

Academic Integrity Policy

Approved by: Chief Product and Quality Officer:
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1. Purpose

This Academic Integrity Policy outlines the principles and expectations that underpin TAFE NSW's commitment to promoting and upholding Academic Integrity within TAFE NSW.

Academic integrity is a commitment of all staff and learners, even in the face of adversity to act with courage, honesty, trust, fairness, respect and responsibility with regards to delivery and assessments.

2. Scope

This policy applies to all TAFE NSW learners and all TAFE NSW staff excluding NSW VET in schools programs. It applies to academic integrity and any related breaches. It does not apply to misconduct of a non-academic nature.

3. Definitions

Term	Definition
Academic fraud	<p>A deliberate misstatement or false representation made with an intention to deceive others and gain an unfair advantage.</p> <p>Fraud is defined as a deliberate misstatement made with an intention to deceive others. Academic fraud may include, but is not limited to, the following:</p> <ul style="list-style-type: none"> ▪ falsification or invention of any information or citation in a paper or assignment. ▪ faking the results of a laboratory experiment or other practical work. ▪ writing a laboratory report without performing the activity or experiment. ▪ presenting data developed by someone else as the student's own. ▪ falsely claiming illness or bereavement.
Academic integrity	Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in all academic endeavours.
Academic Integrity Breach	Learner conduct that seeks to gain assessment credit such as marks for work not done fairly and honestly. This can be in connection to either an exam, test, or other supervised assessment, or the unsupervised preparation of any assessed piece of work.

Academic Misconduct	A formal offence where an academic integrity breach is founded. Types of academic misconduct include academic fraud, cheating, contract cheating, collusion, facilitating academic misconduct/file sharing and plagiarism, unauthorised or undeclared use of GenAI.
Education teams	Consists of positions within Student Experience group that are engaged or responsible for course delivery and learning.
Cheating	When a learner seeks to obtain an unfair advantage through deliberate deceit or dishonesty when submitting assessment work, or during an examination.
Collusion	<p>When a learner works with another learner(s) on assessment work that is meant to be wholly their own independent, and original work.</p> <ul style="list-style-type: none"> ▪ Collusion occurs when a student works with another student(s) on assessment work that is meant to be wholly their own independent, and original work. Collusion involves engaging in illegitimate cooperation with one or more other students to complete assessable work. Collusion may include, but is not limited to, the following: <ul style="list-style-type: none"> ▪ more than one person contributing to a piece of work that is submitted as the work of an individual. ▪ a student allowing another student to copy their work in an exam or other assessment task. ▪ Collaboration that is required or approved as part of the assessment is not collusion. Students engaging in group discussions, completing group assignments together, or convening study groups, are not colluding. ▪ Having someone proofread a paper for language correctness is not considered inappropriate collaboration. However, the proof-reader should not help with the academic content of the paper.
Competency conversation or Viva Voce	An assessment completed orally where learners can be asked questions to determine their knowledge.
Contract cheating	<p>When a learner outsources their assessment to a third party, such as a friend, family member or professional service, whether paid or unpaid.</p> <p>Contract cheating occurs when a student submits an assessment task that a third party (such as a friend, family member or professional service) has partially or fully completed for the student, regardless of whether the third party has been paid for the work. Contract cheating includes, but is not limited to, the following instances where a student:</p> <ul style="list-style-type: none"> ▪ engages a person or company to complete or partially complete an assessment. ▪ arranges another person to sit an exam for them. ▪ sits an exam for another student.

	<ul style="list-style-type: none"> ▪ asks a friend or family member to write an assignment. ▪ completes or partially completes an assessment for another student.
Examination cheating	<p>When a learner seeks to obtain an unfair advantage through deliberate deceit or dishonesty during a quiz, test or examination.</p> <p>Examination cheating occurs when a student seeks to obtain an unfair advantage through deliberate deceit or dishonesty during a quiz, test, or examination. Cheating may include, but is not limited to, the following:</p> <ul style="list-style-type: none"> ▪ looking at another student’s paper or screen during a quiz, test, or examination. ▪ allowing other students to view answers during a quiz, test, or examination. ▪ possession of unauthorised materials in the examination room that could help performance. ▪ arranging to give or receive answers by use of signals, notes, or technological devices during a quiz, test, or examination. ▪ obtaining a copy of a quiz, test, or examination in advance of its scheduled administration.
Fabricating information	<p>Fabrication involves making up information for research-focused assessment tasks, such as experimental or interview data. It can also include inventing sources of data, evidence or ideas by citing publications that are incorrect or that simply don’t exist.</p>
File sharing	<p>Unauthorised sharing of course learning materials and/or learner work via commercial academic file sharing websites or other means of distribution.</p> <p>All assessment and learning resources, including but not limited to, presentation slides, tutorial handouts, subject guides, assessments, and examination papers, are protected under the Copyright Act (1968) and remain the property of TAFE NSW. Sharing learning resources externally, to any party without written approval, via file sharing websites or other means of distribution is a breach of copyright and TAFE NSW reserves the right to take appropriate legal action to rectify such breaches.</p> <p>Sharing of student work, such as completed assessments, via file sharing websites or other means of distribution is prohibited and is treated as a form of academic misconduct.</p>
Generative Artificial Intelligence	<p>A type of artificial intelligence that generate new content in response to user prompts. The input prompt and output generated may be text, computer code, images, audio, video, slides, 3D models, animations, virtual reality and augmented reality experiences and scientific simulations.</p> <p>Inclusion of content created by Generative Artificial Intelligence tools is permitted, when explicitly stated in the assessment specifications /instructions.</p>

	Where the inclusion of content created by Generative Artificial Intelligence tools is permitted in an assessment a written acknowledgment of the use of Generative Artificial Intelligence and its extent must be provided.
Plagiarism	<p>When a learner inadvertently or deliberately claims ownership of an idea or concept without acknowledging the source of the information.</p> <p>Plagiarism occurs when students fail to acknowledge that the ideas of others are being used in their work. Plagiarism includes self-plagiarism, which refers to a student re-using elements of work previously submitted by the student for assessment at TAFE NSW or elsewhere without acknowledgement. Examples of plagiarism include:</p> <ul style="list-style-type: none"> ▪ other people’s work and/or ideas being paraphrased and presented without a reference. ▪ other students’ work being copied either partially or in full. ▪ other people’s designs, codes or images being presented as the student’s own work. ▪ phrases and passages being used verbatim without quotation marks and/or without a reference to the author or source. ▪ lecture notes being reproduced in a student’s work without due acknowledgement. ▪ themes or ideas in visual artwork, practical artifacts, performance pieces and other relevant activities being copied without appropriate acknowledgement.
Self-plagiarism	When a learner re-uses elements of work previously submitted by the learner for another assessment at TAFE NSW or elsewhere without acknowledgement.
Smart Device	Any gadget or electronic device capable of storing, transmitting, receiving or displaying digital information, including but not limited to mobile phones, smart phones, iPads, tablets, smart glasses, smart watches cameras, mobile/wireless earpieces.

4. Policy

3.1 TAFE NSW Academic Integrity overview:

- a. All learners are expected to engage in their academic pursuits honestly and with integrity. Learners are expected to create and submit work that is their own and appropriately cite/acknowledge the work of others.
- b. All members of the TAFE NSW community are responsible for upholding the standards of academic integrity and respecting the academic achievements of others.
- c. Learners and staff are educated on academic integrity to help to prevent academic integrity breaches.

- d. Learners and staff are provided with the necessary support to reduce the likelihood of committing academic integrity breaches.
- e. Academic integrity breaches are not acceptable and will be dealt with promptly and consistently in accordance with the Academic Integrity Procedures for learners. Academic integrity breaches by TAFE NSW staff will be dealt with through the TAFE NSW Code of Conduct.

3.2 Academic Integrity Education

- a. TAFE NSW provides educational programs through orientation sessions and other forums, to ensure that all TAFE NSW learners and staff members understand the importance of academic integrity, the types of misconduct, the consequences to misconduct and how to avoid academic integrity breaches.
- b. TAFE NSW provides clear guidance for referencing, citation, collaboration, and research practices, including where Generative Artificial Intelligence (GenAI) tools are permitted, to aid learners to adhere to academic integrity standards.
- c. TAFE NSW promotes academic integrity with staff at all stages of their employment through the onboarding process, training, performance review and professional development opportunities to ensure that staff have adequate training on how to detect and manage academic integrity breaches.

4.3 Prevention of Academic Integrity Breaches

- a. TAFE NSW proactively works to prevent breaches of academic integrity through a variety of mechanisms as outlined in the Academic Integrity Procedure.
- b. Assessments are designed to encourage critical thinking, problem-solving, and application of knowledge and skills to reduce the likelihood of academic misconduct.
- c. Assessments employ a variety of assessment methods, and are updated regularly, to deter academic dishonesty and promote the development of skills.
- d. Learners are encouraged to reflect individual understanding and unique perspectives.
- e. Learners are encouraged to seek assistance when needed, recognising that certain groups (e.g., learners with English as their second language) may require additional support.
- f. Staff are encouraged to seek support when needed. Additional training and professional development will be made available if required.

4.4 Detection and Management of Academic Integrity Breaches

- a. TAFE NSW utilises various methods for detecting academic integrity breaches, including electronic text-matching software.
- b. TAFE NSW proactively works to detect unauthorised, undeclared or inappropriate use of GenAI tools. Refer to the Generative Artificial Intelligence in Education Policy for more information.
- c. Reports of suspected academic integrity breaches are investigated promptly, consistently, and impartially to determine their validity in accordance with the Academic Integrity Procedures.

- d. The investigation process is timely, evidence-based and adheres to principles of fairness and due process. All learners have the right to respond to any allegation made against them.
- e. Investigation outcomes are non-biased and communicated in a timely manner.
- f. If the alleged academic integrity breach is substantiated, appropriate penalties are applied in accordance with the Academic Integrity Procedures. Substantiated academic integrity breaches by TAFE NSW staff will be dealt with through the TAFE NSW Code of Conduct.
- g. An Academic Integrity Breach that is substantiated after a qualification is awarded may result in the qualification being rescinded.
- h. Learners are entitled to appeal a penalty in accordance with [Student Guide](#) and [Student Conduct and Discipline Policy](#).

5. Responsibilities

Position	Responsibility
Chief Product & Quality Officer	Is the responsible officer of this policy.
Course Development Teams	Employ approaches to assessment design that minimise the potential for academic integrity breaches.
Education Teams	<p>Employ approaches to assessment that minimise the potential for academic dishonesty.</p> <p>Ensure learners receive an induction on Academic Integrity, outlining its importance, the types of misconduct, the consequences to misconduct and how to avoid academic integrity breaches.</p> <p>Are responsible for monitoring, reviewing and dealing with cases of academic integrity breaches and are to be familiar with relevant policies and procedures.</p>
All TAFE NSW Staff	Are responsible for monitoring any potential threat to academic integrity and ways to support learners in prevention of breaches.
Course Coordinator	<p>The Course Coordinator (who is the manager of a Higher Education course) is responsible for:</p> <ul style="list-style-type: none"> ▪ the training of academic staff in this policy and related procedure. ▪ the overall responsibility for course and learner management at the delivering campus, including online.

Position	Responsibility
Academic Integrity Lead	<p>The Academic Integrity Lead is responsible for:</p> <ul style="list-style-type: none"> ▪ regularly monitoring and reviewing the academic integrity and breach data. ▪ taking appropriate action to mitigate risks in response to any trends or systemic issues identified through the academic integrity breach data. ▪ training of academic staff in this policy and related procedure. ▪ planning and implementing systematic approaches to promote and uphold the academic integrity of courses and programs, including a range of initiatives to prevent, detect and manage academic integrity breaches.
Dean of Higher Education	<p>The Dean of Higher Education is responsible for:</p> <ul style="list-style-type: none"> ▪ oversight of academic integrity in relation to TAFE NSW Higher Education delivery. ▪ regularly monitoring and reviewing the academic integrity and misconduct data. ▪ taking appropriate action to mitigate risks in response to any trends or systemic issues identified through the academic integrity or academic misconduct data. ▪ training of academic staff in this policy and related procedure. ▪ overseeing and reporting to the Academic Council on a range of TAFE NSW Higher Education academic matters, Learner management, course implementation and professional development of staff.
Higher Education Academic Council	Responsible for academic governance of TAFE NSW Higher Education to allow educational objectives to be achieved.

6. Related documents

This policy should be read in conjunction with the following related documents:

- a) [Academic Integrity Procedure](#)
- b) [Manage Assessment Appeals Policy](#)
- c) [Manage Assessment Appeals Procedure](#)
- d) [Higher Education Progression, Exclusion and Graduation Policy](#)
- e) [Higher Education Progression and Exclusion Procedure](#)
- f) [Higher Education Degree Conferral and Graduation Procedure](#)
- g) [Code of Conduct](#)
- h) [Generative Artificial Intelligence in Education Policy](#)
- i) [Student Conduct and Discipline Procedures Manual](#)

- j) [Student Conduct and Discipline Policy](#)
- k) [Customer Complaints Policy](#)
- l) [Customer Complaints Management Procedure](#)

7. Contacts

Accountable Officer Director, Educational Quality
 Responsible Officer Chief Product and Quality Officer

8. Document History

No	Effective	Approved by	Amendment
1	19 July 2024	CPQO	New.