Academic Integrity Policy

1. Purpose

1.1 The purpose of this policy is to ensure Western Sydney University International College (WSUIC) takes a consistent, equitable and transparent approach to academic honesty and integrity among its staff and students.

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 students and staff at WSUIC.

3. Definitions

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 This includes use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, or Generative Artificial Intelligence without acknowledging their sources, or self plagiarism by resubmitted one's own work.

'Misconduct Committee'

A WSUIC committee that is responsible for hearing and deciding allegations of student

misconduct, including academic misconduct.
"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;
    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.

4. Policy Statement

4.1 Academic honesty is an integral part of the core values and principles outlined in the WSUIC Acceptable Behaviour Policy. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

4.1.1 All academic work claimed as original is the work of the author making the claim

4.1.2 All academic collaborations are acknowledged

4.1.3 Academic work is not falsified in any way and

4.1.4 When the ideas of others are used, these ideas are acknowledged appropriately.

4.2 The key principles of this policy are that WSUIC will:

4.2.1 Expect all students to undertake their academic work honestly and with integrity

4.2.2 Use a range of approaches to educate students on the nature and production of honest academic work

4.2.3 Take consistent and equitable action to manage dishonest behaviour by:

4.2.3.1 Communicating to students that any piece of academic work can be investigated for originality at any time using an appropriate process, including, but not limited to, random vivas

4.2.3.2 Applying a common penalty framework across WSUIC

4.2.3.3 Applying appropriate, consistent procedures for detecting and investigating alleged academic dishonesty and

4.2.3.4 Providing and communicating the appeal process that can be used if students are accused of academic misconduct.

4.2.4 Model academic honesty in practice (e.g. by demonstrating to students appropriate referencing of sources)

4.2.5 Embed ways to ensure academic honesty in learning so students understand what is expected of them.

5. Principles of Academic Integrity

5.1 Throughout their studies at WSUIC, students are expected to conduct themselves in an honest and ethical manner and in accordance with accepted standards outlined in WSUIC Acceptable Behaviour Policy.

5.2 Behaviour contrary to these standards, including plagiarism, collusion, examination cheating,

contract cheating, and any other academic misconduct constitute academic misconduct.

5.3 The approach taken by WSUIC to ensuring academic honesty and integrity is one that is appropriate to a learning organisation, with equity, respect, fairness and responsibility being the core values that underpin the learning environment.

5.4 If a student is found to have breached this Academic Integrity Policy, they will be subject to penalties as Per Rule 01 WSUIC Student Misconduct Rule.

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.

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 made available to all staff and students via the WSUIC website and reference to the policy and 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 software, generative artificial intelligent 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

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 An Academic Integrity and Misconduct Information Module and Quiz has been created. 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 Academic misconduct includes, but is not limited to, behaviours outlined in Section 3 of this policy. The Misconduct Committee, Academic Director or delegate is responsible for investigating reports of academic misconduct and deciding whether or not a penalty should be imposed.

7.2 A record of any penalties imposed will be recorded on the student's record and reported to the Academic Quality Committee as part of its standing agenda.

Penalties will be imposed in accordance with the penalty framework outlined in Rule 01 WSUIC Student Misconduct Rule

8. Appeals

8.1 Students who wish to appeal decisions related to Academic Misconduct will need to provide proof that:

8.1.1 There was insufficient opportunity to present their case; or

8.1.2 The process was not carried out in accordance with the relevant WSUIC policy; or

8.1.3 The decision was made contrary to the evidence provided; or

8.1.4 There is new information or evidence available that has or has not previously been considered by the Misconduct Committee, Academic Director or delegate.

8.2 Appeals must be in writing and students should follow the process as outlined in WSUIC 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 University Server 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

11. Related Policies, Procedures, Guidelines and Legislation

- WSUIC POL 08 Academic Progress Policy

- WSUIC POL 20 Student Complaint Handling, Appeals and Resolution Policy

- WSUIC POL 19 Acceptable Behaviour Policy

- RULE 01 WSUIC Student Misconduct Rule

- 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 (HESF) 2015 Domain 5.2 Academic Research and Integrity

- TEQSA Guidance Note: Academic Integrity

Approval and Amendment History

Approval Authority:	Western Sydney University International College Academic Board
Policy Owners:	Executive Management Committee
Approval Date:	01/11/2016
Date for Next Review:	20/08/2026

Western Sydney University
International College

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
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