conditions where it may affect their capacity to undertake course requirements.

## **4. Student Misconduct**

- 4.1. Student Misconduct refers to any conduct or behaviour by a student that is inconsistent with accepted standards of behaviour as outlined in Part 3 of this policy or in breach of provisions and requirements in policy documents identified on page 2 of this Policy.
- 4.2. Student misconduct is not tolerated by the College and will be investigated. Where there is an adverse finding from a student misconduct investigation, appropriate action will be taken in accordance with this Policy and accompanying procedures.
- 4.3. A determination as to whether student misconduct has occurred will be made on the strength of the evidence available and on the balance of probabilities.



## 5. Types of Student Misconduct

- 5.1. Student Misconduct is categorised as either:
  1. General misconduct; or
  2. Academic misconduct.
- 5.2. Each category of student misconduct includes an informal, lesser offence.
  1. For General Misconduct, the lesser offence of Poor Conduct may be determined.
  2. For Academic Misconduct, the lesser offence of Poor Academic Practice may be determined.

### ***General Misconduct***

- 5.3. General Misconduct refers to any unacceptable or improper behaviour by a student, but which is not Academic Misconduct, and specifically includes a breach of:
  1. The applicable Student Conduct Standards; and/or
  2. Any other UOW or UOW College policy, order or resolution that also identifies prohibited conduct in a specific context including with respect to use of the library, UOW managed student accommodation, IT resources and equipment and safe conduct on and around a UOW or College campus, the policies for which are identified on page 2 of this document.

### ***Poor Conduct***

- 5.4. Where the behaviour of a student does not reflect the principles of the Student Conduct Standards but is not deemed to be General Misconduct, the matter may be managed as the lesser offence of Poor Conduct.
- 5.5. Poor conduct refers to non-academic general conduct, behaviour or action by a student that does not reflect the principles of the Student Conduct Standards, but which would not be deemed General Misconduct. Poor conduct may be found where the conduct:
  1. Was not intentional;
  2. Did not disadvantage the reasonable activities of other students and staff; and/or
  3. Was a minor and/or first offence where an educative approach is preferred.

### ***Academic Misconduct***

- 5.6. Academic misconduct includes any action or attempted action by a student that may result in an unfair academic advantage for the students, or an unfair academic advantage or disadvantage for other students.
- 5.7. Academic misconduct includes, but is not limited to the following examples:



1. Cheating:
  - a. Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments;
  - b. Using or possessing prohibited equipment or material during an examination;
  - c. Sending, receiving, or accessing, or attempting to send, receive or access, any source of electronic information during an examination unless specified by the examiner; or,
  - d. Drawing or writing on materials, other than the exam papers provided, during an examination.
2. Contract Cheating:
  - a. Accessing, purchasing, exchanging, or offering for purchase any item to be submitted as an assessment task; or,
  - b. Submitting all or part of another student's work for an assessment task.
3. Collusion / Facilitating Academic Dishonesty:
  - a. Assisting another student, intentionally or recklessly, to commit an act of academic misconduct;
  - b. Unauthorised collaboration with other students on assessable work;
  - c. Uploading a copy of a Course or Subject Outline or any subject or course materials to a website or server without the express permission of the College or UOW (as applicable), for any other reason than personal use; or,
  - d. Removing, or attempting to remove, from an examination any question or answer paper, other paper provided for use by students during the examination, or other material, which is the property of the College or UOW, unless authorised by the examiner, or, in the case of online examinations, copying, recording, downloading, using screenshot functionality, or photographing examination questions or materials, without examiner authorisation.
4. Fraud:
  - a. Impersonating another student, or a student allowing another individual to impersonate them, for the purpose of completing an exam, assessment task or online activity.
5. Misrepresentation/Fabrication:



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- a. Submitting a piece of work, including an assessable group work item, with the intention of deceiving the assessor regarding individual contributions to the work;
  - b. Intentional and unauthorised falsification or invention of any information, experimental data, or citation in an assessable item;
  - c. Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by others);
  - d. Falsely indicating participation, or recording attendance on behalf of another student, in an activity where attendance is required for assessment purposes;
  - e. Submitting a text/code-matching software originality report that falsely represents the originality of an assignment submitted for assessment;
  - f. Representing data or information incorrectly, improperly, or falsely; or,
  - g. For ELICOS Programs and any Academic Program subjects where English language development is paramount, completing a piece of assessable work, including an assessable group work item, in a language other than English and using a translation service to translate a significant portion of the original work into English, with the intention of deceiving the assessor regarding the individual's contribution to the work, in cases where the learning outcomes of that task are compromised.
6. Obstruction:
- a. Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or access to educational resources.
7. Plagiarism:
- a. Using another person's ideas, designs, words, or any other work without appropriate acknowledgement;
  - b. Using work (e.g. assignment, essay, exam paper, research paper, creative project, data) generated by an artificial intelligence (AI) tool in an assessment unless expressly permitted to do so and with proper acknowledgement; or
  - c. Re-using one's own work without appropriate acknowledgment.



### ***Poor Academic Practice***

- 5.8. Poor Academic Practice refers to conduct that does not reflect the principles of academic integrity, but which may not be deemed Academic Misconduct, and includes instances where the conduct:
1. Is a first offence;
  2. Is a minor offence;
  3. Was not intentional; or,
  4. Did not result in a significant or material academic advantage for the student or any other student.
- 5.9. The College will support an educative approach to academic integrity and, where possible and appropriate, will inform students on correct academic practice.

## **6. Investigations of Alleged Student Misconduct**

- 6.1. The process for managing allegations of student misconduct is outlined in the *Procedure for Managing Alleged Student Misconduct*. An investigation into alleged student misconduct must be carried out in accordance with this procedure.

### ***Principles of Natural Justice***

- 6.2. Investigations of alleged student misconduct will observe the principles of natural justice, including:
1. Informing all parties of the procedure being followed and providing them with copies of relevant rules, codes, policies, and procedures;
  2. Informing the respondent of any allegation made against them and allowing time for a response in accordance with the timeframes stipulated in the procedures;
  3. Providing the respondent with the opportunity to state their case, provide an explanation and/or put forward a defence;
  4. Conducting a factual investigation of the allegation, interviewing all parties, and considering all relevant information; and
  5. Acting fairly, impartially and without bias by considering all relevant information and any mitigating factors.



## ***General Principles Guiding Investigations of Alleged Student Misconduct***

- 6.3. Persons or committees conducting investigations under the *Procedure for Managing Alleged Student Misconduct* will act in accordance with the principles of natural justice and are not bound by the rules of evidence required in court proceedings.
- 6.4. Decisions regarding alleged misconduct are findings of fact, determined on the balance of probabilities.
- 6.5. Persons or committees will report apparent or suspected criminal conduct by a student to the General Manager, who will report the matter to the Police, as necessary.
- 6.6. All parties involved in an investigation will be treated with respect and impartiality, and any issues put forward by the student such as a disability or medical condition will be taken into consideration. The confidentiality of parties involved in an investigation will be respected, subject to the need to fully investigate the matter and any legal requirements for disclosure.

## **7. Reporting Misconduct**

- 7.1. Instances of misconduct will be reported to UOW College's governing bodies annually in a de-identified manner.
- 7.2. This report is to include an analysis of:
  1. Statistics and trends relating to allegations of misconduct;
  2. Information on the manner in which the allegations were dealt with;
  3. The steps taken to minimise future risks; and,
  4. Any other information deemed necessary which allows the body to:
    - a. Evaluate the effectiveness of current practices; and
    - b. Develop robust mechanisms to combat future risks.
- 7.3. The responsibility for reporting rests with the Manager Regulatory Affairs and Governance.

## **8. College & Staff Responsibilities**

- 8.1. The College has a responsibility to:
  1. Ensure that this policy and associated procedures are accessible and communicated to all staff and students;
  2. Ensure that this policy and associated procedures are implemented and applied consistently;
  3. Oversee the development and delivery of appropriate academic integrity education;





4. Promote best practice and adhere to the principles of natural justice in managing student misconduct; and
  5. Ensure that the process for managing student misconduct allows for:
    - a. A timely response; underpinned by
    - b. Fairness;
    - c. Respect for privacy; and
    - d. Keeping all parties informed of their rights and responsibilities.
  6. Analyse reports about trends in academic misconduct and provide governing bodies advice about appropriate educational interventions.
- 8.2. All College staff have a responsibility to:
1. Be familiar and act in accordance with this policy;
  2. Encourage acceptable student conduct and discourage unacceptable student conduct;
  3. Identify and respond in accordance with this policy whenever student misconduct is displayed, suspected, or alleged;
  4. Assist students in obtaining further information to clarify their obligations under this policy and/or relevant legislation; and
  5. Accurately record and report student misconduct and alleged student misconduct, in accordance with this policy and its accompanying procedures.
- 8.3. In addition to the general College staff responsibilities set out in Parts 8.1 and 8.2 above, all College teaching staff also have a responsibility to:
1. Demonstrate academic integrity within their teaching practices and act as role models for their students;
  2. Clearly explain academic expectations, plagiarism, and other forms of academic misconduct to students;
  3. Support students to respect authorship and actively acknowledge the source of ideas;
  4. Inform all students of the acknowledgement practice and methods that are appropriate for their fields of study and provide clear examples of what is acceptable;
  5. Set appropriate conditions for group work and make clear the distinction between group work, individual work, and collusion;
  6. Assist in making students aware of the existence of copyright laws and principles in Australia;
  7. Actively seek to detect plagiarism;
  8. Identify and act whenever plagiarism or other forms of academic misconduct are suspected or alleged; and
  9. Take an educative approach to developing understanding of academic integrity with their students.
- 8.4. All persons involved in investigations of alleged student misconduct have a responsibility to conduct themselves in accordance with this policy.



## 9. Student Responsibilities

9.1. Students have a responsibility to:

1. Be familiar with this policy and the responsibilities and standards contained within it;
2. Conduct themselves in accordance with this policy;
3. Seek to clarify any responsibility or standard where its application is unclear in a particular context; and
4. Fulfil their responsibilities with respect to academic integrity at all times.

9.2. Students must take responsibility for their own behaviour and will be held directly accountable for any act of misconduct.

## 10. Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	23/06/08	WCA Academic Board	New Policy
2	10/08/10	ITC Quality Manager	Migrated to new template
3	20/06/11	Ian Tobin	Updated for name change. Corrections to position titles
4	07/09/2015	Policy Officer and Law Clerk	Migrated to new template, update of position titles.
5	08/06/2017	Academic Board	Merging of the Student Academic Integrity Policy and the Student Conduct Policy to remove the duplication; transferring record keeping provisions to the relevant investigation of alleged misconduct procedures; Inclusion of clear definitions for "General Misconduct" and "Academic Misconduct", including and broadening each type of misconduct to allow for a "catch all" statement; Introduction of 'standards of behavior' for students to more transparently set out what behaviors are acceptable to UOW College, and what the College expects from students.



6	06/04/2023	Academic Board	Updated definition of 'Cheating' to include 'Contract Cheating'. Application to new template. 'Contract Cheating' separated from 'Cheating' as a standalone offence. Additional academic offences included to align with UOW policy and address the unauthorised use of translation services. Additional Student Conduct Standards included to address sexual misconduct, submission of fraudulent documentation and bullying and harassment. Turnitin and Acknowledgment definitions added.
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