WESTERN SYDNEY UNIVERSITY

International College

Academic Integrity Policy

1. Purpose

1.1 WSUIC is committed to fostering a culture of academic integrity, honesty, responsibility and ethical scholarship. This Policy outlines the principles of academic integrity, the responsibilities of students and staff, and the institutional requirements supporting trustworthy and authentic academic work.

1.2 This Policy must be read in conjunction with the Western Sydney University (WSU) Study with Integrity Guide and Use of Artificial Intelligence Policy.

2. Scope

This policy applies to:

2.1 All WSUIC students;

2.2 All staff at WSUIC

2.3 All forms of assessment;

2.4 All modes of study; and

2.5 All academic activities which are undertaken under the authority of WSUIC.

3. Definitions

3.1 Academic Integrity

Academic integrity means acting honestly, ethically and responsibly in learning, teaching, assessment and scholarship. Refer to Appendix A – Academic Integrity Guidance and Examples

3.2 Plagiarism

Presenting another person's words, ideas or work as one's own without appropriate acknowledgement. Refer to Appendix A – Academic Integrity Guidance and Examples

3.3 Student Misconduct Committee

A WSUIC committee that is responsible for hearing and deciding allegations of student misconduct, including academic misconduct.

3.4 Collusion

Unauthorised collaboration that enables academic misconduct. Refer to Appendix A – Academic Integrity Guidance and Examples

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3.5 Examination Cheating

Conduct that compromises the integrity of an examination or assessment. Refer to Appendix A – Academic Integrity Guidance and Examples

3.6 Contract Cheating

Arranging for another person or service to contribute to or complete work on a student's behalf. Refer to Appendix A – Academic Integrity Guidance and Examples

4. Policy Statement

4.1 WSUIC will:

4.1.1 Promote a culture of academic integrity, honesty and ethical scholarship;

4.1.2 Support students to develop the knowledge and skills required to demonstrate academic integrity;

4.1.3 Provide education and guidance on academic integrity, referencing, attribution, collaboration and the responsible use of artificial intelligence tools;

4.1.4 Address alleged breaches of academic integrity fairly, consistently and in accordance with the Student Misconduct Policy;

4.1.5 Communicate student rights, responsibilities and available appeal mechanisms;

4.1.6 Maintain confidence in the integrity of its qualifications; and

4.1.7 Model academic integrity in teaching, learning, assessment and scholarship; and

4.1.8 Embed academic integrity principles throughout the student learning experience.

4.1.9 WSUIC supports freedom of speech and academic freedom. Students and staff are encouraged to explore, challenge and debate ideas respectfully and lawfully. Academic integrity requirements do not prevent genuine scholarly inquiry, critical analysis, research, debate or the expression of lawful views.

5. Principles of Academic Integrity

5.1 **Honesty** – Students are expected to present academic work honestly and accurately represent their own learning, knowledge and contribution. Academic work should acknowledge the work and ideas of others appropriately.

5.2 **Responsibility** – Students are responsible for understanding and complying with academic integrity requirements, including requirements relating to referencing, attribution, collaboration and the use of artificial intelligence tools.

5.3 **Fairness** – Academic integrity promotes fairness by ensuring that academic achievement is based on genuine learning and that all students are assessed according to the same standards;

5.4 **Respect** – Academic integrity demonstrates respect for scholarship, intellectual property,

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research and the contributions of others;

5.5 **Academic Freedom and Freedom of Speech** - WSUIC supports freedom of speech and academic freedom. Students and staff are encouraged to question, examine and debate ideas respectfully and lawfully. Academic integrity requirements do not restrict genuine scholarly inquiry, academic debate, critique, research or the expression of lawful views;

5.6 **Procedural Fairness** – Alleged breaches of academic integrity will be managed fairly, consistently and transparently in accordance with the Student Misconduct Policy. Students will be afforded procedural fairness and access to review and appeal processes.

5.7 **Academic Misconduct** – Behaviour that is inconsistent with the principles outlined in this Policy may constitute Academic Misconduct. Examples of Misconduct are provided in Appendix A. Alleged breaches will be investigated and determined under the Student Misconduct Policy.

5.8 **Student Honour Code** – WSUIC supports the principles of the WSU Student Honour Code and encourages students to uphold the values of integrity, honesty, responsibility, respect, courage, appreciation of knowledge and learning, and active and independent learning.

6. Promoting Academic Integrity and Honesty

6.1 In fulfilling its commitment to promoting and maintaining the highest standards of academic integrity, WSUIC will ensure that students are supported and encouraged to conduct themselves honestly.

6.2 To support this:

6.2.1 Academic honesty is dealt with at every level from policy, through processes, to individual staff practices.

6.2.2 Academic expectations and the importance of academic integrity are explained to students during the student orientation process and in the first week of classes with regular reminders throughout a study term.

6.2.3 This policy is available to all staff and students via the WSUIC website and reference to the policy is included in all of the Learning Guides which are distributed and discussed in the first week of each class.

6.2.4 Discipline-specific academic literacy units designed to develop appropriate academic communication skills and practices and to gain an increased understanding of the values that underpin academic culture are set as required units for all courses.

6.2.5 Plagiarism and collusion detection software, generative artificial intelligence work detection tools and random vivas are used for detection purposes.

6.2.6 The importance of adhering to writing and referencing conventions is addressed by tutors/lecturers in conjunction with major written assessments

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6.2.7 The graduate capabilities and generic skills to be developed in each course require specific attention be given to teaching and assessment.

6.2.8 Academic staff and leadership educate students about the link between academic integrity and effective communication, critical thinking, analysis and interpretation.

6.2.9 Completion of an Academic Integrity and Misconduct Information Module and Quiz is required for every study term. Both commencing and continuing students must read the resources and attempt the quiz at the beginning of each study term. Students who do not complete this task will be denied access to Moodle until they show proof of their completion.

7. Determining Academic Misconduct and Penalties

7.1 Alleged breaches of academic integrity will be investigated and determined in accordance with the WSUIC Student Misconduct Policy.

7.2 Sanctions, appeals and review processes are governed by the WSUIC Student Misconduct Policy.

8. Appeals

8.1 Students may seek a review of decisions relating to academic misconduct in accordance with the WSUIC Student Misconduct Policy and Student Complaint Handling, Appeals and Resolution Policy.

9. Quality and Compliance

9.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Risk Management Framework.

9.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.

9.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.

9.4 New staff will receive policy information during the induction process where it relates to their position.

10. Related Forms and Documents

n/a

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11. Related Policies, Procedures, Guidelines and Legislation

- Academic Progress Policy (POL 08)
- Freedom of Speech and Academic Freedom Policy (POL 56)
- Student Complaint Handling, Appeals and Resolution Policy (POL 20)
- Student Code of Conduct Policy (POL 19)
- Student Misconduct Policy (POL 57)
- Western Sydney University Academic Integrity and Plagiarism site
- Western Sydney University-Study with Integrity Guide
- Western Sydney University Student Honour Code
- Western Sydney University Use of Artificial Intelligence Policy
- Higher Education Standards Framework (Threshold Standards) 2021 Standard 5.2 Academic and Research Integrity
- TEQSA Guidance Note: Academic Integrity

Approval and Amendment History

Approval Authority:	Western Sydney University International College Academic Board
Policy Owners:	Academic Director
Approval Date:	01/11/2016
Date for Next Review:	10/11/28

Amendments

Revision Date	Version	Summary of changes
1/11/2016	1.0	New Policy Developed
28/06/19	1.1	Reformatted whole document Replaced section 10 with current version of quality and compliance statement Used WSUIC acronym Identified 'committee' where mentioned in section 8.2 as the Misconduct Committee Replaced Course Convenor with Academic Director and/or delegate Updated definitions by adding Misconduct Committee and Academic Quality Committee Deleted Appendix A Included reference to relevant HESF domains; included reference to TEQSA Guidance Note Included reference to WSU's Academic Integrity Guide

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31/07/19	2	Policy has been reviewed in accordance with feedback from the Board at the June 28th 2019 Board of Directors meeting. Specifically: the references to the "Sharepoint Site" have been replaced with "university server" Reference to "institution" have been replaced with "International College"
18/06/2021	2	No changes made
07/06/2023	3	Updates to Section 3: Definitions All definitions benchmarked and updated as per WSU Student Misconduct Rule and TEQSA Guidance notes Removal of Section 8 Penalty Framework as all penalty will be awarded as per WSUIC's Student Misconduct Rule
20/08/2024	4	Amendment to WSU guide and policy name, to Western Sydney University (WSU) Study with Integrity Guide and Use of Artificial Intelligence Policy Expanded definition of Academic Integrity Addition to Contract Cheating definition – (h) self-plagiarism which relates to reusing own previously created or submitted work without proper attribution to the original work and without prior permission of the tutor Addition of details of the Student Honour Code Addition of Clause 6.2.9 Addition of Misconduct Committee to Clause 7.1 Addition to Related Policies, Procedures, Guidelines and Legislation • Western Sydney University-Study with Integrity Guide • Western Sydney University Student Honour Code • Western Sydney University Use of Artificial Intelligence Policy
10/11/26	5	Clause 1. Purpose – refocused on fostering a culture of academic integrity Readability – simplified language, clearer structure Clause 2. Scope more clearly defined Clause 3 Definitions more concise with detailed explanatory content moved to Appendix which provided a more logical flow of the actual policy. Appendix updates can be more responsive without affecting the policy. Clause 5. Expanded principles framework including honesty, responsibility, fairness, respect, academic freedom and procedural fairness and 5.5 confirms that academic integrity supports and does not restrict lawful academic inquiry, debate, critique and expression of ideas Updated references to and simplification of new policies, Student Misconduct Policy (replaces The Rule) and Freedom of Speech and Academic Freedom Policy and Student Conduct Policy. Clause 8. Removed duplication of misconduct process which are covered in the Student Misconduct Policy

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1. Appendix A – Academic Integrity Guidance and Examples.

Academic Integrity

Academic Integrity can be defined as a commitment to honesty, trust, fairness, respect, responsibility, and courage and involves using, generating and communicating information in an ethical, honest and responsible manner. (Monash University 2013, cited in TEQSA Guidance Note– Academic Integrity 2019, p. 1)

Academic integrity gives you a foundation for being an ethical citizen and a trusted worker in whatever context you find yourself in.

Acting unethically could get you into trouble, both in university and your later professional life.

There are 3 related components of academic integrity:

• Mechanics - knowing how to study with integrity (e.g. understanding sources, referencing)

• Membership - belonging and contributing to the academic community

• Morality - understanding and agreeing with academic values of right and wrong

(Western Sydney University 2024, cited in WSU Study with Integrity Guide, p. 4)

Plagiarism

Plagiarism can be defined as submitting words or ideas from other source(s) as one's own without acknowledgement. This includes use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, or Generative Artificial Intelligence without acknowledging their sources.

"Collusion"
Collusion is when two or more students, or a student and any other person(s), act together to cheat, plagiarise or engage in academic misconduct, or incite others to do so.

"Examination *Cheating*"

Examination Cheating includes, but is not limited to:

(a) dishonest or attempted dishonest conduct during an examination, such as speaking to other candidates or otherwise communicating with them;
(b) bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical or electronic device (including mobile phones), or any other item, not authorised by the examiner;
(c) writing an examination or part of it, or consulting any person or materials outside the confines of the examination room, without permission to do so;
(d) leaving answer papers exposed to view, or persistent attempts to read other students' examination papers; or
(e) cheating in take-home examinations, which includes, but is not limited to:
    i. making available notes, papers or answers in connection with the examination (in whatever form) to others without the permission of the relevant lecturer;

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ii. receiving answers, notes or papers in connection with the examination (in whatever form) from another student, or another source, without the permission of the relevant lecturer; and
iii. unauthorised collaboration with another person or student in the formulation of an assessable component of work.

"Contract Cheating"
Contract cheating includes different types of behaviours in which a student outsources their work / assessment, or contracts it out, to a third party, whether that is a commercial provider, current or former student, family member or acquaintance. It includes the unauthorised use of file-sharing sites, as well as organising another person to take an examination. For further details on contract cheating, please refer to WSU Study with Integrity Guide.

"Any other academic misconduct"
Other academic misconduct includes, but is not limited to:

(a) tampering or attempts to tamper with examination scripts, class work, grades or class records;
(b) failure to abide by directions of an academic member of staff regarding the individuality of work to be handed in;
(c) acquisition, attempted acquisition, possession, or distribution of examination materials or information without the authorisation of the academic member of staff;
(d) impersonation of another student in an examination or other class assignment;
(e) falsification or fabrication of clinical, practical or laboratory reports;
(f) un-authorised use of tape recording of lectures;
(g) unauthorised use of Generative AI tools; and
(h) self-plagiarism which relates to reusing own previously created or submitted work without proper attribution to the original work and without prior permission of the tutor.

Where to get help in understanding academic misconduct?

There are many resources to help you avoid academic misconduct. The Academic Skills classes can help with referencing and can assist you with academic writing and plagiarism. If you are unsure about any of your work, you should also ask your teacher for advice and feedback.

The Learning Guide for every unit includes specific guidance on the permitted use of Generative AI for each assessment task. Depending on the assessment requirements, one of the following statements is included:

Statement 1: "The use of AI tools (e.g., ChatGPT, Grammarly AI, QuillBot, and similar) in the completion of this assessment is strictly prohibited unless explicitly permitted by the subject coordinator. Any use of AI-generated content without acknowledgment will be treated as academic misconduct."

Statement 2: "Students may use AI tools for learning purposes; however, the use of AI-generated content in this assessment must align with academic integrity policies. Misrepresentation of AI-

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generated work as one's own without proper acknowledgment may be considered academic misconduct."

For further resources on why Academic Integrity is important, please refer to WSU Academic Integrity Guide. Also, there are key strategies for studying with integrity, Academic Integrity FAQs, and Checklist listed in WSU Academic Integrity Guide.

The Student Honour Code is a strategy by Western Sydney University to help educate students about Academic Integrity, and to encourage them to actively uphold the values of integrity, honesty responsibility, respect, courage, appreciation of knowledge and learning and active and independent learning. Western Sydney University is one of the first Australian Universities to have a Student Honour Code planned for implementation across the University. The Student Honour Code is built on the following set of values: integrity, honesty, responsibility, respect, courage, appreciation of knowledge and learning, and active and independent learning.

WSUIC abides by the purpose, context and policy statement stipulated in WSU's Use of Artificial Intelligence Policy.

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