

Policy Title: Academic Integrity

Policy Owner: Academic Director

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Policy Code: QTDP0027

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

- 1.1. This policy articulates the principles underpinning Edith Cowan College's commitment to academic integrity and sets out the framework for promoting and assuring academic integrity in all aspects of teaching, learning and scholarship at the College.
- 1.2. This Policy complies with the Australian [Higher Education Standards Framework \(HESF\)](#) and accompanying TEQSA Guidance Note: [Academic Integrity](#)
- 1.3. This Policy is consistent with ECC's Mission: To provide high quality education services that lead to success in ECU and beyond

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all ECC students and staff.
- 2.2. This Policy is to be read in conjunction with ECC Academic Breach and Academic Misconduct Rules and ECC Academic Breach and Academic Misconduct Procedures

3. DEFINITIONS:

TERM	DEFINITION
Academic Breach [See ECC Academic Breach and Academic Misconduct Rules (Students)]	An act of minor and unintentional Plagiarism, committed by an ECC Student in their first Study Period. The ECC Nominee will use the ECC Academic Breach and Academic Misconduct Procedures to decide if Academic Breach applies to each case.
Academic Council	ECC academic governance committee that is ultimately responsible for oversight of academic quality assurance through continuous improvement of academic policies and procedures. Academic Council set standards for academic outcomes and monitors academic KPI against external benchmarks (https://www.edithcowancollege.edu.au/documents-and-forms).

Academic Director	Refers to the ECC Academic Director who is responsible for the development and implementation of a quality learning and teaching framework, program development and accreditation, management of both resources and provision of academic services to Pathway students.
Academic Integrity	Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and scholarship. Academic Integrity requires a commitment to fundamental values: honesty, trust, fairness, respect, responsibility and courage, even in the face of adversity. These values inform and improve ethical decision-making and behaviour for Students, Staff and administrators (International Centre for Academic Integrity) ¹ Compliance with these principles enables students and staff to build knowledge, create new ideas, generate original works and enhance scholarship, whilst acknowledging the work of others.
Academic Integrity Module	Training providing education and information on Academic Integrity
Academic Misconduct [See ECC Academic Breach and Academic Misconduct Rules (Students)]	Any conduct by a Student in relation to academic work that is dishonest or unfair, including but not limited to: <ul style="list-style-type: none"> • Bribery or Coercion; • Cheating in Tests or Examinations; • Contract Cheating; • Fabrication or Falsification; • Failure to meet required Research standards; • Plagiarism; • Unauthorised Collaboration, but does not include actions deemed by ECC to be an Academic Breach.
Academic Program Coordinator (APC)	ECC academic staff member who is responsible for the management of academic staff, together with the development, delivery and continuous improvement of learning and teaching of a Pathway Course.
Continuing Student	A student enrolled in their second or subsequent Study Period at ECC, regardless of any change of Course
Course	A formal program of study necessary that will qualify for an ECC Award or any Non-Award Course approved for delivery by TEQSA
Director of Studies (ELICOS)	Refers to the ECC Director of Studies (ELICOS) who is responsible for the development and implementation of a quality learning and teaching framework, program development and accreditation, management of resources and provision of academic services to ELICOS students
ELICOS	English Language Intensive Courses for Overseas Students
ELICOS Coordinator	ECC academic staff member who is responsible for the management of academic staff, together with the development, delivery and continuous improvement of learning and teaching of ELICOS Courses.
HESF	Refers to the Higher Education Standards Framework.
Learning and Teaching Committee	Academic governance committee that reviews Course delivery and recommends actions and resources for ongoing improvement of ECC academic KPIs (https://www.edithcowancollege.edu.au/documents-and-forms).

¹ <https://academicintegrity.org/fundamental-values/>

New Student	A student enrolled in their first Study Period at ECC who has not previously been found to have committed an Academic Breach or Academic Misconduct at ECC
Nominee	Refers to the person who is authorised to investigate an allegation of Misconduct: <ul style="list-style-type: none"> • For Academic Breach – the Unit Coordinator • For Academic Misconduct <ul style="list-style-type: none"> ○ ECC Academic Integrity Officer (or in their absence) it will be investigated by: ○ Academic Program Coordinator or Academic Director in relation to Pathway Courses; ○ ELICOS Coordinator or Director of Studies (ELICOS) in relation to ELICOS Courses ○ Partner Provider Manager in relation to Partner Provider sites.
Non-Award Course	A course leading to a qualification or an award not covered by the Australian Qualifications Framework.
Partner Provider	An institution that provides an accredited course which is registered as being offered by ECC, who, for the purposes of this document oversees all matters relating to the delivery of those courses.
Partnership	A formal agreement where an institution (Partner Provider) has been approved as an ECC transnational education delivery site. ECC provides the intellectual property, quality assurance processes and (in agreed cases) will award qualification documents.
Pathway Course	Refers to Higher Education courses that are designed to articulate into further study.
Research	Refers to research relating to student assessments and the scholarship of learning and teaching. ECC does not conduct research nor offer research training that leads to a Higher Degree by Research (HDR) qualification.
Scholarship	Activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field.
Staff	Any person involved in the preparation and delivery of an ECC Unit or Course, including any member of ECC staff (Pathway or ELICOS) and Partner Provider employees.
Student	Any person enrolled in any Award or non-Award Unit or Course delivered by ECC or an ECC Partner Provider
Study Period	For Pathway students, one Study Period comprises one trimester or one Semester of study. For ELICOS students, one Study Period comprises one 10-week block unless otherwise stated in the Letter of Offer
TEQSA	Tertiary Education Quality and Standards Agency – Australian regulatory and quality agency for Higher Education.
Unit	A module or discrete component of study within a Course.
Unit Coordinator	ECC academic staff member who is responsible for the development, delivery and continuous improvement of learning and teaching of a Unit or Course and the student experience across all locations. It includes any ECC academic staff (Pathway or ELICOS) and Partner Provider academic staff.

4. POLICY CONTENT:

Principles

- 4.1 A culture of academic integrity, consistent with ECC values, is fundamental to the operation and reputation of the College. This Policy is consistent with the values of ECC and Navitas:
- Conviction to our purpose and potential
 - Drive towards achieving and advancing together
 - Adventurous in mind and spirit
 - Rigour in enhancing our professional reputation and credibility
 - Genuine in the way we behave and deliver
 - Respect shown by celebrating, valuing and caring for people and the environment
- 4.2 This policy complies with and reinforces the Academic Integrity provisions of the Higher Education Standards Framework (HESF).
- 4.3 This policy aligns with the principles set by Edith Cowan University with respect to the management of Academic Integrity.
- 4.4 Academic Integrity will be promoted through holistic and multi-stakeholder engagement and comprehensive education:
- 4.4.1 ECC is committed to ensuring all staff and students understand the importance of Academic Integrity, what constitutes Academic Breach and Academic Misconduct, and the consequences of Academic Breach and Academic Misconduct.
- 4.4.2 ECC is committed to guiding and supporting staff and students to undertake learning, teaching and Research activities with integrity at all times through a range of resources, education and training activities.
- 4.4.3 ECC requires successful completion of training in academic integrity by:
- a) All academic staff of ECC and Partner Providers
 - b) All students in their first Study Period at ECC
- 4.4.4 Course and unit assessments will be designed to minimise the potential for Academic Breach and Academic Misconduct by students, in accordance with the principles in the ECC [Assessment Policy](#) and strategies outlined in the [Assessment, Examination and Moderation Procedures](#)
- 4.5 Detecting and responding to Academic Breach and Academic Misconduct will be coordinated, evidence based and technologically supported:
- 4.5.1 ECC will use technology and business systems, to establish a culture of Academic Integrity to assist academic staff in detecting Academic Breach and Academic Misconduct, minimise opportunities for submission of fraudulent assessments and assist students to learn from feedback associated with their online submissions
- 4.5.2 Academic staff will be supported in detecting and responding to Academic Integrity via ongoing training to ensure fair, consistent, transparent and timely application of ECC processes including [Academic Breach and Academic Misconduct Rules \(Students\)](#) and Academic Breach and Academic Misconduct Procedures
- 4.6 Quality improvement will be driven by ongoing review of ECC Academic Integrity data and the effectiveness of actions aimed at developing a culture of academic integrity as described in the roles and responsibilities below.

Roles and Responsibilities:

- 4.7 To achieve the College's commitment to Academic Integrity, staff and students have the following responsibilities:
- 4.7.1 Students are required to:
- a) act in accordance with the principles of Academic Integrity in their learning and Research;
 - b) complete Academic Integrity training in their first Study Period;

- c) actively engage with ECC's expectations for assessment, including assessment task and submission requirements, acknowledgement and referencing practices, marking criteria and any other relevant standards;
- d) only submit for assessment, work that properly acknowledges the words, ideas, designs, or works of others and is otherwise their own work; and
- e) refrain from any forms of Academic Breach or Academic Misconduct.

4.7.2 Academic/Teaching Staff are required to:

- a) undertake required training to support education, detection and response to Academic Integrity matters;
- b) ensure that a consistent, holistic approach is taken to establish a culture of Academic Integrity and model best practice through the delivery of their course materials;
- c) promote Academic Integrity in Courses and Units as they are developed or reviewed, through the integration of learning and assessment experiences and the use of enabling technologies, which allow students to develop and demonstrate good academic practices
- d) comply with ECC [Academic Breach and Academic Misconduct Rules \(Students\)](#) and the Academic Breach and Academic Misconduct Procedures;
- e) take a fair and consistent approach to identify, investigate and take actions against Academic Breach and Academic Misconduct;
- f) maintain confidentiality in relation to allegations of Academic Breach and Academic Misconduct

4.7.3 Unit Coordinators are required to:

- a) understand the learning needs of ECC's student cohort, including academic learning support and English language needs as a basis for designing appropriate Assessments and Assessment Tasks that minimise Academic Breach and Academic Misconduct and scaffold learning of principles of Academic Integrity
- b) support an educational approach in the design and delivery of unit curriculum and assessment, including ensuring that students are aware the specific requirements of acknowledgement that apply to each assessment task; and
- c) report on assessment practices and outcomes to their Academic Program Coordinator or ELICOS Coordinator

4.7.4 The Nominee (Academic Integrity Coordinator or delegate) will:

- a) provide institutional leadership in relation to Academic Integrity
- b) ensure allegations of Academic Breach and Academic Misconduct are treated in a fair, consistent, transparent and timely manner;
- c) facilitate continuous improvement of Academic Integrity procedures;
- d) report the data to the Academic Program Coordinator or ELICOS Coordinator
- e) use data to identify Academic Integrity trends and assist in developing college-wide actions to address any concerns

4.7.5 Academic Program Coordinators and the ELICOS Coordinator are required to:

- a) oversee development and delivery of Academic Integrity education in their Course(s)
- b) analyse trends relating to allegations and findings of Academic Misconduct and make recommendations to the Academic Director or Director of Studies (ELICOS) about appropriate educational interventions.

4.7.6 The ECC Academic Director and Director of Studies (ELICOS) will:

- a) provide leadership and resources to ensure Academic Integrity;
- b) report to relevant governance committees on data and trends and steps taken to promote academic integrity and minimise Academic Breach and Academic Misconduct
- c) regularly review policies and procedures against relevant benchmarks to ensure best practice in promoting Academic Integrity
- d) ensure third party providers comply with the Academic Integrity Policy, Rules and Procedures

5. ACCOUNTABILITIES AND RESPONSIBILITIES:

The ECC Academic Director has overall responsibility for the content of this policy and its operation at ECC.

The ECC Quality and Compliance Manager is responsible for the maintenance of this policy.

All members of the College community are expected to comply with this Policy

6. RELATED DOCUMENTS:

6.1. This policy complies with

- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)

6.2. This policy is supported by the following ECC Guidelines:

- [Academic Breach and Academic Misconduct Rules \(Students\)](#)
- [Academic Breach and Academic Misconduct Procedures](#)
- [Admission, Enrolment and Academic Progress Rules](#)
- [Assessment, Examination and Moderation Procedures](#)

6.3. Other documents relevant to the operation of this policy are:

- [ECC Assessment Policy](#)
- [ECC Privacy Policy](#)
- Navitas Records Management Policy

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	Academic Director
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
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8. APPROVAL HISTORY:

POLICY APPROVED BY:	ECC Academic Council
DATE POLICY FIRST APPROVED:	New
DATE LAST MODIFIED:	13 May 2019
REVISION HISTORY:	Previously incorporated into the Student Misconduct Policy – now split into Academic Integrity Policy and Student Misconduct (General) Policy
NEXT REVISION DUE:	May 2021

For further information on the ECC Policy Framework contact:

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