

## 1. POLICY STATUS AND DETAILS

Policy Number	NAP_001_01
Approving Authority	Academic Board
Date Implemented	January 2023
Current Version	04
Date of Review	January 2024
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 Misconduct Policy NIDA Harvard Reference Guide NIDA Assessment Briefs

## 2. DEFINITIONS

Term	Definition
Academic Integrity	<a href="#">TEQSA defines Academic Integrity</a> as ‘the expectation that teachers, students, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility.’
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: <ul style="list-style-type: none"><li>• Plagiarism</li><li>• Recycling or resubmitting your own work</li><li>• Making up information</li><li>• Collusion or dishonest cooperation</li><li>• Exam cheating</li><li>• Contract cheating and impersonation</li></ul>

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	<p>Engaging someone else (a third party) paid or unpaid to do the work and then submitting it as your own.</p> <p>Doing work for someone else, in a paid or unpaid capacity, that they then submit as their own work for assessment.</p> <p>Purchasing materials or obtaining assessable work from a third party and submitting it as your own.</p>
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	<p>This means making up:</p> <ul style="list-style-type: none"> <li>information about survey/research/experimental data and information.</li> <li>referencing sources that do not exist.</li> </ul>
Plagiarism	<p>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</p> <p>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.</p> <p>Plagiarism can include:</p> <ul style="list-style-type: none"> <li>mentioning the source in your bibliography but not using correct referencing in the body of your work</li> <li>changing the order of words but keeping the same idea or concept without correctly referencing it</li> <li>quoting from, a lecture or speech without referencing the speaker correctly</li> <li>referencing a secondary source without correctly referencing the primary source</li> <li>copying some or all of another student's work without acknowledging the student</li> <li>presenting for assessment a visual image, digital artefact or physical object that was designed or made by someone else</li> </ul>

Self-Plagiarism	<p>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.</p> <p>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.</p>
Unit/Unit of Study	<p>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.</p>

### 3. 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.

### 4. 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.

### 5. PRINCIPLES

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

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

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

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

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

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

NIDA will manage grievances, complaints and appeals in alignment with the principles of natural justice, and regulatory requirements in a timely manner.

## 6. POLICY

### 6.1 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:

- 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.

### 6.2 Reporting Concerns

An 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.

### 6.3 Identifying Academic Dishonesty or Plagiarism

An investigation will be conducted as soon as possible into an allegation of academic dishonesty or plagiarism.

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.

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

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.

The Director of Learning and innovation will convene a 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.

When assessing academic dishonesty, the following should 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.

#### 6.4 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 request to redo and resubmit the assessment task;
- a fail grade for the assessment;
- a fail grade for the subject;
- a warning letter;
- suspension;
- expulsion for a second instance of academic dishonesty or plagiarism.

#### 6.6 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 in which the student was enrolled
- c) The subject for which the allegation is made
- d) Year and semester if relevant
- e) Deidentified summary of the findings for each allegation

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

#### 6.7 Record Keeping

All proven instances of plagiarism or academic dishonesty will be recorded on the Academic Dishonesty and Plagiarism Register. Any warnings or penalty notices will form part of the student's academic records and be copied, along with notes and minutes of meetings and any appeals to the student's relevant Content Manager file.

## 7. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
------	--------------------	-------------------	--------	---------

May 2022	New template & Review of policy with respect to current terminology and practice	Policy Review	Director, Learning and Innovation	4.0
December 2013				2.0
August 2009				14/06490

## 8. 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	<a href="#">TEQSA Act 2011</a> <a href="#">TEQSA Academic Integrity Toolkit</a> <a href="#">TEQSA Guidance Note - Academic Integrity 2019</a>
---------------------------------------	---