



THE CATHOLIC INSTITUTE  
OF AOTEAROA NEW ZEALAND  
Te Pūtahi Katorika ki Aotearoa

## ACADEMIC HONESTY POLICY AND PROCEDURES

### RATIONALE

The Catholic Institute is committed to principles of ethical behaviour and integrity among its staff and students. The Institute values a culture of honesty and mutual trust and expects all members of staff and student body to respect and uphold these values in all their activities. Accordingly, TCI considers academic honesty and integrity to be fundamental principles that guides the pursuit of excellence in learning, teaching, research and service. Any conduct which breaches academic honesty represents a form of fraud. It attacks the integrity of learning and scholarship and contravenes academic values of respect for knowledge, scholarship and scholars. To this end TCI will randomly check students work electronically against their Academic Honesty software: <http://smallseotools.com/plagiarism-checker/>

### PURPOSE

The purpose of the policy is to define academic dishonesty and the rights and responsibilities of staff and students should a breach occur. For this policy, academic dishonesty is defined as student behaviour which does, and intends to, provide a misleading or deceptive basis for admission, assessment, academic progression and/or any other activity used to gain academic advantage or advancement to which the student is not entitled. It also includes any conduct that constitutes a breach of the Assessment Policy.

### PRINCIPLES

Academic integrity is integral to the context of true academic discourse, where learning, the assessment of student progress and academic quality are pursued without compromise. Consequently, the Catholic Institute is committed to:

1. defending the academic credibility and reputation of the Institute;
2. protecting the standard of TCI awards;
3. ensuring that students receive due credit for the work they submit for assessment;
4. providing students with advice on academic integrity and providing them with guidance on best practice to support the academic integrity of their learning; and
5. educating students about the importance of intellectual property and its relevance in relation to their own work and that of others.

### DEFINITIONS

#### 1.0 FORMS OF ACADEMIC DISHONESTY

Academic dishonesty may take a number of forms which include but are not limited to:

##### 1.1 plagiarism

- 1.2 collusion
- 1.3 recycling
- 1.4 cheating
- 1.5 impersonating another student
- 1.6 claiming credit for group work in circumstances when the student has not actively participated in or contributed to such work<sup>1</sup>
- 1.7 use of forged, false, falsified, inaccurate or incomplete documentation or data or misrepresenting/manipulating the source of a document.

## 1.1 Plagiarism

- 1.1.1 Plagiarism occurs when a student presents as his/her own work the thoughts, ideas, findings or work which he/she knows to be the work of another person, persons, or entity, without attributing appropriate academic acknowledgement to the author or the source. Plagiarism in any form is unacceptable in academic work as it breaches the fundamental principle of academic honesty.
- 1.1.2 Materials plagiarised may include any printed, electronic or audio-visual material, including computer-based material, drawings, designs, experimental results or conclusions, statistical data, computer programs or other creative work.
- 1.1.3 Examples of plagiarism, whether by individuals or in group work, can include:
  - a. copying ideas, concepts, research data, images, sound or text significantly or entirely from another source such as a published article, text, computer program, internet source, another student's work or draft work, and presenting it as the student's own work;
  - b. presenting an assessment task that is constructed of segments drawn from one or a number of sources without attribution of the source, linked by comments produced by the student;
  - c. summarising another person's work without acknowledging the source; failing to acknowledge the use of books, articles, internet or other sources; failure to accurately reference direct quotations from another work; failure to acknowledge ideas/arguments that depend on the work of another person;
  - d. citing texts or acknowledging 'secondary' sources which the student has not read, submitting a paper and/or material substantially the same as another student even where there was legitimate cooperation and collaborative preparatory work; claiming credit for the work of the group without actively participating or contributing to such work; acquiring or commissioning a piece of work and representing it as their own and/or their groups own work.<sup>2</sup>

## 1.2 Collusion

- 1.2.1 Collusion occurs where a student undertakes unauthorised collaboration with others and presents, as his/her own, that which is in full or in part the work of one or more persons. It differs from group assessment tasks where the learning activity specifically designates that it be undertaken as group work.

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<sup>1</sup> This does not include group work appropriately constructed as part of the course assessment package

<sup>2</sup> This particularly applies to work purchased from another student, or from a site on the internet

1.2.2 If individually assessable work is required to be submitted, legitimate co-operation and collaboration is to be acknowledged and the formulation of ideas and conclusions be the independent work of each student. Any other circumstances in which a student allows another student to copy his/her work for the purposes of assessment, or where students work together to submit identical work or work with large components of commonality, amounts to collusion.

1.2.3 Encouraging or assisting another person to commit plagiarism is a form of collusion and may attract the same penalties which apply to plagiarism.

1.2.4 Collusion does not apply to assessment tasks submitted in accordance with group work guidelines provided by the Lecturer.

### **1.3 Recycling**

A student may not, without the prior written approval of the lecturer, submit for assessment work which is the same or substantially the same as work being submitted, or which has previously been counted towards the completion of another course undertaken for credit towards any qualification, whether at this Institute or elsewhere. Where the lecturer approves the resubmitting of work, the source of the work must be acknowledged. The same principles and procedures apply to recycling as apply to plagiarism.

### **1.4 Cheating**

A student must not:

- a. cheat or attempt to cheat in any examination/other assessment task; nor must they directly or indirectly assist another student to cheat in any examination/other assessment task;
- b. read or assist others to read and/or copy another student's work or materials during an examination or assessment task;
- c. use any electronic device to receive data from, or send data to, or to communicate in any way with, any other person or electronic device during the examination;
- d. improperly obtain prior knowledge of an examination paper or other assessment task and use that knowledge in an examination or other relevant assessment task;
- e. impersonate another person in connection with any examination/assessment task
- f. Online assessment tasks and examinations are subject to the specific instructions of the Lecturer, but the principles above regarding the unauthorised use of any assistance apply: no person other than the bona fide student may undertake an online assessment or examination on behalf of the student authorised by their enrolment to undertake the assessment or examination.

### **1.5 Impersonation**

A student must personally undertake all their own course work, assessments and/or other course requirements. A student must not allow others to impersonate them in relation to any course requirement, including in the online environment.

### **1.6 Use of forged, false, falsified or incomplete documents**

A student must not create or use, in connection with any activity within or connected with his/her application for, enrolment or re-enrolment, assessment or progression in a course, or for any other purpose, forged, false or falsified documentation or data, or create or use documentation or data which the student knows to be inaccurate or

incomplete. A student must not fail to disclose any information or matter where there is a duty to disclose such information or matter.

### **1.7 Academic dishonesty in research**

Academic dishonesty in research includes any behaviour described in sections 1.1 - 1.6 above in relation to proposing, conducting or reporting research, and further includes:

- a. fabricating data;
- b. omitting reference to relevant published works of others for the purpose of implying personal discovery of new information or original analysis of data;
- c. attributing work to others who have not in fact contributed to the research;
- d. stating or presenting a relevant or significant falsehood or omitting information or data so as to distort what is presented;
- e. making use of any information in breach of any duty of confidentiality associated therewith; or
- f. taking or damaging any research-related property of another person or body without authorisation.

This may include, but is not limited to, writings, manuscripts, data, hardware, software or any other substance or device used or produced in the conduct of research.

## **2 RIGHTS AND RESPONSIBILITIES**

### **2.1 TCI**

#### **TCI will:**

1. develop strategies to promote principles and practice of academic integrity among all students;
2. Establish structures that support Academic Integrity, through the Academic Integrity Policy and Procedures for Dealing with Alleged Breaches of Academic Honesty;
3. establish and maintain appropriate procedures to oversee and monitor the implementation of TCI's policy and procedures on academic integrity; and
4. present a report to the Council Academic Committee on any breaches of Academic integrity and subsequent handling of Academic dishonesty.

#### **The Academic Dean will:**

- a. ensure students have access in the student manual to information on Academic integrity and advice to students regarding the style guide and referencing/citation system required in the discipline and/or for different assessment tasks.
- b. ensure that all academic staff are aware of the need to introduce and reinforce student understanding of academic integrity and the professional and academic skills required at all course levels
- c. ensure that all academic staff are aware of, and provide advice to students regarding, the available sources of assistance for students seeking to develop their skills in academic writing and, in particular, preparation and presentation of assignments and other assessment tasks;
- d. incorporate material that will assist students to understand the meaning and practical application of academic integrity;

- e. ensure relevant printed or electronic TCI publications include statements which:
  - i. make it clear that plagiarism, collusion, recycling and other forms of academic dishonesty are unacceptable;
  - ii. provide clear guidelines outlining what constitutes legitimate co-operation and collaboration, where it is encouraged and where it is prohibited;
  - iii. provide clear guidelines on group-work, especially concerning assessment and division of tasks among group members and monitoring of group-work by academic staff, to ensure fair assessment;
- f. implement appropriate security practices for submission and return of assessment tasks; and
- g. maintain a register of warnings issued to students regarding academic dishonesty and cases of breach of academic

**Academic staff will:**

- a. ensure they are familiar with current policies and procedures with respect to academic integrity, and apply them consistently;
- b. design their assessment schedule in accordance with the Assessment Policy
- c. clearly explain in Course Outlines the style guide and referencing/citation system required in the discipline and/or for different assessment tasks;
- d. discuss with students (during the first few weeks of each study period) the importance of academic integrity and how to avoid its breach;
- e. provide appropriate conditions for group work and make clear to students the distinction between group work, levels of legitimate co-operation and collaboration, and requirements for individual work;
- f. be aware of and responsive to different cultural backgrounds of students, especially in relation to the use of the work of others and to academic literacy and writing skills;
- g. provide students with early notification and fair warning if they believe any individual or group may be at risk of breaching academic integrity standards; and
- h. consistently monitor students work using text matching software programs, such as *SmallSEOTools*.

**2.2 Students**

Students have a right to:

1. have access to TCI's policies, procedures and relevant resources relating to academic integrity;
2. be provided with the style guide and referencing/citation system required in each discipline and/or for different assessment tasks;
3. be provided with clear information on assessment requirements in each Course Descriptor with particular attention to aspects involving individual and/or collective assessment;
4. be provided with clear guidelines relating to the level of co-operation and collaboration permitted within each assessment component and all aspects of group work, its operation, monitoring and assessment;

5. expect consistent application of the academic framework, policies, procedures and practices at National and site levels;
6. receive early notification or fair warning in any case in which a member of staff believes a student or group of students may be at risk of breaching TCI's standards of academic integrity; and
7. participate in appropriate learning experiences which are offered in order to improve their academic literacy, competence in academic writing and study skills, understanding of requirements of group work, and development of personal attributes, in particular, ethical behaviour.

Students have a responsibility to:

- a. become familiar with TCI's regulations, course rules and associated written procedures, which govern the status and conduct of students within the Institute and to conduct themselves in a manner which is consistent with those documents;
- b. understand and act within the Institute's published principles of academic integrity in the preparation, conduct and submission of assessment tasks;
- c. seek clarification, if necessary, to ensure they clearly understand assessment conditions and requirements, and appropriate writing, referencing and assessment practice in their course(s);
- d. submit only work which is their own, or which properly acknowledges the thoughts, ideas, findings and/or work of others; for example:
  - i. using the referencing system described in the Course Descriptor clearly state the source of any material on which they have based their work;
  - ii. acknowledge the people whose thoughts, ideas, experimental works, conclusions, drawings, designs, data, computer programs or other creative work they have extracted, developed, summarised or rephrased;
  - iii. avoid excessive copying of passages or works of another author, even where the source is acknowledged;
- e. seek assistance from appropriate sources to remedy any identified deficiencies in their academic skills;
- f. ensure academic integrity is maintained when sharing work with others for any reason;
- g. retain materials which would demonstrate evidence of their authorship of assessable work (e.g. record of library borrowings, addresses of internet sites accessed, notes compiled, drafts of an assessment task); and
- h. complete assessment cover sheets or online declarations for all non-examination assessment tasks; this includes certification that the work is the student's own and that all cited works have been acknowledged and referenced. Where assessments are to be submitted electronically, students are required to complete the electronic declaration of originality at the start of the study period.

### **3.0 PROFESSIONAL DEVELOPMENT OF STAFF**

- 3.1 The resources to assist in promoting academic integrity to staff and students and dealing with any instances of its breach will be addressed in professional development programs for staff. In particular staff will be supported in pursuit of best practice in the setting of assignments in such a way that plagiarism becomes more difficult to commit.

- 3.2 TCI will advise staff in the use of, <http://smallseotools.com/plagiarism-checker/> its software for plagiarism detection the introduction of which is designed to promote academic integrity among students and assist staff in detecting instances of possible plagiarism.

## **RELATED POLICIES**

Student Behaviour and Personal Conduct Policy;  
Student Complaints, Grievances and Appeals Policy

## **PROCEDURES**

### **BREACHES OF ACADEMIC HONESTY**

Cases of alleged breach of academic honesty will be dealt with by procedures which ensure:

1. equity;
2. consistency;
3. procedural fairness;
4. timely resolution of the case; and
5. achievement of appropriate and effective outcomes.

The following procedures deal with breaches of academic honesty and will be reviewed regularly and published on TCI's website. On submission of assignments for marking students are required to sign the **declaration of academic honesty** on their assignment cover sheets. This indicates students are aware of, and have followed the principles outlined in, TCI's Academic Honesty Policy. TCI may use text matching software or other tools to assist in identifying breaches of academic honesty.

#### **1. LECTURER/TUTOR RESPONSIBILITY**

Where a lecturer or tutor detects or becomes aware of a possible breach in academic honesty the following steps will be taken.

- 1.1 The lecturer will arrange a consultation/email communication with the student to further investigate the matter and advise the Academic Dean. The lecturer/tutor will refer the student to TCI's policy and procedures around breaches of academic honesty. If the lecturer/tutor is a contracted lecturer, they will pass the material to the Site Coordinator who will forward this with a report to the Academic Dean to take the process forward.
- 1.2 If the Lecturer/tutor is satisfied the student did not act inappropriately or dishonestly, they should consult with the Academic Dean, provide the student with relevant academic counselling and provide a report on the matter to Academic Dean.

#### **2. ACADEMIC DISHONESTY PROCESS**

If the Lecturer or tutor has sufficient evidence to conclude that the student has acted inappropriately or dishonestly, they are to:

- 2.1 Contact the Head of Student and Business Support to ascertain if the student has received any previous breaches of academic honesty or written warnings related to possible academic dishonesty have been issued to the student;

- 2.2 Where the student's personal file and/or the national register of Breaches of Academic Honesty contains no evidence of prior breaches of academic honesty and the current breach is a **minor** breach, the Lecturer should counsel the student by explaining referencing guidelines, and provide a copy of the Academic Honesty Policy and a copy of TCI's Academic rubrics and referencing skills. The lecturer may then:
- a. adjust the student's mark in the relevant assessment task to take account only of work which is in line with principles of academic integrity and with the Academic Honesty Policy; and
  - b. issue a written warning about the consequences of breaching TCI's policy on assessment and academic honesty. The letter should include advice that any further possible occurrences of academic dishonesty will take into consideration any previous warning that has been issued.

A copy of any warning letter should be:

1. signed and dated by both the student and the Lecturer;
2. retained by both the student and the Lecturer;
3. forwarded by the Lecturer to the Site Coordinator who notifies the Academic Dean and;
4. recorded by the Head of Student and Business Support on the national register of Breaches of Academic Honesty.

### **3 ACADEMIC DISHONESTY EVIDENCE**

- 3.1 If the Lecturer or tutor has sufficient evidence to conclude that:
- i. there is at least one previous record related to a previous academic dishonesty occurrence;
  - ii. or the current academic dishonesty occurrence is not a minor breach.

They will provide a report to the Academic Dean on investigations undertaken and all relevant materials, which should include the paper or work submitted by the student for assessment and appropriate evidence of the basis on which the allegation is based e.g.:

- a. reference to and preferably copies of other resources which are considered to have been plagiarised; (a printout from any internet site is appropriate, in case that site is subsequently changed);
- b. evidence of collusion or recycling;
- c. evidence from text matching software or other detection tools;
- d. any explanations and/or admissions that the student may make with respect to the relevant behaviour;
- e. information about any other written warnings related to possible previous occurrences of academic dishonesty found on the student's personal file or the central repository of breaches of academic honesty.

### **4 INVESTIGATION PROCESS**

- 4.1 Allegations of academic dishonesty will initially be reported to the Academic Dean, who within 10 working days of receiving the allegation, will initiate an investigation.
- 4.2 If the Academic Dean considers the evidence does not support the allegation, the student and Lecturer/tutor will be advised that no further action will be taken.
- 4.3 If the Academic Dean considers that the allegation has substance, they will check for previous breaches with Head of Student and Business Support and notify the student in writing of the nature of the allegation/s, providing them with a copy of the Academic Honesty Policy, these Procedures and an opportunity to submit a written response.

Unless otherwise specified, the student's response should be lodged within 20 working days of notification of the alleged breach.

- 4.4 The Academic Dean may also request the student to attend an interview or provide the student with the opportunity to request an interview to discuss the allegation.
- 4.5 The Academic Dean will make a decision on the matter within 20 working days from the receipt of a response from the student, or, if no response is received, the due date for a response from the student.

## **5. FACTORS TAKEN INTO ACCOUNT IN DETERMINING ACTION TO BE TAKEN WHERE ALLEGATION OF ACADEMIC DISHONESTY IS PROVEN**

The following factors will be taken into account in determining the gravity of an act of academic misconduct and determining action to be taken and/or penalty to be imposed:

- a. the nature of the academic dishonesty;
- b. the extent of the academic dishonesty;
- c. the experience of the student;
- d. any explanations and mitigating circumstances provided by the student;
- e. any previous record of academic dishonesty on the part of the student; and
- f. whether the breach is a minor breach of the Academic Honesty Policy, defined as a relatively small or insignificant breach of the student's academic honesty obligations. The breach has minimal effect on the overall result for that assessment task; is not indicative of a broader pattern of behaviour; so does not provide the student with a significant unfair advantage.

## **6 ACTION WHICH MAY BE TAKEN**

- 6.1 Following investigation of the allegation, and in consultation with the Head of Student and Business Support, the Academic Dean may take one or more of the following actions:
  - a. dismiss the case with no further action, other than counselling the student;
  - b. issue the student a written warning; notify Head of Student and Business Support;
  - c. require the student to resubmit the work for assessment or to undertake additional; alternative and/or remedial work in substitution for the work submitted;
  - d. apply a fail grade to the work, or part thereof;
  - e. impose a maximum pass grade for the course not exceeding a grade of C and/or downgrade the final grade overall of the course;
  - f. apply a fail grade overall in the course;
  - g. refuse, cancel or annul credit for any course;
  - h. refer the matter to the Director TCI if the Academic Dean considers a fail grade in the course is insufficient to deal with the matter.
  - i. terminate the student's enrolment in the course and exclude the student from the Institute for a period of up to one semester from the date of termination.

## **7 ACTION BY DIRECTOR TCI**

- 7.1 In the event of an allegation of academic dishonesty being referred by the Academic Dean to the Director TCI, the Director TCI will undertake such further investigation of the case as is considered appropriate.
- 7.2 Following consideration of the case the Director TCI may take one or more of the following actions:
  - a. dismiss the case;
  - b. apply a fail grade overall in the course(s);

- c. refuse, cancel or annul credit for any course(s);
- d. impose some lesser academic penalty;
- e. terminate the student's enrolment in the course and exclude the student from the Institute for a period of up to one semester from the date of termination.

## **8. NOTIFICATION AND RECORDING OF DECISIONS**

- 8.1 Following determination of a case the Academic Dean will advise the student in writing of:
- a. the process undertaken during the investigation;
  - b. the decision reached;
  - c. the reasons for the decision; and
  - d. the available avenues of appeal.

A copy of the advice to the student will be provided to the Head of Student and Business Support and other relevant staff as is considered appropriate

- 8.2 The Head of Student and Business Support places the report on the confidential (electronic) Breaches of Academic Honesty file. Further access to the report is limited to the Head of Student and Business Support, the Director TCI and the Academic Dean. A cross reference will also be included on the student's personal file and the decision will be recorded on the central repository of breaches of academic honesty held by the Head of Student and Business Support.

## **9. IMPLICATIONS OF TERMINATION OR EXCLUSION**

Where a student's enrolment has been terminated or the student has been excluded under these Procedures, the following provisions apply:

- a. the student may not resume studies, after the expiry of the nominated period of exclusion, without first obtaining the approval of the Academic Dean;
- b. where the period of exclusion is greater than one standard study period or semester, in order to be considered for re-enrolment, the person must first submit an application for readmission which will be determined by the Academic Dean after consultation with the Breaches of Academic Honesty file;
- c. if the student subsequently re-enrols, no credit may be granted for any studies or other learning or practical experience undertaken at this Institute or elsewhere during the period of exclusion or suspension.

## **10. AVENUES OF APPEAL**

- 10.1 A student may appeal:
- a. to the Director TCI against a decision of the Academic Dean or the Site Coordinator;
  - b. to the Head of Research and Advocacy if the TCI Director and the Head of Teaching and Learning are the same person; or
  - c. to an ad hoc appeals committee (comprising a TCI staff member; the Head of Research and Advocacy; and a member of the TCI Council or their nominee) against the decision of the Director TCI.

- 10.2 Any such appeal will be handled in accordance with the Student Appeals Policy and Procedures.