

POLICY

ACADEMIC INTEGRITY

(06.002)

POLICY

Northland Polytechnic Ltd students are required to follow the principles of academic integrity in all assessment activities and submit assessments that are a product of their own work.

PURPOSE

To provide guidance to students and staff on the prevention, identification and management of academic integrity.

APPLICATION AND SCOPE

This policy applies to all students and staff in all instances of academic misconduct whether intentional or unintentional.

DEFINITIONS

- *Academic integrity*
Honest and fair behaviour in relation to teaching, learning and assessment
- *Academic misconduct*
To gain a result in assessment in a dishonest manner
- *Cheating*
A dishonest or unfair act to gain advantage
- *Plagiarism*
Using and passing off another's ideas or writings as one's own without appropriate citation
 - *Intentional plagiarism*
The intention to deceive for academic gain or where academic conventions should have been understood and used
 - *Unintentional plagiarism*
A genuine ignorance or misunderstanding of appropriate academic conventions
 - *Self-plagiarism*
Using one's own work previously submitted in another context without citation
- *Student Support*
The person who assists the student by being present and guiding them through the process. A support person may be a representative from Student Support and/or International Pastoral Care or their nominee; or any person nominated by the student.

COMPLIANCE OBLIGATIONS

- *Northland Polytechnic Ltd Academic Regulations*
- *Northland Polytechnic Ltd Academic Disciplinary Regulations*

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Responsibility	Executive manager with responsibility for academic quality
Approval dates	December 2019
Next Review	December 2022

KEYWORDS

Academic integrity
 Academic misconduct
 Cheating
 Plagiarism
 Text-matching software

OTHER RELATED DOCUMENTS

Associated Procedures and Guidelines (Appended)
 Policy: *Academic Appeals (09.002)*
Effective Practice in Preventing and Detecting Academic Fraud: [NZQA-Effective-practice-guide](#)
 Northland Polytechnic Ltd *Student Disciplinary Regulations*
 Academic Integrity booklet

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PROCEDURES AND GUIDELINES

1.1 Academic staff will:

- Support students to reference sources appropriately and assist understanding of all aspects of this policy
- Teach and conduct academic research and writing according to ethical standards
- Promote and inform students about academic integrity through the inclusion of clear guidelines in course outlines
- Clearly identify assessment methods and expectations relating to academic integrity
- Update and change assessments regularly to minimise the potential for academic misconduct
- Ensure assessments include the use of text-matching software e.g. *Turnitin* in order to deter academic misconduct
- Follow the processes detailed in this policy and Northland Polytechnic Ltd Academic Regulations [Section 6.3] and Academic Disciplinary Regulations [Section 2] when doubts about authenticity of student work are raised.

1.2 Students will:

- Engage with learning about and actively demonstrate academic integrity as a core element of their learning and assessment process
- Use their understanding and learning of academic integrity and acceptable academic practice in completing and submitting assessment
- Seek additional assistance if in doubt about assessment expectations and academic integrity

2.0 PRINCIPLES OF INVESTIGATION where academic misconduct is suspected

2.1 Processes will be transparent and fair.

2.2 Decisions will be made without bias.

2.3 Confidentiality will be maintained.

2.4 Allegations will be taken seriously and acted on promptly.

2.5 All parties are entitled to a support person.

2.6 Parties will be kept informed of progress of any investigation.

2.7 All evidence collected in an investigation will be weighed and carefully considered before deciding whether there is substance to an allegation.

2.8 Parties to an allegation will have the opportunity to read/see and respond to evidence collected in an investigation before a decision is made.

2.9 All parties to an allegation will be notified of the decision and the reasons for the decision and their options regarding settlement, the decision including review and appeal.

2.10 Where allegations of academic misconduct are raised, *Northland Polytechnic Ltd Academic Regulations* will apply.

2.11 Each step covered by this policy will be documented, including dates, who was present, what was discussed, and what decisions, if any, were reached.

2.12 Investigations and decisions will be made as soon as practicable and within ten working days unless extenuating circumstances prevail.

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3.0 WHERE ACADEMIC MISCONDUCT IS SUSPECTED

- 3.1 Any student, tutor/lecturer, assessor/examiner who suspects that all or part of a student's work (essay, assignment, presentation, test/examination or project) is the result of academic misconduct is expected to report this to the Pathway Manager for investigation.
- 3.2 Reporting all academic misconduct will ensure serious or repeated academic misconduct is managed under the Student Disciplinary Regulations.
- 3.3 Alleged academic misconduct incidents must be reported promptly.
- 3.4 The Pathway Manager will notify the executive manager with responsibility for academic quality.
- 3.5 The executive manager with responsibility for academic quality will instigate an investigation and appoint an investigator. This will usually be the Pathway Manager for unintentional and the first instance of intentional academic misconduct.

4.0 INVESTIGATION

- 4.1 All allegations of academic misconduct will be investigated as set in the Northland Polytechnic Ltd Student Disciplinary Regulations [Section 2].
 - The investigator will conduct a preliminary investigation to determine whether academic misconduct is likely to have occurred and if it was intentional or unintentional. This may include the use of detection tools such as text-matching software (e.g. *Turnitin*), interviews with relevant staff and all students who may have been involved.
 - The student/s will be requested to attend an interview. The request must outline the allegation and include a copy of this policy. The student is to be encouraged and given sufficient time to seek advice, advocacy and support.
 - Where an allegation involves an international student, a representative from the International Team will be involved in the investigation.
 - Where more than one student is involved in the same investigation, each student will be interviewed separately.
 - Where academic misconduct is admitted or established, the interviewer determines whether the academic misconduct was intentional or unintentional, based on the information available (seriousness, academic level of the course, student/s involved and the amount of information given to students to decrease the likelihood of academic misconduct occurring in the first place, and prior academic misconduct).
 - The investigator will prepare a brief report with recommendations [Refer Section 7].

5.0 TIMEFRAMES

- 5.1 Investigations will be resolved as soon as possible and ideally within ten working days unless extenuating circumstances prevail.

6.0 ELABORATION OF DEFINITIONS

6.1 Cheating

- Copying or trying to copy another student's answers in an examination or test;
- Using any material (paper or electronic) in an examination or test that is not permitted;
- Helping others to cheat;
- Altering or adding to work after marking and claiming it was part of the original work;

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- Claiming a qualification the student does not hold;
- Breaching examination or test rules; and
- Purchasing, acquiring or procuring (not necessarily for a monetary fee) academic work which is not a student's own original work including 'Ghost Writing'.

6.2 Plagiarism

- Copying other people's work without acknowledging the source of the work;
- Failure to acknowledge the source of ideas and/or opinions of others e.g. ideas/opinions from texts, articles, or own work (see self-plagiarism), or other students as well as those of tutors/lecturers. Acknowledgement must be attributed to the source of the ideas/opinions in the form of a citation/reference;
- The use of exact words of another without quotation marks or indentation to indicate that the words are quoted; and
- Copying, cutting and pasting from electronic or any other sources, such as websites, without referencing, is considered plagiarism.

6.3 Academic Misconduct

Unintentional Academic Misconduct

- Should be responded to in an educative manner [Refer to Section 10]. Students should also not gain any academic advantage from their academic misconduct, but there should not be any academic penalty at this level.

Intentional Academic Misconduct

- First instance of intentional academic misconduct should be responded to as a disciplinary matter and balanced with an educative approach. Students should not gain any academic advantage from their academic misconduct and should fail this assessment with a further submission required achieving only a maximum of 50% grade

Serious Intentional Academic Misconduct

- Subsequent or repeated intentional academic misconduct should be responded to as a serious disciplinary matter that may result in the student being removed from their programme of study.

7.0 REPORTING

7.1 The investigator will prepare a brief report for executive manager with responsibility for academic quality that details:

- Outline of the investigation
- Findings (including level of academic misconduct)
- Recommendations on appropriate disciplinary action
- Action Plan to address departmental or institutional concerns

8.0 DISCIPLINARY ACTION

8.1 Where academic misconduct is proven, the Northland Polytechnic Ltd Student Academic Disciplinary Regulations apply.

8.2 At the conclusion of the investigation:

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- Investigator's recommendations are considered/approved by executive manager with responsibility for academic quality
- Student meets with Pathway Manager to discuss the outcome. The student may invite a support person to attend the meeting.
- Outcome is recorded on the student's file in Registry and in the Student Management System.

8.3 Where academic misconduct is proven, the Chief Executive or delegated representative has the authority to discipline students as set out in *Northland Polytechnic Ltd Academic Disciplinary Regulations* [Section 2.4].

8.4 A student subject to disciplinary action shall be advised of their rights to appeal any decision affecting them at the time action is taken against them.

9.0 ACADEMIC APPEAL

9.1 Students may appeal any decision made against them as set out in the *Northland Polytechnic Ltd Academic Disciplinary Regulations* [Section 3] and Northland Polytechnic Ltd's policy *Academic Appeals* (09.002).

10.0 EDUCATIVE SUPPORT

10.1 Where a student is determined to have committed unintentional academic misconduct they shall be required to complete some or all of the following:

- Facilitated discussion with the appropriate staff member
- Formal contract for skills development
- Additional work (e.g. new assignment designed to assess whether the student/s has/have learned the appropriate skills)
- Other actions as may be appropriate on a case-by-case basis.

REVISION HISTORY			
Version	Description of Change	Author	Effective date
1	New	QMS Team	November 2017
2	Review - review policy statements and P & G; expand definitions	PWG	December 2019
2.1	Add 'Ltd' to Northland Polytechnic	QMS Team	May 2020

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September 2019

