

Academic Integrity Policy

1. PURPOSE

The purpose of this policy is to outline JMC Academy's commitment to nurturing and promoting a culture of academic integrity.

This policy defines academic integrity, and what counts as academic misconduct.

The aim of this policy is to:

- Clearly communicate what academic integrity is at JMC Academy
- Define student and staff roles and responsibilities in upholding the principles of this policy
- Provide surety that students and staff will receive support to uphold the principles of this policy
- Detail what counts as breaches of academic integrity.

JMC Academy's Managing Academic Misconduct Procedures (see Related Documents section below) set out the process by which cases of alleged breaches are managed, and the penalties that apply for academic misconduct.

2. SCOPE

This policy applies to all students and staff at JMC Academy who are involved in academic work of any type.

3. DEFINITIONS

Academic Integrity

Bretag (2016, p. 4) acknowledges 'academic integrity is a multifaceted and multi-stakeholder issue, premised on actions underpinned by values. As Fishman (2016, p. 8) suggests, it is best addressed in terms of cultural expectations and systemic management.

JMC Academy applies the following definition to 'academic integrity':

Academic integrity means students are honest in all the academic work they do at JMC Academy, and clearly delineate between their work and the work of others they have used. Academic integrity means students promote the values of academic honesty among their peers, and do not engage in or encourage other students to engage in improper behaviour as they conduct their academic work.

Academic integrity means staff are also honest in the academic work they do at JMC Academy, from preparing lessons to assisting students to complete their assessment tasks. Staff promote the value of academic honesty and do not engage in or encourage students to engage in improper behaviour as the students conduct their academic work.

Academic integrity also refers to the values staff must embed in any other academic work they undertake, including professional development and/or scholarly activity.

Academic honesty is:

- Taking credit only for your own academic work
- Crediting any other person's work that is referred to in discussion or produced work
- Providing correct citations and reference lists, as required by each assessment task
- Truthfully reporting on research

- Taking responsibility for your own academic work
- Promoting the values of truthfulness, fairness, and respect in regard to all academic work.

Student and staff responsibilities for practicing the principles of academic honesty are underpinned by student and staff rights to academic freedom and free intellectual inquiry, as defined in JMC Academy's Academic Freedom and Free Intellectual Inquiry Policies.

Academic work

Academic work involves both the pursuit of knowledge and its dissemination and application through activities including but not limited to research and scholarly activities, learning and associated activities including assessments, teaching, public lectures, conference communications, publications, professional practice, the building of library and archival collections, the provision of mediated access to information, and creative production and performance.¹ The basic premise of academic work—so that it remains meaningful and of value to individuals and society — is that is conducted rigorously and honestly.

Breaches of the principles of academic integrity

Breaches of the principles of academic integrity are classified as academic misconduct. Academic misconduct usually takes one or more of the following forms:

- **Bribery**
This involves either offering or accepting bribes (money or other favours) in return for a grade or another form of advantage.
- **Cheating**
Cheating is the attempt to deliberately circumvent examination or assessment rules or regulations.
- **Contract cheating**
This is the practice of paying someone else to do an assignment and then submitting that assignment as your own work.
- **Collusion**
This is working closely with someone on an assignment, when the assignment is meant to be wholly an individual student's work. While discussing ideas with others is beneficial, when it is written down, recorded, drawn and so on, it must be entirely the student's own work. In a group assignment collusion occurs when the group, or any member of the group, discusses the assignment with a person outside their group and contributes that outside person's ideas to the group assignment.
- **Enabling academic misconduct**
Enabling academic misconduct means working with a student and deliberately promoting or overlooking acts of plagiarism, cheating, falsification and/or fabrication.
Enabling falsification and fabrication means deliberately assisting a student to falsify and/or fabricate information, so that it can be presented as real and factual.
- **Falsification**
Falsification is the deliberate misrepresentation or forgery of existing information or documentation and representing that to be real.
- **Fabrication**
Fabrication is the deliberate creation of purported or non-existent information or documentation, and the representation of that as actual data.
- **Plagiarism**

¹ Adapted from CAUT (2016) Policy Statement: Nature of Academic Work, Viewed on January 10, 2019 at <https://www.caut.ca/about-us/caut-policy/lists/caut-policy-statements/policy-statement-on-the-nature-of-academic-work>.

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of another person as though it is your own work.

Minor or serious academic misconduct²

Minor academic misconduct

This is any academic misconduct that falls short of serious academic misconduct.

Serious academic misconduct

Serious academic misconduct includes academic misconduct which

- a) is, or appears from the evidence to be, accompanied by a clear or demonstrable intention to flout or contravene JMC Academy's policies and procedures relating to academic integrity
- b) is, or appears to be cheating in relation to a formal examination or assessment and includes a failure to comply with any reasonable direction or instruction of an officer, employee or agent of JMC Academy relating to the conduct of the formal examination or assessment
- c) is, or appears from the available evidence to be, carefully and deliberately planned, repetitive, organised or systematic in nature; or
- d) is, or appears from the available evidence to be, significant in scale or scope.

For definitions not listed here please refer to *JMC Academy Glossary*.

4. POLICY

Ethical conduct and academic integrity and honesty are fundamental to the mission of JMC Academy. Upholding these principles involves an ongoing cultivation of coherent, interdependent strategies the implementation of which may be the responsibility of specific positions, and/or all JMC Academy staff and students.

JMC Academy understands that students need support and education to understand their responsibilities in upholding the principles and practice of academic integrity in all their work and dealings.

Similarly, JMC Academy expects all its staff to uphold the principles and practices of academic integrity in all their work and dealings.

Being honest in academic work is a practice and requires intellectual courage, generally recognised as clear and fair account of the outcomes of a rigorous research and analysis process, regardless of how personally challenging those findings are, for whatever reason.

It is because of the principles and practices of academic integrity that academic freedom and free intellectual inquiry is a fundamental right for staff and students.

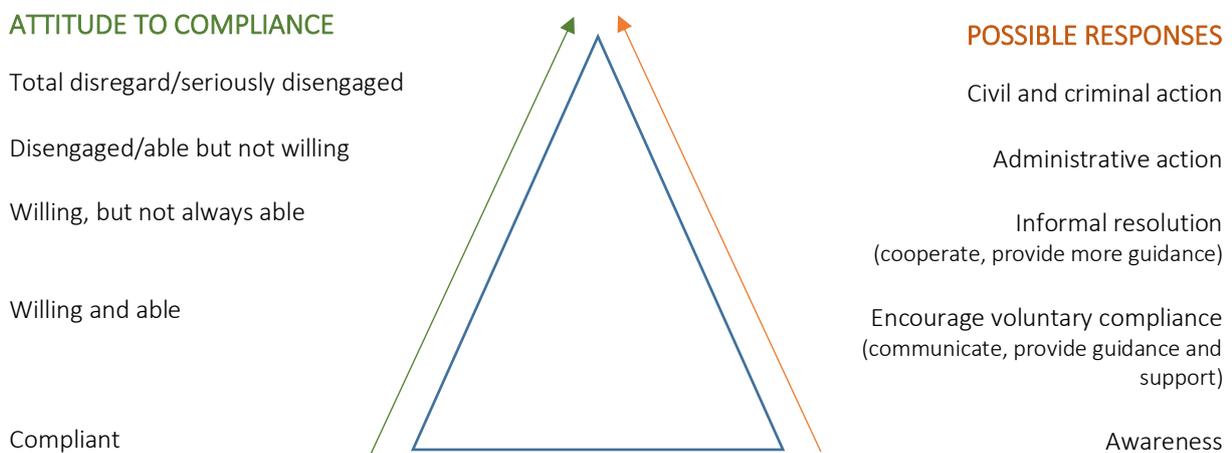
Practicing the principles of academic integrity is not only a reward in itself; the knowledge and skills thus contributed to the discipline/s, serve to enhance the standing of that discipline, its body of knowledge and all others who are participants in that academic work.

² Adapted with permission from LaTrobe University (2015) Academic Integrity – Schedule of responses and penalties for academic misconduct. Viewed on January 10, 2019 at https://www.latrobe.edu.au/__data/assets/pdf_file/0006/847923/Academic-Integrity-Schedule-of-Responses.pdf

JMC Academy will promote academic integrity by:

- Ensuring all students understand the principles and practices of academic integrity, and the penalties they will incur if it is determined they have breached this policy,
- Ensuring all staff understand their role in promoting academic integrity with their students
- Ensuring all academic staff understand the principles and practices of academic integrity, and the penalties they will incur if it is determined they have breached this policy,
- Recording any matters of academic misconduct on relevant student and/or staff files,
- Recording instances of academic misconduct in the Academic Misconduct Register,
- Reporting breaches of this policy regularly to the Learning and Teaching Committee, and Senior Management Committee,
- Providing to the Academic Board through the Learning and Teaching Committee, and to the JMC Academy Risk Management Committee, bi-annual reports (with comparative data from previous years) summarising breaches of this policy identified by type of academic misconduct, course of study, campus location, level of penalty imposed, student appeals against academic misconduct decisions and the outcomes of these appeals,
- Embedding education about academic integrity in its curriculum, and
- Providing staff and students with access to information and resources about academic integrity in PLATO (the learning management system).

JMC Academy also has strategies in place to manage those instances where it is alleged that there has been a breach of this policy and has adapted Braithwaite’s ‘responsive regulation model’ to manage such breaches³:



5. COMPLAINTS and APPEALS

To appeal against any decisions made under this policy

- Students may access the Student Complaints and Appeals Policy and its associated procedures,
- JMC Academy staff may access the Grievance Handling Policy.

³ Braithwaite J (2016) Responsive Regulation. Viewed on 21 January 2019 at <http://johnbraithwaite.com/responsive-regulation/>

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- Governing Council
- Academic Board
- Senior Management
- JMC Academy Staff (academic and non-academic)
- JMC Academy students

7. RELATED DOCUMENTS

- Managing Academic Misconduct (Students) Procedure
- Managing Academic Misconduct (Staff) Procedure
- Diversity, Equity and Inclusion Policy
- Schedule A: JMC Academy Academic Quality Assurance Framework
- Academic Freedom Policy
- Free Intellectual Inquiry Policy
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- JMC Academy Glossary

8. RELATED LEGISLATION

This Procedure supports JMC Academy's compliance with the following legislation:

- Higher Education Support Act 2003 (Cth),
- Higher Education Standards Framework (Threshold Standards) 2015,

9. POLICY REVIEW DATE

05th July, 2022

10. VERSION CONTROL TABLE

Title	<i>Academic Integrity Policy</i>			
Maintained By	Education Team			
Approving Authority	Governing Council			
Approved Date	05/07/2019			
Version Number	Modified By	Modifications Made	Date Modified	Status
2.0	S. Stanford G. Jedlinska R. Gullan L. Goold WR Albury	Previously the Academic Misconduct Policy; policy rewritten to be about behaving well, rather than only badly. Benchmarked with Raffles College, and using references and material gained during attendance at a Higher Education Private Providers Network Forum (Melbourne Nov 26 and 27, 2018). Included reporting instances of breaches of the academic integrity to the Academic Board and the Risk Management Committee	09/06/2019	Academic aspects endorsed by the Academic Board (subject to minor editorial corrections) on 3/05/2019. Approved by the Governing Council on 05/07/2019 Current

References and Acknowledgments

1. Braithwaite J (2016) Responsive Regulation. Viewed on 21 January 2019 at <http://johnbraithwaite.com/responsive-regulation/>.
2. Bretag T (2016) Defining Academic Integrity: International Perspectives – Introduction. In: Bretag T Ed. (2016) *Handbook of Academic Integrity*. Singapore: Springer Science + Business Media.
3. Fishman T (2016) Academic Integrity as an Educational Concept, Concern and Movement in US Institutions of Higher Learning. In: Bretag T Ed. *Handbook of Academic Integrity*.
4. CAUT (2016) Policy Statement: Nature of Academic Work, Viewed on January 10, 2019 at <https://www.caut.ca/about-us/caut-policy/lists/caut-policy-statements/policy-statement-on-the-nature-of-academic-work>.
5. LaTrobe University (2015) Academic Integrity – Schedule of responses and penalties for academic misconduct. Viewed on January 10, 2019 at https://www.latrobe.edu.au/data/assets/pdf_file/0006/847923/Academic-Integrity-Schedule-of-Responses.pdf
6. Tertiary Education and Quality Standards Agency (2017) Guidance Note: Academic Integrity; Version 1.2 - 28 March 2019. Viewed on 11 April 2019 at <https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity>