Academic Integrity and Plagiarism Policy

NIDA

Policy Number	AC04
Approving Authority	Academic Board
Date Implemented	July 2024
Current Version	5.0
Date of Review	January 2026
Contact Officer	Director Learning and Innovation
Related Policies, Procedures and Documents	NIDA Student Charter (incorporating the NIDA Code of Conduct) NIDA Student Handbook Academic Complaints and Appeals Policy and eForm Assessment Policy Academic Progress and Intervention Policy Misconduct Policy NIDA Harvard Reference Guide NIDA Assessment Briefs Academic Integrity at NIDA module (NIDA Learn) Academic Integrity and Plagiarism Procedure Guidelines

1. DEFINITIONS

Term	Definition
Academic Integrity	The Tertiary Education Quality Standards Authority (TEQSA) defines Academic Integrity as 'the expectation that teachers, students, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility.'
AI (Generative Artificial Intelligence)	Generative artificial intelligence is a subset of Artificial Intelligence (AI) that utilises machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data. A prominent model type used by generative AI is the large language model (LLM)" and includes programs such as Scribe, Jasper, ChatGPT, and Dall-E2 *https://teaching.cornell.edu/generative-artificial-intelligence*
Accredited Course	A course that is recognised under the Australian Quality Framework (AQF) and is registered with one of the two main regulatory agencies, being TEQSA (Tertiary Education Quality Standards Authority) for Higher Education and ASQA (Australian Skills Quality Authority) for Vocational programs
Academic Dishonesty	Any attempt to get academic advantage by unfair or misleading actions. Various forms of Academic Dishonesty include: • Plagiarism and failures of correct acknowledgement practice. • Recycling or resubmitting your own work • Making up information

	• Contract cheating and impersonation
	• Incorrect or unethical use of AI for an assessment
	• Undisclosed use of AI for the completion of an assessment
	• submitting (for assessment or review) work prepared by another person.
	• collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others.
	• all forms of cheating in examinations and other assessment tasks.
	• offering or accepting bribes (money or sexual or other favours), e.g., for admission or for grades, and
	• use of online cheating services
Appeal	A request by an individual for review of a decision about a complaint.
Collusion	Working with another person to produce assessable work when that collaboration is not specified within an assessment.
Contract Cheating/ Impersonation	Engaging someone else (a third party) paid or unpaid to do the work and then submitting it as your own.
	Doing work for someone else, in a paid or unpaid capacity, that they then submit as their own work for assessment.
	Purchasing materials or obtaining assessable work from a third party and submitting it as your own.
Grievance (Academic)	Those matters that pertain to conduct, behaviours and issues and breaches of policy that are not academic in nature and or may be criminal in nature.
Investigator	A person with the delegated authority to investigate grievances. This may be a nominated NIDA staff member or an externally engaged investigator.
Making up Information	This means making up: • information about survey/research/experimental data and information. • referencing sources that do not exist.
Plagiarism	Plagiarism is a form of academic dishonesty. It means using the words, work or ideas of others and presenting them as your own in your written work or in oral presentations, designs, artwork, makes or performances.
	It doesn't matter where you got the information. It might come from websites, journals, books, e-journals and audio visual, speeches, plays, lectures, phrases, ideas, diagrams, images, methods, artworks, musical scores or other student's work. If you haven't referenced it correctly, it is plagiarism.
	Plagiarism can include:
	• mentioning the source in your bibliography but not using correct referencing in the body of your work
	• changing the order of words but keeping the same idea or concept without correctly referencing it

	• quoting from, a lecture or speech without referencing the speaker correctly
	• referencing a secondary source without correctly referencing the primary source
	• copying some or all of another student's work without acknowledging the student
	• presenting for assessment a visual image, digital artefact or physical object that was designed or made by someone else
Self-Plagiarism	Recycling or resubmitting your own work is self-plagiarism and means that you resubmit work that you have already submitted and had assessed, either for the same subject or the same course without permission of your teacher to do so. It's great to build on previous learning and work but you need to check with your teacher before handing in the assessment about how to do this.
Unit/Unit of Study	A qualification is broken down into a number of Units of Study, which each have a Census Date. Each Unit of Study comprises a proportion of the learning and assessment that contributes to completion of the whole course.

2. SCOPE OF POLICY

This policy has rights and responsibilities as follows:

This policy and its related procedure apply to:

All NIDA staff, students and affiliates who must ensure they do not take part in any activities that constitute academic dishonesty or plagiarism and must practice the principles of academic integrity in all aspects of their work in accordance with this policy.

The Director Learning and Innovation is responsible for:

- Ensuring the accessibility of this policy by staff and students.
- Implementation of this policy.

Academic Staff are responsible for:

- Advocating and supporting a culture of academic integrity through modelling good practice and designing learning and assessment practices that embody appropriate standards of professional and academic integrity.
- Reporting concerns relating to academic integrity, including plagiarism and misuse of Generative AI.

3. PURPOSE

The purpose of this policy is to set out the principles underpinning NIDA's expectations in relation to academic integrity, and for ensuring a fair and consistent approach to dealing with plagiarism should it arise.

4. PRINCIPLES

a) Academic integrity is an essential element of an ethical learning and teaching culture.

b) It is the role of all NIDA stakeholders to advocate for and uphold academic integrity in the learning space through active ethical academic practice.

c) The moral rights of artists are to be respected by students and the NIDA through appropriate acknowledgement and referencing.

d) NIDA acknowledges the value of Generative artificial intelligence as a tool however it must not replace the student's acquisition and synthesising of knowledge and skill development.

e) NIDA is opposed to and will not accept plagiarism or academic dishonesty by staff, students or affiliates.

f) NIDA will treat all allegations of academic dishonesty, plagiarism and misuse of Generative AI seriously and where proven, will take action under both this and the misconduct policy.

g) NIDA will not give credit to work that is plagiarised or developed as a result of academically dishonest activities.

h) NIDA will manage grievances, complaints and appeals in alignment with the principles of natural justice, and regulatory requirements in a timely manner as set out in our Acdemic Complaints and Appeals Policy.

5. POLICY

5.1 Designing learning and assessment activities that support students to conduct their work with academic integrity

NIDA supports students to understand how to approach both scholarly and practice-based work and assessment with the appropriate level of ethical practice through:

- mandatory induction modules on Academic Integrity for all new student
- curriculum and assessment design that links academic integrity with the development of professional skills,
- guidance on the appropriate standards and practices of academic integrity,
- encouraging a learning environment based on mutual respect and trust between academic staff and students,
- responding to and addressing minor cases of academic misconduct as a learning opportunity, and
- provision of tools to support self-assessment and compliance prior to assessment submission, including text matching software, such as Turnitin and providing practical resources that model good practice and provide examples.

5.2 Reporting Concerns

Any academic staff member responsible for assessing student work who suspects plagiarism or academic dishonesty must report it to the Director Learning and Innovation in the manner as outlined in the procedures.

5.3 Identifying Academic Dishonesty or Plagiarism

5.3.1 A investigation will be conducted by the appointed Investigator as soon as possible into an allegation of academic dishonesty, plagiarism or mis-use of AI

5.3.2 The student will be sent a written request to attend an interview and may be asked at that time to substantiate their learning, the method and required timeframe for doing so.

5.3.3 If a student does not participate in an investigation process, they may be deemed to have not proven their learning.

5.3.4 The Director Learning and Innovation, or their delegate, will conduct the investigation and document the outcome, indicating whether or not the student has successfully proven their learning with respect to the subject matter of the relevant assessment item. The Director of Learning and Innovation may seek advice, where appropriate, from academic staff or other experts in reaching a conclusion about whether learning has been substantiated.

5.3.5 The Director of Learning and innovation will convene a subcommittee meeting of the Examination Committee to review the findings and make a determination as to whether or not academic dishonesty or plagiarism has occurred and what penalty, if any, may be applied.

5.3.6 When assessing academic dishonesty, the following will be considered:

a. Extent: how much of the assessment item is in question (for example, a few sentences or several paragraphs); and what proportion of the assessable work in the unit the assessment item represents (for example, 10% or 50-60%),

b. Level: at what level is the student in their course,

c. Knowledge: the student's exposure to the accepted practices, and cultural norms (for both domestic and international students),

d. Discipline: what are the accepted practices in the student's discipline and the extent to which these practices have been made clear to the student, and

e. Recidivism: whether the student has previously failed to uphold appropriate standards of academic integrity.

5.4 Use of AI

5.4.1 NIDA students may only use AI tools in assessment tasks if the assessment brief explicitly states it is permitted or the course leader has provided permission in writing to all students for that specific assessment.

5.4.2 If permitted to use an AI tool in an assessment the student must:

- acknowledge this in their work either in a footnote or in an acknowledgement section, and

- include a statement with the submitted work outlining that AI tools have been used and how they have been used.

5.5 Penalties

Penalties for academic dishonesty and plagiarism will be determined by a subcommittee of the Examination Committee and may include, but not limited to, any of the below:

a) a request to redo and resubmit the assessment task;

b) a fail grade for the assessment;

c) a fail grade for the subject;

d) a warning letter;

e) suspension; or

f) f) expulsion for a second instance of academic dishonesty or plagiarism.

5.6 Reporting to the Faculty and Academic Board

The responsible staff member will provide an annual report to the Education Committee and the Academic Board: This report will comprise the following information:

a) the number of allegations of plagiarism and or academic dishonesty received in the previous year;

b) the course, and stage in which the student was enrolled;

c) The subject for which the allegation is made;

d) Deidentified summary of the findings for each allegation;

e) If proven the penalty applied; and

f) Actions taken to minimise the chances of this happening in the future

This report is to be accompanied by a summary of processes in places and any additional steps taken to ensure academic integrity

5.7 Educational Programs and Professional Development to prevent issues of Academic Misconduct in all its forms

5.7.1 NIDA will:

a) implement educational programs about academic integrity, AI and plagiarism for students; and

b) implement professional development programs about academic integrity, AI and plagiarism for staff; and

c) Set the conditions on which such educational programs and professional must be completed

5.7.2 When considering programs and their timing NIDA will consult with staff representatives to target strategic points in learning experiences, including but not limited to student inductions, annual refreshers, pre module delivery and incorporation into curriculum.

5.8 Record Keeping

5.8.1 All proven instances of plagiarism or academic dishonesty will be recorded on the Academic Dishonesty and Plagiarism Register by the delegated QA staff member.

5.8.2 Any warnings or penalty notices will form part of the student's academic records and the investigator will file a copy, along with notes and minutes of meetings and any appeals to the student's relevant Content Manager student box.

6. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
May 2022	New template & Review of policy with respect to current terminology and practice Inclusion of Reporting Details	Policy Review	Director, Learning and Innovation	4.0
December 2013				2.0
August 2009				14/06490

7. BENCHMARKING and ACKNOWLEDGEMENTS

This policy has been benchmarked against policies and good practice from a number of higher education providers and other sources.

Relevant policy documents from the following are gratefully acknowledged:

- Sydney University
- University of New South Wales
- Arts Law Centre of Australia
- Queensland University of Technology (QUT)

Legislation and Regulatory Frameworks	Higher Education Standards Framework (Threshold) 2021
	TEQSA Act 2011
	TEQSA Academic Integrity Toolkit
	TEQSA Guidance Note - Academic and Research Integrity 2024