

# QAF070 HELI Academic Integrity Policy and Procedure

## Table of Contents

1. Purpose .....	2
2. Scope.....	2
3. Definitions.....	2
4. Principles of Academic Integrity and Professional Honesty .....	4
5. Student Responsibilities.....	4
6. Staff Responsibilities .....	5
7. Academic Integrity Module.....	5
8. Level 1 Academic Misconduct.....	6
9. Level 2 Academic Misconduct.....	7
10. Level 3 Academic Misconduct.....	9
11. Academic Misconduct Appeals .....	10
12. Academic Integrity Declaration .....	10
13. Related Documents.....	11
14. Related Legislation.....	11
15. Version Control .....	11

## 1. Purpose

Higher Education Leadership Institute (HELI) is committed to upholding the principles of academic integrity and ethical scholarship and ensuring that there is a clear understanding of expectations relating to the avoidance of academic misconduct.

The purpose of this Policy and Procedure is to define academic integrity, and to outline the principles of academic integrity, the responsibilities of students, the responsibilities of staff, the Institute's processes for investigating allegations of academic misconduct, and the range of penalties that may be applied where allegations are proven.

## 2. Scope

This Policy and Procedure applies to:

- all coursework awards and units;
- coursework units which are part of the Master of Research;
- all staff;
- all students;
- all former students who were enrolled at the time the conduct occurred;
- all non-award students.

## 3. Definitions

Item	Definition
<i>Academic Activity</i>	Includes and is not limited to developing, delivering, attending, or otherwise participating in lectures, tutorials, or other delivery modes (e.g., internships); planning, producing, supervising research; or otherwise sharing knowledge, experience, or skills with others.
<i>Academic Integrity</i>	Actions aligned with values of honesty, trust, fairness, respect, and responsibility in learning, teaching, and research.
<i>Academic misconduct</i>	Any dishonest or inappropriate behavior by a student in an assessment task or other academic activity including and not limited to: <ul style="list-style-type: none"> <li>• <i>cheating and contract cheating; or</i></li> <li>• <i>collusion; or</i></li> <li>• <i>fraud; or</i></li> <li>• <i>plagiarism; or</i></li> <li>• <i>unauthorised use of generative artificial intelligence tools</i></li> </ul>
<i>Acknowledgement practice</i>	The act of acknowledging the ideas, designs, words, or works of other people in your work. Also known as 'attribution' or 'referencing.'
<i>Allegation</i>	An assertion of misconduct made against a student.
<i>Cheating</i>	An express form of academic misconduct including and not limited to: <ul style="list-style-type: none"> <li>• bringing in, or having access to unauthorised materials or information during a quiz, test, or examination;</li> <li>• contacting or <i>colluding</i> with another person or persons via any means (including verbal, physical, gestural or electronic) during an examination or another form of invigilated assessment;</li> <li>• copying or reading another student's work; or</li> <li>• allowing another student to copy or read from your work.</li> </ul>

Item	Definition
<i>Contract Cheating</i>	<p>Contract cheating is a form of academic dishonesty which involves procuring academic work from a third party and submitting the work as your own. Contract cheating involves but is not limited to:</p> <ul style="list-style-type: none"> <li>• purchasing an assignment from an online source;</li> <li>• paying someone to write a test or exam;</li> <li>• obtaining assistance from someone else beyond mere editing to writing an assignment or solving of the problem;</li> <li>• participating in an unauthorised discussion group or sharing answers to an assignment on file-sharing sites or even social media sites; or</li> <li>• posting or purchasing answers to an exam, assignment, problem, or any other assessed work.</li> </ul>
<i>Collaboration</i>	<p>Academic activity is undertaken by and attributed to two or more persons. Additionally, in the case of students' work, with the knowledge and consent of the lecturer. Collaboration is expressly not a form of academic misconduct or dishonesty.</p>
<i>Collusion</i>	<p>An express form of academic misconduct constituting an agreement between two or more persons to act together secretly or without express permission to achieve an unfair academic advantage. Includes inciting others to engage in academic misconduct.</p>
<i>Exclusion</i>	<p>Permanent cancellation of a student's enrolment in their course and the termination of their rights and privileges as a student of HELI, including their right to re-apply for admission.</p>
<i>Fraud</i>	<p>An express form of academic misconduct or professional dishonesty including and not limited to:</p> <ul style="list-style-type: none"> <li>• impersonating another person or engaging someone else to impersonate another person during the conduct of an academic activity;</li> <li>• misrepresenting, falsifying, mis-stating or fabricating data during the conduct of an academic activity;</li> <li>• submitting academic work produced by another person(s) as one's own;</li> <li>• failing to attribute work completed by another person(s) in the completion of an academic activity</li> <li>• giving or providing for sale your work to another person(s), company, or website to make such work available for copying or use by another person(s); or</li> <li>• the use of knowingly deceptive means in the attempt to avoid an academic penalty.</li> </ul>
<i>Generative Artificial Intelligence (AI)</i>	<p>Generative AI is artificial intelligence technology that uses machine learning algorithms to produce new content based on prompts it is given. An AI program mimics output, such as text and images, that has been traditionally produced by humans. It achieves this by combining human-produced data and pattern prediction to generate results.</p>
<i>Paraphrasing</i>	<p>The use of one's own words to express the words, works, or ideas of another author or source while still preserving the original author's meaning or source.</p>

Item	Definition
<i>Plagiarism</i>	An express form of academic misconduct involving the use of intellectual material produced by another person without acknowledging the original author or source. Plagiarism can be unintentional or intentional and is distinguished from incomplete attempts to acknowledge the words, works, or ideas of another author or source.
<i>Professional honesty</i>	Professional honesty is a fundamental principle that underpins the reliability and credibility of all professional activities. It includes but is not limited to: <ul style="list-style-type: none"> <li>• dealing transparently and fairly within all professional and business relationships;</li> <li>• building relationships based on mutual respect and trust;</li> <li>• acting ethically and within the law;</li> <li>• not being associated with information that contains materially false or misleading statements; and</li> <li>• accepting responsibility for one's actions.</li> </ul>
<i>Suspension</i>	Temporary cancellation of a student's enrolment in a unit of study or course.

#### 4. Principles of Academic Integrity and Professional Honesty

The following principles form the foundation for this Policy.

- HELI is committed to academic integrity, honesty, and ethical scholarship.
- HELI will ensure that all students are informed about this Policy.
- It is the responsibility of all students and staff to familiarise themselves with this Academic Integrity Policy and Procedure. Individuals are obliged to consciously ensure that their acts or omissions do not constitute or facilitate breaches of academic integrity or professional honesty.
- Assessment design and scheduling will be such as to promote creative thought and reflection and minimise opportunities for students to engage in acts of academic misconduct.
- When identified, acts of academic misconduct or professional dishonesty will be dealt with according to this Policy and with regards to procedural fairness, the context within which the act occurred, and equity and consistency in applying any disciplinary action.
- Where appropriate, an educative – as opposed to a punitive – response to (minor) acts of academic misconduct may be recommended. The determination of any response to an act of academic misconduct or professional dishonesty will be ultimately guided by this Policy.
- Allegations of professional dishonesty by staff will be responded to in accordance with the ECA Staff Code of Conduct.

#### 5. Student Responsibilities

HELI students must:

- successfully complete the Academic Integrity Module within the first three weeks of their study at HELI (refer to Section 7);

- familiarise themselves with all related procedures and policies;
- submit only original work which properly acknowledges the ideas, designs, words, or works of others;
- not submit another person's work as their own;
- not purchase or commission work and submit as if it were their own;
- not submit work created with the assistance of others, except in the case of collaboration in connection with group work assessment;
- not use generative artificial intelligence (AI) tools contrary to guidelines published on the Institute website and in relevant institute documentation (e.g. unit outlines);
- submit an electronic copy of any assessment through HELI's text-matching software;
- declare that work submitted for an assessment is their own through the Academic Integrity Declaration (refer to Section 12);
- use the acknowledgement practice methods that are appropriate for their field of study;
- not lend, or allow to be otherwise provided, their original work to other students for any reason except collaboration in connection with group work assessment; and
- encourage other students to uphold the principles of academic integrity and professional honesty.

## 6. Staff Responsibilities

All staff must:

- cultivate a climate of respect for authorship with students;
- inform all students of acknowledgement practice methods that are appropriate for their field of study and provide clear examples of what is acceptable;
- clearly explain academic expectations and what constitutes plagiarism, collusion, cheating, and other forms of academic misconduct to students;
- clearly communicate to students the potential consequences of breaches of academic integrity and professional honesty;
- actively seek to discourage, detect and prevent plagiarism by supporting students to acquire and demonstrate the principles of academic integrity and professional honesty;
- respond appropriately to all instances of academic misconduct in keeping with this Policy and any related documents; and
- exemplify the values of academic primacy, academic freedom with responsibility, and rigor and integrity in all research and scholarly activities they undertake.

## 7. Academic Integrity Module

- 7.1 To ensure that students understand academic integrity, all HELI students are required to successfully complete the Academic Integrity Module within the first three weeks of their study at HELI.
- 7.2 The AIM provides students with information about their academic integrity responsibilities, the importance of proper acknowledgement and referencing, and how to avoid plagiarism and other types of academic misconduct. To successfully complete the module, students must complete the AIM quiz and achieve a score of 100%. Students may repeat the AIM and quiz as many times as needed until successfully completed.

- 7.3 Students who have not successfully completed the AIM by the completion of their first study period will not be permitted to enroll in any further units. The Dean may waive either condition in special circumstances.
- 7.4 In accordance with Section 5, Student Responsibilities, of the [HELI Assessment and Moderation Policy](#), students are responsible for submitting all assessment tasks in accordance with the requirements set out in the relevant Unit of Study Guide and for ensuring compliance with this Policy (see Section 12).

## **8. Level 1 Academic Misconduct**

### **8.1 Definition and Scope**

Level 1 academic misconduct refers to unintentional academic misconduct that has generally occurred because of inexperience or lack of knowledge of the principles and requirements of academic integrity or arising from carelessness rather than a deliberate act of deception. Level 1 breaches are generally restricted to students who are relatively new and inexperienced in academic practice.

- 8.2 HELI recognises that, in some cases, it is more appropriate to consider Level 1 breaches an educational matter, allowing the student the opportunity to learn from their mistake and subsequently minimise the likelihood of future breaches.
- 8.3 Level 1 breaches are any matter in an assessment task, where:
- misconduct is unintentional and there is no attempt by the student to gain any unfair academic advantage;
  - the student has not previously been found guilty of substantial academic misconduct or minor academic misconduct while enrolled as a student of the Institute;
  - the misconduct is of lesser scale or scope than Level 2 and Level 3 academic misconduct; and
  - the misconduct is of a minimal threat to the integrity of assessment in relation to the unit of study concerned.

For a matter to be classified as Level 1 breach, the student must acknowledge the breach and the facts that gave rise to the allegation.

- 8.4 Examples of Level 1 breaches may include, but are not limited to:
- inadequate referencing; and/or
  - inappropriate collaboration; and/or
  - poor use of citations; and/or
  - poor paraphrasing; and/or
  - inappropriate or unacknowledged use of artificial intelligence tools.

### **8.5 Process for dealing with Alleged Level 1 Breaches**

Level 1 breaches will be dealt with by the educator/Unit Coordinator, in consultation with the Course Coordinator when needed. The resolution will have an educational focus designed to prevent further breaches by the student.

Processes for dealing with allegations at this level are:

- 8.5.1 If the alleged breach is detected by an educator other than the Unit Coordinator,
- The educator will advise the Unit Coordinator of the situation.
  - With the agreement of the Unit Coordinator, the educator will contact the student to discuss the alleged breach.
  - The educator will report their findings and recommendations to the Unit Coordinator. Recommended action must be in accordance with Section 8.6.
  - The Unit Coordinator will report the breach using the Academic Integrity Breach Form. This may be delegated to the educator.
- 8.5.2 If the alleged breach is detected by a Unit Coordinator:
- The Unit Coordinator will contact the student to discuss the alleged breach.
  - The allegation will be recorded using the Academic Integrity Breach Form.
  - The Unit Coordinator will determine any actions or penalties in accordance with Section 8.6.
- 8.5.3 Where a Level 1 breach is confirmed, the Unit Coordinator will provide a formal written decision to the student and advise of any subsequent action (see Section 8.6).
- 8.5.4 The breach will be recorded as a Level 1 breach in the Academic Integrity Breach Register. Associated details, including decisions and outcomes, will also be recorded in the Register.
- 8.5.5 Where no breach is found, the student will be advised accordingly with an appropriate notation in the Academic Integrity Breach Register.

## 8.6 Penalties for Level 1 Breaches

Upon determination that a student is guilty of a Level 1 breach, one or more of the following may be imposed:

- a formal written warning;
- the requirement for the student to complete academic writing and referencing courses provided by the Institute;
- the requirement for the student to complete the Academic Integrity Module again;
- the requirement for the student to correct and resubmit the work, in whole or in part (maximum 50% mark);
- the requirement for the student to submit an additional assessment task (maximum 50% mark);
- Other penalties approved by the Dean.

## 8.7 Failure to comply with an imposed penalty for a Level 1 breach

Where a student has been found guilty of a Level 1 breach and fails to complete an action which has been imposed, the student will receive a mark of zero for the assessment in which the breach was detected.

## 9. Level 2 Academic Misconduct

### 9.1 Definition and Scope

Level 2 academic misconduct is any act of academic misconduct which is:

- a clear or demonstrable intention to gain an unfair academic advantage;
- carefully and deliberately planned, repetitive, organised, or systematic in nature;
- in breach of the principles of academic integrity or professional honesty; or
- repeated Level 1 breaches.

Examples of Level 2 breaches include, but are not limited to:

- Repeated Level 1 breaches;
- Plagiarism and self-plagiarism;
- Contract cheating;
- Cheating in examinations, tests, and quizzes;
- Sharing assessments or exam/quiz questions, including on online file-sharing platforms (social media, websites, etc.);
- Unauthorised use of artificial intelligence tools.

## 9.2 Process for dealing with Alleged Level 2 Breaches

- 9.2.1 If the alleged breach is detected by an educator other than the Unit Coordinator,
- a) The educator will advise the Unit Coordinator of the situation.
  - b) With the agreement of the Unit Coordinator, the educator will contact the student to discuss the alleged breach.
  - c) The educator will report their findings and recommendations to the Unit Coordinator. Recommended action must be in accordance with Section 9.3
  - d) The Unit Coordinator will report the breach using the Academic Integrity Breach Form.
  - e) Where the result of the investigation is a Level 2 breach, the Unit Coordinator will refer the matter to the Dean with recommended action (see Section 9.3).
- 9.2.2 If the alleged breach is detected by a Unit Coordinator:
- a) The Unit Coordinator will contact the student to discuss the alleged breach.
  - b) The Unit Coordinator will report the breach using the Academic Integrity Breach Form.
  - c) Where the result of the investigation is a Level 2 breach, the Unit Coordinator will refer the matter to the Dean with recommended action (see Section 9.3).
- 9.2.3 In determining whether a Level 2 breach has been made, the Dean will consider the facts of the case and the procedural fairness of the process.
- 9.2.4 Where it is determined that a Level 2 breach has occurred, the student will be provided with a formal written decision, including a notice of penalty (see section 9.3). All academics involved in the matter will also be informed.
- 9.2.5 The breach will be recorded as a Level 2 breach in the Academic Integrity Breach Register. Associated details, including decisions and outcomes, will also be recorded in the Register.
- 9.2.6 Where no breach is found, the student and academics involved in the matter will be advised accordingly with an appropriate notation in the Academic Integrity Breach Register.

## 9.3 Penalties for Level 2 Breaches

Upon determination that a student is guilty of a Level 2 breach, one or more of the following may be imposed by the Dean:



- maximum mark of 50% to be applied on a resubmission (if permitted);
- maximum mark of 50% to be applied on a submission of an additional assessment task (if permitted);
- applying a mark of zero for the assessment task;
- fail grade for a unit of study;
- other penalties approved by the Dean.

The Dean must ratify a decision to apply a penalty of a fail grade for a unit of study.

#### 9.4 Failure to comply with an imposed penalty

Where a student has been found guilty of a level 2 breach and fails to complete an action which has been imposed, the student will receive a mark of zero for an assessment in which the breach was detected.

### 10. Level 3 Academic Misconduct

#### 10.1 Definition and Scope

Level 3 breaches represent the most serious breaches of Academic Integrity that:

- compromises the interest of other students; or
- compromises the integrity of the assessment scheme itself; or
- compromises the reputation of the Institute; or
- is significant in scale or scope.

Examples of level three breaches include, but are not limited to:

- Repeated Level 2 breaches;
- Breach of academic integrity involving or resembling criminal activity, such as:
  - stealing an examination or
  - impersonation or
  - falsifying documents.

#### 10.2 Process for dealing with Alleged Level 3 Breaches

- a) If there is an alleged Level 3 breach, the Unit Coordinator will report the breach using the Academic Integrity Breach Form and refer the matter to the Dean for investigation.
- b) The Dean will contact the student(s) to discuss the alleged breach.
- c) The Dean may choose to consider the matter as a panel of one or by a review panel consisting of the Dean, the Associate Dean of Learning and Teaching, and the Course Coordinator.
- d) The student(s) will be invited to present their case. The student will be given at least five days' notice of the scheduled meeting.
- e) Where it is determined that a Level 3 breach has occurred, the student(s) will be provided with a formal written decision, including a notice of penalty (see section 10.3). All academics involved in the matter will also be informed.

- f) The breach will be recorded as a Level 3 breach in the Academic Integrity Breach Register.
- g) Where no breach is found, the student and academics involved in the matter will be advised accordingly with an appropriate notation in the Academic Integrity Breach Register.

### 10.3 Penalties for Level 3 Breaches

Upon determination that a student is guilty of a Level 3 breach, one or more of the following may be imposed:

- suspension from the student's course for a nominated period, not more than one year; or
- exclusion; or
- other penalties approved by the CEO, as recommended by the Panel of one or the full review panel.

A decision to apply a penalty of a suspension or exclusion must be ratified by the full review panel, comprising the Dean, the Associate Dean of Learning and Teaching, and the Course Coordinator (see Section 10.2 above).

- 10.4 Students suspended from their course will have their rights and privileges as a student of HELI withdrawn for the period of the suspension.

## 11. Academic Misconduct Appeals

- 11.1 A student may appeal the finding and/or penalty for a finding of academic misconduct.
- 11.2 All appeals must be made in writing to the Registrar using the [Student Appeal Form](#). Please see the [Student Grievance Handling Policy and Procedure](#) for more information on the appeal process.

## 12. Academic Integrity Declaration

When submitting written assignments, students must acknowledge the following declaration:

I/we confirm that:

- I/we have read and understood HELI's Academic Integrity Policy and Procedure.
- I/we hereby certify that no part of this assignment has been copied from any other student's work or from any other source except where due acknowledgement is made in the assignment.
- I/we hereby certify that no part of this assignment has been submitted by me in any other (previous or current) assessment, except where appropriately referenced, and with prior permission from the Educator for this unit.
- No part of the assignment has been written/produced for me/us by any other person except where collaboration has been authorised by the Educator concerned.
- I/we am/are aware that this work will be reproduced and submitted to plagiarism detection software programs to detect possible plagiarism (which may retain a copy on its database for future plagiarism checking).

- I/we also confirm that I/we hold a copy of this assignment as submitted.

### 13. Related Documents

- HELI Assessment and Moderation Policy
- HELI Student Grievances Handling Policy and Procedure
- HELI Student Code of Conduct and Disciplinary Procedures

### 14. Related Legislation

- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students (ESOS) Act 2000
- Australian Qualifications Framework (AQF).
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- Higher Education Support Act 2003 (Cth)
- Privacy Act 1988 (Cth)

### 15. Version Control

<b>Document ID</b>	HELI Academic Integrity Policy and Procedure
<b>Category</b>	Academic
<b>Document Owner</b>	Dean
<b>Approved by</b>	Academic Board

Version	Summary of changes	Approval date	Next review date
1.0	Document creation and initial approval	Academic Board: 20 February 2016	
1.1	Change to nomenclature regarding appeals Change to role titles	Dean: 3 November 2016	
1.2	Scheduled review	Academic Board: 5 December 2018	
1.3	Change for Dean to maintain <i>Register of Findings of Academic Misconduct</i> , minor changes to reference numbers and some clarification of wording	Dean: 16 January 2020	

2.0	Aligned to QAF005 Academic Freedom, Integrity and Free Intellectual Enquiry v2.0	Academic Board: 4 March 2020	
3.0	Scheduled review	Academic Board: 20 May 2022	
3.1	Addition of unauthorised use of generative artificial intelligence as a type of misconduct	Academic Board: 14 April 2023	
4.0	Policy updated to include requirement for students to complete the Academic Integrity Module, levels of breaches, processes for handling each level of breach, and penalties that can apply for each level of breach.	Chair of the Academic Board: 31 January 2024	31 January 2026
4.1	Name of reporting method updated to 'Academic Integrity Breach Form'	CEO: 16 February 2024	16 February 2026