

Academic Integrity Policy and Procedures

Aim:

These guidelines are based on the premise that students need to be educated in ethical values, the meaning and practice of academic integrity in general and in their discipline(s) and field(s) of study specifically, and that courses and units of study and assessment tasks should be designed so as to make academic misconduct by students difficult. These guidelines are also concerned with the detection of academic misconduct when it occurs and with the fair, reasonable and consistent application of penalties for such misconduct.

Policy:

- to provide a framework to ensure that all students have an understanding of the meaning of academic integrity and the implications of academic misconduct;
- to provide a system of procedures when academic misconduct is suspected, and of penalties for substantiated cases of academic misconduct which are fair, reasonable, consistent and defensible; and
- to ensure that there is a central system in place to keep adequate records of cases of alleged academic misconduct and their outcomes.
- to distribute these guidelines to all teachers and parents and the Student Guidelines to senior students annually.
- to include these guidelines in the Senior Student Handbook and on the school website
- to provide the student or staff a right of appeal in the event of an unfavorable judgment by the Academic Integrity Officer.



Procedure:

Definitions:

Integrity is “the quality or state of being of sound moral principle; uprightness, honesty, and sincerity”

Academic integrity, as it applies to the students of Capstone College:

*Honesty and respect for knowledge and truth, means taking responsibility and giving credit or acknowledgement to the work or scholarship of others. Any material submitted by a student for external and internal assessment must, except where the source of the information, images, ideas or words is explicitly acknowledged, be the work of the candidate.

A Bibliography is a formal list of all the sources of information consulted in the preparation of a work. It is given at the end of the work. It does not replace referencing or the need to reference sources each time they are used.

Referencing/Citation is noting and acknowledging the use, in your work, of another person’s ideas, designs, data, images, words or works. There are several ways that this can be done e.g. by footnotes, endnotes and notes made inside brackets.

Academic Integrity Officer

Capstone College will appoint an Academic Integrity Officer. This person would normally be a full time academic staff member, be appointed by the Principal.

The Academic Integrity Officer will:

- keep records of cases of academic misconduct and maintain them in a strictly confidential manner;
- liaise regularly with the Principal, and the Senior Teachers as required, to provide advice and ensure consistency in the application of these guidelines and associated rules;
- decide if an alleged case of serious academic misconduct by a student should be referred to the Principal;
- report to the Principal and Capstone Governance Group regarding the aggregated data on the incidence and outcomes of cases of student academic misconduct; and
- prepare an annual report regarding the aggregated data on the incidence and outcomes of cases of student academic misconduct and present this report to the Capstone Governance Group before the first meeting of the Capstone Governance Group in the following year.



Right of Appeal

In the case that a student believes they have not been treated fairly in the process of assessing a breach of academic integrity the student has the right to request the Principal will appoint an independent person to review the case. This person will be someone with significant academic standing. This person will report to the Principal and the student concerned. Final judgement and penalties will remain the authority of the Principal.

Students

Students of Capstone College are expected to comply with these guidelines and can expect access to information about this and other relevant Rules, Policies and Procedures along with the penalties for and consequences of academic misconduct. Academic misconduct is when a student submits work that contains information, images, ideas or words that are not their own work and have not explicitly acknowledged the original source. This is called referencing or citation.

In the event that academic misconduct occurs:

- an investigation should be conducted and any penalties applied should be fair, reasonable, consistent and defensible.
- determine whether the misconduct is deliberate or inadvertent.
- further acts of academic misconduct by the same student are taken to be deliberate once the student has received a warning, feedback and the opportunity to learn about academic integrity.

Compliance statements:

(1) Students must submit a signed statement of compliance with each piece of work submitted for assessment, presentation or publication.

(2) Where students are required to submit frequent assignments, the relevant unit of study coordinator may permit a single compliance statement covering an entire unit, or an entire group of assessment tasks to be used.

Staff

All staff are expected to comply with these guidelines and, according to their level of responsibility, provide students with a solid foundation in how to practice academic integrity including:

- teaching students about academic integrity;
- model best practice in academic integrity with their own citation of sources and acknowledge the work of others in their lesson materials
- designing courses and assessment tasks that make academic misconduct more difficult; and
- taking a fair and consistent approach to the application of these guidelines in cases where academic misconduct is suspected and/or found.

When any staff member is satisfied that misconduct has occurred, they should report it to the Academic Integrity Officer and can expect to be supported by the School when they are involved in pursuing any cases to their outcome.



REFERENCES AND RELATED DOCUMENTS

TASC Guide Document: Authenticity & Academic Integrity – A Guide

*TASC External Assessment Rule4. (a)

Assessment and Reporting Policy

Code of Conduct – Student

Behaviour Response Policy

Grievance Policy

Harassment and Discrimination Policy

Homework Policy

This Document was prepared with the generous help of Geneva Christian College whose document **ACADEMIC INTEGRITY GUIDELINES 2016** formed the **basis of this Document.**