



RTO CODE: 40749

ABN: 42 163 146 978

Academic Integrity Policy and Procedure

1. Purpose

This Policy outlines how Headway Education defines Academic Integrity and deals with Academic Misconduct by students and staff.

2. Scope

All students enrolled in any course of study offered by Headway Education and its relevant staff.

3. Definitions

- a) **Academic Integrity** means pursuing academic endeavours in an honest and ethical manner, ensuring that information, theories, written text and ideas which are not original are acknowledged and referenced correctly.
- b) **Academic Misconduct** means pursuing academic endeavours in a dishonest and unethical manner, with the intention of circumventing the assessment process and gaining an unfair and unwarranted advantage. Examples of Academic Misconduct include, but are not limited to:
 - Assisting another person to engage in Academic Misconduct
 - Cheating
 - Collusion
 - Contract Cheating
 - Falsifying or fabricating data used in the course of academic endeavours
 - Plagiarism
 - Providing falsified or fabricated documents to obtain credit and/or recognised prior learning
- c) **Academic Staff** means all permanent, casual, sessional or contract staff involved in the training and assessment of VET course or unit of competency offered by Headway Education.
- d) **Cheating** means copying or using unauthorised materials in assessment. Other forms of cheating may be considered and investigated by the CEO.
- e) **Collusion** means assisting or attempting to assist another student to act dishonestly in relation to an assessment or part of an assessment, or not adhering to the regulations set for a specific assessment.
- f) **Contract Cheating** means getting someone else to complete an assessment on your behalf, regardless of whether any payment was involved.
- g) **Plagiarism** is defined in the Oxford dictionary as “*the practice of taking someone else's work or ideas and passing them off as one's own*”. Plagiarism also includes : not acknowledging or referencing other's work correctly or at all; paraphrasing someone else's work where it is obvious that the work is copied; paraphrasing and submitting work based on work which has previously been submitted; and cutting and pasting from various sources and claiming the work as original.

4. Policy

Headway Education expects that all students and staff conduct themselves in an honest and ethical manner and uphold the principles of Academic Integrity.

Academic Misconduct has a negative impact on the quality of education and training provided and diminishes the efficacy of the learning environment and student experience. The results of Academic Misconduct could lead to assessment processes being circumvented to unfairly provide advantage.

Staff are expected to uphold the principles of Academic Integrity at all times. Staff must not claim ownership of concepts or ideas of someone else. Where another person's concepts, ideas or work is used in any manner, it must be appropriately acknowledged and referenced.

Headway Education will not tolerate Academic Misconduct. Any allegations of Academic Misconduct will be investigated in accordance with the relevant Staff or Students Complaints and Appeals Policy (and Procedure). Any findings of Academic misconduct may result in disciplinary action.

a) Assessment principles

Headway Education has an assessment system in place that ensures that assessment:

- is conducted in accordance with the Rules of Evidence and the Principles of Assessment as outline in the *Standards for RTOs 2015*.
- is conducted in line with the requirements of the relevant Training Package, Training Product and Unit of Competency.
- is conducted in fair and ethical manner and student is prohibited from cheating, plagiarising and colluding their assessment work.
- requires the student to demonstrate all of the skills and knowledge outlined in the components of the relevant unit of competency.
- requires the student to demonstrate the ability to perform tasks in a variety of situations, adapt to different contexts and environments and perform tasks to an appropriate level expected by a workplace and as outlined in the assessment conditions of the unit of competency.
- considers' the students' dimensions of competency when making all assessment decisions.
- provides room for reasonable adjustments as identified by the trainer and assessor.
- Students are expected to complete all assessments ethically without plagiarism, collusion or cheating. Any students suspected of unethical behaviour will be managed through the disciplinary procedures which may require the student to attend disciplinary meetings, submit their assessment again, or for repeated acts may be asked to withdraw from the course.

5. Procedure

Where Headway Education staff identifies the incident of academic misconduct involving plagiarism, cheating, and/or collusion, it should be reported to the Compliance Manager in writing along with reasons for allegation.

Reasons may include, but not limited to:

- Similarity between student responses
- Use of un-referenced source materials
- Copying of other students work
- Copy of material from the internet or textbooks

Compliance Manager will then address this with the student and provide them an opportunity to respond to the allegation and provide an explanation.

Compliance Manager will decide the outcome of the allegations made against the student. The outcome may include, but not limited to:

- Requiring the student to resubmit the assessment
- Using an alternative form of assessment to determine the student's understanding
- Withdrawal from the course

Student will be communicated of the outcome in writing within 10 business days from the date of the outcome. Student will also be informed of their right to appeal against the decision in accordance with the *Student Complaints and Appeals Policy and Procedure*.

6. Review

This policy and procedure will be reviewed once every two years or earlier, if required.