

## Greystone Institute Academic Integrity & Misconduct Policy

Greystone Institute is committed to upholding the principles of academic integrity by maintaining high standards and fostering honesty in all academic endeavors. The institute values its reputation and that of its graduates, making the preservation of academic integrity a top priority.

This Academic Integrity Policy ensures that all members of the Greystone Institute community, including staff and students, understand the importance of acknowledging the work of others. Additionally, the policy ensures a consistent approach to academic integrity at Greystone Institute, supported by the Student Misconduct Policy.

The Academic Integrity Policy applies to all staff and students at Greystone Institute, encompassing any work submitted for publication or assessment and any activity involving the use of research materials, data, or findings from other individuals.

### Academic Integrity

Academic integrity forms the ethical foundation of academic work at Greystone Institute. It embodies essential values guiding the institute's research, teaching, and learning:

- Fairness: Ensuring genuine assessment, opportunities, and consistent standards.
- Respect: Valuing others' perspectives, ideas, and work.
- Honesty: Recognizing and acknowledging others' work and ideas.
- Responsibility: Upholding academic integrity as a collective duty.

### Policy

Academic integrity and honesty are essential for Greystone Institute to fulfill its mission, maintain academic standards, and uphold the reputation of its graduates. Greystone is dedicated to preserving high academic integrity standards. Greystone aims to promote a culture of academic integrity by providing students and staff with support and training to help them improve their skills and understanding. Assessment tasks will be designed to enhance student's recognition of and competence for academic integrity and minimize chances for academic dishonesty. Any claims of academic misconduct will be addressed in a timely manner and managed with procedural fairness, respecting the rights and privacy of everyone involved.

### Academic Misconduct

Academic misconduct means any breach of academic integrity, as outlined below.

- Plagiarism - using someone's work as their own without acknowledgment or permission; submitting work without proper acknowledgement and referencing of the original source, whether intentionally or unintentionally.

- Recycling - submitting work that has previously been assessed.
- Fabrication – fabricating information; altering or inventing data.
- Collusion - cooperation with other students in producing work that was intended to be undertaken as an individual; sharing test questions and answers; sharing written assignments.
- Exam cheating - bringing unauthorized written materials or electronic devices to an exam; copying (or attempting to copy) from other students or allowing another student to copy; communicating with other students during the exam.
- Contract Cheating - requesting someone else to produce written work and then submitting it as one's own. Under the Prohibiting Academic Cheating Services Bill 2019 it is an offence for any person to provide or advertise academic cheating services relating to the delivery of higher education in Australia.
- Impersonation - asking someone to sit an exam on one's behalf.
- Sabotage - disrupting or destroying another person's work to prevent the other person from completing an academic activity. Lack of contribution to a group project may also be considered academic sabotage.
- Artificial Intelligence (AI) – Should AI be used in assessments then it must be cited appropriately and acknowledged (refer plagiarism).

Allegations of breaches of academic integrity will be managed following the Greystone Academic Integrity Procedure. Alleged breaches of academic conduct will be managed with fairness and equity. Past breaches and related decisions for any student will be considered if the alleged breach is substantiated.

Outcomes and penalties may include a downgrade in the assessment mark or/and final grade; repeating the assessment task or unit; failing the assessment task or unit, and cancellation of enrolment.

The Greystone Academic Misconduct Register (AMR) will record misconduct allegations and academic integrity breaches. Ongoing monitoring processes will be implemented with regular reporting to the Academic Board. These reports will assess the effectiveness of existing practices and systems, mitigate potential risks, and inform process improvements as deemed appropriate.

Information related to misconduct allegations and academic integrity breaches will be managed per the Greystone privacy policy. Access to students' academic records will be restricted to authorized staff.

Records related to this Policy will be managed in accordance with the Greystone Student Record Management Policy, observing the appropriate level of confidentiality. Such records may include responses to allegations of misconduct and documents related to breaches of academic integrity and will be used for reporting and analysis.

## Strategies

Greystone will adopt and implement the following strategies for the management of academic integrity risk:

- All staff will demonstrate a commitment to a culture of academic integrity through leadership, implementing training, benchmarking and monitoring trends. Greystone will ensure all staff have a sound knowledge and understanding of academic integrity policies, processes and practices.
- Greystone will promote an understanding of current cheating techniques that may compromise academic integrity.
- Assessments will be designed to lessen the opportunity for academic misconduct. Electronic detection software will be used where appropriate.
- Greystone will ensure the security of student-submitted assessment/examination materials is maintained through appropriate processes and practices.
- Student awareness of academic integrity will be promoted via regular training & learning support workshops, the Greystone LMS, as well as explicit instruction during scheduled classes.

## Student Responsibilities

Students must uphold academic integrity by being accountable for their work's originality, appropriately acknowledging others' work, and not aiding cheating or plagiarism. Students should:

- Follow assessment rules and guidelines provided by instructors.
- Not use others' work without proper acknowledgment.
- Recognize the contribution of others' work and scholarship.

## Staff Responsibilities

Teaching staff play a vital role in promoting academic integrity and honesty. They should communicate the importance of academic integrity, provide resources, detect academic dishonesty, and clarify plagiarism, collusion, and falsification to students. To ensure procedural fairness, it is important to communicate to students any inappropriate uses of generative AI that may result in academic misconduct. Students should be aware of the potential for detection software to detect generative AI use and that they are risking academic misconduct if using generative AI without appropriate acknowledgement.

## Procedures

### Detection

When a staff member suspects an incidence of academic misconduct, or when an allegation of academic misconduct is brought to their attention, they should:

- As a first step, undertake a documented meeting with the student/s involved, informing the student/s about the nature of the alleged breach, the evidence pointing to the

breach, the process for investigating and making a determination and the possible penalties that may apply if academic misconduct is confirmed.

- Complete an Academic Misconduct form and submit it to the relevant Unit Coordinator.

The Unit Coordinator will act as the Academic Integrity Officer, investigate the reported incident, and evaluate the information provided.

### Investigation

The Unit Coordinator will review the documentation regarding the alleged academic misconduct incident and provide the student an opportunity to respond to the alleged misconduct within ten (10) working days.

Inform the student in writing about the nature of the alleged breach, the evidence pointing to the breach, the process for investigating and making a determination and the possible penalties that may apply if academic misconduct is confirmed.

Students who wish to dispute the allegations may meet with the Unit Coordinator to discuss the available evidence.

If the student fails to respond to the allegations of academic misconduct within ten (10) working days, the Unit Coordinator will reach a finding based on the available evidence provided.

The range of possible findings outlined in this Policy are:

- No academic misconduct.
- Minor academic misconduct.
- Major academic misconduct.

### Findings

The findings will be communicated to the student in writing. In the case of a finding of major academic misconduct, the evidence and the recommended penalty must be referred to the Academic Dean for approval.

A decision of minor or major academic misconduct will be recorded on the student file and in the Academic Misconduct Register (AMR).

Following the investigation, the Unit Coordinator will advise the student of the outcome in writing. The advice will include the following:

- A summary of the investigation and findings, including where the finding identified no academic misconduct.
- In the case of a minor or major misconduct finding
  - the educative response and penalty to be applied.
  - notification that the misconduct has been recorded in the student's file and on the AMR.
- Notification that, in the case of a minor academic misconduct finding, any subsequent offences will be automatically deemed Major Academic Misconduct.

An annual report on academic misconduct will be sent to the Academic Board.

### **Determining a Penalty**

When there is a finding of no academic misconduct, no record will be made on the student file and no penalty will be applied. Findings of no academic misconduct will be included in the annual report sent to the Academic Board.

#### **First offence**

Greystone will likely assess the student's first offence as Minor Academic Misconduct using the following criteria unless a more serious academic integrity breach, such as contract cheating, has occurred,

- no prior record of academic misconduct on a student's file.
- the student is a first-year student with a limited understanding of academic integrity practices, and
- the degree and extent of plagiarism or other academic misconduct do not warrant a serious penalty.

The Unit Coordinator will determine an appropriate penalty and the student will be notified in writing and accurate records maintained. Possible penalties include:

- The student is required to undertake and submit work in place of any work that was associated with the misconduct and is advised that where the work is an assessment item, any mark or rating awarded for the work may not exceed a score of 50% of the worth of the assessment item.
- The student is given a formal written warning or reprimand, including advice on the possible consequences of any further student academic misconduct.

#### **Second offence**

If a student has a pre-existing record of academic misconduct registered on their student file and is found to have engaged again in academic integrity misconduct, the following penalties may be imposed:

- marks will be deducted based on the severity of the misconduct identified through the plagiarism identification technology or other relevant means, or
- a zero mark will be awarded for the assessment.

The Unit Coordinator will determine an appropriate penalty, and the student will be notified in writing and accurate records maintained. Possible penalties include:

- A zero grade is awarded for the assessment in which the misconduct occurred.
- A mark of Fail is recorded for the unit.
- The student's enrolment will be either suspended or cancelled in accordance with the Enrolment Policy.

When a penalty leads to a unit fail grade being recorded, the student will be informed that they risk an outcome of unsatisfactory academic progression.

### Third offence

If a student has two (2) records of academic misconduct incidences on their student file or the AMR, they will be referred to the Dean. The Dean will determine an appropriate penalty and the student will be notified in writing and accurate records maintained.

### Academic misconduct during examinations

Any breach during an examination is usually classified as Major Academic Misconduct. If students are suspected of academic misconduct during an exam, the following procedures apply:

- The exam supervisor/academic staff member may confiscate any item in the student's possession that indicates an attempt at plagiarism or cheating.
- The student will be given an automatic Fail grade and be reported to the Dean for immediate action.
- A student may be refused entry to an exam or expelled from the exam room if the student fails to give the exam supervisor/academic staff anything that indicates potential plagiarism or cheating. The student will be given an automatic Fail grade and be reported to the Academic Dean for immediate action.
- If the exam supervisor/academic staff member suspects that any other form of academic misconduct by a student has occurred in relation to an exam, they will refer the matter to the Unit Coordinator who will investigate as outlined in this Policy and Procedure.

### Monitoring and improvement

Greystone will collect de-identified data from the AMR on academic integrity by student group, program, unit and assessment method.

Student feedback will be sought on their experience of processes and practices relating to academic integrity, including access to support services.

Data collected will be used to monitor academic misconduct trends and will establish data for sector benchmarking.

The Academic Dean will present a quarterly report on academic misconduct issues to the Academic Board.

### Appeals

A student may appeal against any decision made under this Policy under the Greystone Complaints and Appeals Policy.