



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

ACADEMIC HONESTY POLICY

1. Rationale.....	1
2. Purpose.....	1
3. Forms of Academic Dishonesty.....	2
4. Rights and Responsibilities.....	5
5. Professional Development of Staff.....	8
6. Review.....	8
7. Application.....	8

CROSS REFER: Academic Honesty Procedures

(Drawn from the *Academic Integrity Frameworks* of Australian Catholic University)

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 the purpose of 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.

1.0 FORMS OF ACADEMIC DISHONESTY

Academic dishonesty may take a number of forms. These 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 work¹
- 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 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 acknowledgement, of the kind commonly required in academic practice, of the author or the source. Plagiarism fundamentally breaches the principle of academic honesty. It may take many forms and it is unacceptable in academic work.
- 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.
- 1.3 Examples of plagiarism, whether by individuals or in group work, include the following:
 - 1.3.1 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;
 - 1.3.2 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;
 - 1.3.3 summarising another person's work without acknowledgement of the source; failing to acknowledge use of books, articles and other sources such as the internet; failure to use appropriate footnotes or referencing when using a direct quote quotation from another work; failure to acknowledge an idea or an argument which is heavily dependent on the work of another person.

¹ This does not include group work which is appropriately constructed as part of the course assessment package

1.3.4 citing texts or other sources which the student has not read, without acknowledging the 'secondary' source from which knowledge of them has been obtained; submitting substantially the same final version of any material as another student in an assessment task even where there was legitimate cooperation and collaborative preparatory work;

1.3.5 in group work, where the group utilises work from another group or source; a student claims credit for the work of the group but has not actively participated in or contributed to such work; a piece of work is acquired or commissioned and representing it as if it were the student's and/or groups own work.²

1.2 Collusion

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

1.2.2 If individually assessable work is required to be submitted, any legitimate co-operation and collaboration should be acknowledged and the formulation of ideas and conclusions in the paper must 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 in Charge of the course, 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 in Charge of the course 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 or other assessment task;
- b. directly or indirectly assist any other student to cheat in any examination or other assessment task;

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

- c. read and/or copy another student's work or other materials or assist/enable another student to read and/or copy work or other materials during an examination or assessment task;
- d. 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;
- e. improperly obtain prior knowledge of an examination paper or other assessment task and use that knowledge in an examination or other relevant assessment task;
- f. impersonate another person in connection with any examination/assessment task
- g. 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 work and assessment and other requirements for a course. A student must not allow or procure impersonation of them self in relation to any assessment task, or 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.

1.8 Academic Integrity Framework and 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:

- a. defending the academic credibility and reputation of the Institute;
- b. protecting the standard of its awards;
- c. ensuring that students receive due credit for the work they submit for assessment;
- d. advising its students of the need for academic integrity, and providing them with guidance on best practice in support of their learning; and
- e. educating students about the importance of intellectual property and its relevance in relation to their own work and that of others.

2 RIGHTS AND RESPONSIBILITIES

2.1 Responsibilities of TCI

2.1.1 TCI will:

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

2.1.2 The Head of Learning and Teaching will:

- a. ensure that students have access 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 is available in the student manual
- 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 that relevant TCI publications (printed and electronic) 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 regarding academic dishonesty and cases of breach of academic

2.2 Responsibilities of Academic staff

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 (at an early stage, and particularly 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; and
- 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.

2.3 Rights of Students

Students have a right to:

- a. have access to TCI's policies, procedures and relevant resources relating to academic integrity;
- b. be provided with the style guide and referencing/citation system required in each discipline and/or for different assessment tasks;
- c. be provided with clear information on assessment requirements in each Course Outline, especially concerning aspects involving individual and/or collective assessment;
- d. be provided with clear guidelines relating to all aspects of group work, its operation, monitoring and assessment;
- e. be provided with clear guidelines on the level of co-operation and collaboration permitted within each assessment component;
- f. expect consistent application of the academic framework, policies, procedures and practices at National and site levels;
- g. 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
- h. participate in appropriate learning experiences which are offered in order to improve their academic literacy and competence in academic writing and study skills, understanding of the requirements of group work, and development of personal attributes, in particular, ethical behaviour.

2.4 Responsibilities of Students

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 in accordance with 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. state clearly in the appropriate form where they found any material on which they have based their work, using the referencing system described in the Course Outline;

- ii. acknowledge the people whose thoughts, ideas, experimental works, conclusions, drawings, designs, data, computer programs or other creative work they have extracted, developed or summarised, even if they put these into their own words, data or designs;
- iii. avoid excessive copying of passages or works of another author, even where the source is acknowledged. The student should use another form of words to show that the student has thought about the material and understood it, but state clearly where they found the ideas;
- 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 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.

REVIEW

The contents of this policy have been in discussion for a year and a draft comprehensive policy wording was released last year to the Policy Review Group for consultation. The Policy is yet to be ratified by the Academic Committee and will be up for review in January 2017 or earlier if academic circumstances change.

APPLICATION

This policy applies to all students and staff of TCI.