
ACADEMIC INTEGRITY POLICY

1 Purpose

This policy outlines ANZSOG's academic integrity standards and approach to dealing with student academic misconduct in relation to core subjects in the Executive Master of Public Administration (EMPA) program.

2 Scope

This policy applies to processes and systems assuring student academic standards for program activities, coursework, research and assessments in the EMPA core subjects.

3 Guiding Principles

- 3.1. ANZSOG's academic integrity processes aim to assure fairness and consistency in the evaluation of student learning and progress across the core subjects of the EMPA program.
- 3.2. ANZSOG maintains high academic standards and expects students to conduct themselves in a manner that is consistent with academic integrity, particularly when undertaking assessments and research. This applies to all participation requirements and assessment activities outlined in each of the subject guides of the core EMPA program.
- 3.3. ANZSOG will provide clear guidance and assistance to students to ensure that academic integrity requirements are understood and that students are aware that the failure to maintain academic integrity constitutes academic misconduct.
- 3.4. ANZSOG applies an educative approach to academic misconduct incidences where this is appropriate and possible.
- 3.5. ANZSOG provides students and staff who make an allegation of academic misconduct, or about whom an allegation is made, the opportunity to formally present their cases. No person will suffer any discrimination or victimisation as a result of raising an allegation in good faith.
- 3.6. ANZSOG staff who are responsible for investigation and decision making on an allegation of academic misconduct reach conclusions based on a fair hearing and will respect the privacy and confidentiality of all parties. In addition, ANZSOG will advise the student's conferring university of instances where academic misconduct has been confirmed and a penalty imposed. In these instances, any further action will be guided by the student's conferring university policy on academic integrity and misconduct.
- 3.7. Students will need to ensure they are aware of their conferring University's academic integrity and misconduct policies and procedures in their study of elective subjects of the EMPA program.

4 Policy Statement

The Academic Integrity Policy refers to ANZSOG's core subjects only. Students should refer to their conferring university for policies related to Academic Integrity for elective subjects.

Academic misconduct will not be tolerated and will be dealt with by a range of disciplinary actions, outlined in the Academic Integrity Procedure.

4.1 Academic misconduct involves behaviour that:

- i. Misrepresents academic and research output and achievement including plagiarism, falsifying data, contract cheating or collusion
- ii. Undermines academic trust, fairness, responsibility and accountability
- iii. Includes unintentional, intentional, reckless, unethical or negligent behaviour in relation to personal academic work and collaborative relationships.

4.2 Reporting and penalties:

- i. Claims of academic misconduct may be reported by other students to their subject leader or identified by the subject leader in reviewing submitted assessments
- ii. Subject leaders will counsel students identified as having committed academic misconduct in the first instance
- iii. Breaches confirmed by the subject leader will be reported to the EMPA Academic Director
- iv. If a case of academic misconduct is established the EMPA Academic Director will apply penalties to the student responsible in line with those stipulated in the Academic Integrity Procedure and advise the student's conferring university.
- v. Suspension or disqualification from the program may be considered (in consultation with the student's conferring university) for serious or persistent breaches of academic integrity.

4.3 ANZSOG responsibilities:

- i. Clearly communicating expectations of academic integrity in learning, teaching and research to students enrolled in the EMPA at the commencement of the program and as required at the commencement of core ANZSOG-delivered subjects
- ii. Ensuring subject leaders are clearly informed about this policy and about their obligations for reporting breaches of academic integrity
- iii. that incidents of serious academic misconduct are reviewed independently by the EMPA Academic Director and in consultation with the student's conferring university.

4.4 Student responsibilities:

- iv. comply with the expected standards of academic integrity including:
 - o individually undertaking all work (including group work) and assessment and other requirements for a subject and program, and
 - o acknowledging any legitimate cooperation, ensuring that the formulation of ideas and conclusions in individually assessable work is the independent work of each student
 - o acknowledged all words, quotes or ideas taken from other sources during research by using the correct referencing system recommended by the EMPA core ANZSOG-delivered subject guides.
- v. seek clarification, if necessary, to ensure they clearly understand assessment conditions and requirements, and appropriate writing, referencing and assessment practice in their subjects and the program
- vi. state clearly, using the referencing system described or recommended in the subject guide, where they sourced material on which they have based their work
- vii. properly acknowledge the thoughts, ideas, experimental works, conclusions, drawings, designs, data, computer programs or other creative work they have extracted, developed or summarised
- viii. complete an assessment cover sheet or online declaration for all assessment tasks stating that the work is the student's own and that all sources used and drawn on have been acknowledged and referenced.

5 Definition of Terms

Term	Definition
Assessment	an assignment, essay, examination, practicum, presentation, work-based project, or any other assessable part of a subject within the EMPA program whether mandatory or optional.
Academic integrity	the academic integrity principle is that a student's work is genuine and original, completed only with the assistance allowed according to the rules, policies and guidelines of ANZSOG
Academic misconduct	is any action or attempted action that may result in an unfair academic advantage to one or more students.
Allegation of academic misconduct	a claim or assertion arising that there are reasonable grounds to believe that a breach of academic misconduct has occurred.
Breach of academic integrity	when a student has been found to have acted in contravention of the Academic Integrity policy standards and requirements
Collusion	presenting work as independent work when it has been produced in whole or part in collusion with other people. This must not be confused with academic collaboration where there has been general group discussion about a project, task and/or assessment.
Conferring university	the university partner that will enrol the EMPA student, and who will subsequently confer the EMPA award.
Contract Cheating	when students outsource their assessments to a third party, whether that is a commercial provider, current or former student, family member, subordinate member of staff who reports to the student in their workplace, a work colleague or acquaintance. It includes the unauthorised use of file-sharing sites, requests for, or arrangement of, completing an assignment or other work for a student, providing any part of a piece of work or assignment, providing answers for an examination, or sitting an examination.
Core subject	a compulsory subject within the EMPA program that must be satisfactorily completed to meet the requirements of the program
Detecting academic misconduct	academic staff can identify potential breaches of academic integrity through various detection strategies such as search engines, matching content or authenticity software, such as Turnitin.

Elective subject	a subject which may be chosen by a student that is separate to core subjects. Elective subjects are delivered by the EMPA award-conferring university.
Investigation	where a student's performance or assessment(s) is reviewed.
Plagiarism	using the same or similar text or idea to the original text or idea without acknowledging the source or using quotation marks. This includes copying written materials, concepts, articles, electronic sources, one's own work previously submitted for an alternate assessment within this degree or any other accredited program, or another persons' assignment.
Student	any person enrolled within ANZSOG's EMPA program.
Substitution	a practice of employing, contracting, asking or agreeing to another person sitting an assessment or exam on a student's behalf (identify fraud).

6. Recordkeeping and notification

- 6.1 ANZSOG will maintain a record of all investigations and outcomes of academic misconduct. This record will help identify students who repeatedly breach academic misconduct standards and will guide the disciplinary action as outlined in the Academic Integrity Procedure. The EMPA Director will have oversight in managing the recording of investigations.
- 6.2 An annual aggregated and de-identified summary and analysis of academic misconduct allegations and findings across all EMPA core subjects delivered by ANZSOG will be tabled for noting at the first Academic Advisory Council meeting each year. This will be part of ongoing quality assurance monitoring for guiding and evaluating improvements to EMPA program delivery processes.
- 6.3 Confirmed and penalised instances of academic misconduct will be reported to the student's conferring university.

7. Related Policies

- Academic Research and Ethics
- Assessments and Moderation
- Code of Conduct
- Learning Resources and Educative Support
- Program Design
- Student Grievances and Complaints

8 Version History

Version Number	Audience	Responsibility	Approved By	Date Approved	Last Reviewed
1	Current Students Subject Leaders	EMPA Academic Director	Associate Dean, UR and CEO	2020	July 2020