Name:	**Academic Integrity Policy**
Approved by:	General Manager –Group Quality, Accreditation & Compliance Manager
Date Approved:	O4.03.2021
Approved by:	General Manager – Greenwich English College
Date Approved:	04.03.2021
Implementation Owner	Academic Manager
Maintenance Owner	Group Quality, Accreditation & Compliance
Review Date	04.03.2022

SECTION 1 – INTRODUCTION

1) Purpose

Greenwich English College Pty Ltd (Greenwich) (including Greenwich Management College) is committed to academic integrity. It is dedicated to proactively educating and supporting students to prevent breaches of academic integrity. This policy aims to ensure that academic integrity is a fundamental part of the overarching institutional and student approach to academic study. Greenwich aims to have learning and assessment strategies that reduce the inclination to cheat, along with response mechanisms that demonstrate to the Greenwich academic community there is zero-tolerance for deliberate and premeditated academic fraud.

2) Scope

This policy applies to all staff and students of the Greenwich.
It includes the institutions' approach to:

- Plagiarism
- Cheating in exams (ELICOS only)
- Contract cheating
- Collusion
- Misuse of Greenwich intellectual property
- Rigour in Investigation

It takes into consideration the various mediums used by students along with related copyright, intellectual property and moral rights.

SECTION 2 – BROAD STRATEGIES

Greenwich uses the following broad strategies to reduce academic misconduct

i) Education:
   (1) Educate students and staff in ethical and practical considerations
   (2) Raises awareness of the Turnitin tool and the consequences of plagiarism
   (3) Educate students of the academic misconduct processes, institutional and legal consequences
ii) Support (Addressing issues that lead to loss of integrity):
   (1) Provide literacy assistance
   (2) Provide guidance and advice on time management and study skills
   (3) Assist students in acquiring effective approaches to their assessments
   (4) Identified and addresses learning gaps
iii) Encourage (academic integrity through its teaching and learning environment):
   (1) Academic staff lead through examples of good practice
   (2) Assessment design encourages engagement and independent thinking
   (3) Varying assessments from year to year
   (4) Require students to document the development process of an artwork
   (5) Require students to use visual diaries as a way to verify original ideas used an artwork
   (6) Require students to reference artworks used to inspire their creative projects
   (7) Schedule assessment submission dates to balance student workloads

SECTION 3 – STAFF AND STUDENT RESPONSIBILITIES

1) Academic staff will

Responsibility	Implemented by
Inform all students of appropriate referencing techniques and provide clear examples of what is acceptable	• On Canvas • Verbally before a relevant assessment, • In organised visits by librarian
Explain academic expectations and what constitutes plagiarism	• In-class before an assessment • In the assessment guides
Set appropriate conditions for group work and make clear the distinction between group work and individual work Describing what is acceptable collaboration and what is cheating	• Verbally the teacher before an assessment • In writing in the assessment brief
Cultivate in students a respect for original work	• Discussion in introductory classes

Design tasks that discourage cheating	• Appropriately written assessment briefs

2) Students will

Responsibility	Demonstrated by
Act with academic integrity	• Refusing to do anything related to assessment that would misrepresent their ability
Recognise authorship	• Claiming as their own work, only what they have truly originated themselves • Properly referencing any works, they have used or have relied on to create their work.
Does not help others to cheat	• Student politely refuses requests when asked to lend original work • Avoids lending their original work to other students for any reason
Not to collude	• Do not cooperate with others if it unfairly advantages them in an assessment • Do not work with others when it is meant to be an individual piece of work. • Do not give assessment questions and answers with others • "others'" includes students, friends, family, tutors, paid services.
Know and understand the rules on academic integrity	• Ensure they read and understand documentation handed to them • Read specific instructions on assessment outlines

3) Marketing Material will

Responsibility	Demonstrated by
Ensure students have accurate expectations of nature of studies, workloads and study levels at Greenwich	Website and brochures
Ensure students understand cultural expectations about academic integrity in Australia	Website and brochures

4) Academic Management will

Responsibility	Provided Through
Define and describe academic integrity at Greenwich	• This policy
Provide useful information to stakeholders	• Resources regarding the outsourcing of assignments held online and in library
Provide Guidance to teachers	• The academic teacher on boarding process • Providing ongoing professional development session • Teacher's handbook • Procedures and Guidelines
Provide Guidance to Students	• Student orientation • Student handbook

5) The right to reassess the evidence

Greenwich reserves the right to revert the passing of subjects, even the granting of qualifications if new substantial evidence comes to light indicating that challenges the integrity of an original decision.

6) Plagiarism Penalties

Penalties for Plagiarism

Offence	VET
1st	Relevant part of assessment recorded as not yet competent until reliable evidence submitted.
2nd	Assessment recorded as 'Not yet Competent' the student must resubmit the entire assessment
3rd	Assessment recorded as 'Not yet Competent' student must repeat the subject
4th	cancellation of enrolment with the provider

Penalties for Plagiarism and Cheating in Examinations Including Tests and Quizzes

Offence	Penalty
1st	Failure of assessment with an opportunity to re-sit at a cost to the student
2nd	The Academic Manager consults with the General Manager with a view to the student's enrolment cancelled at Greenwich.

Penalties for Collusion

Offence	Penalty
1st	If the student is in first year. Give the student a warning and a fresh assessment task. The student will bear any additional expenses incurred by Greenwich in managing the new assessment
2nd	Assessment not accepted. Resubmit not allowed. Referred to the Academic Manager with a view to suspension till end of term and must redo subject
3rd	Student referred to Academic Manager and General Manager with a view to cancellation of enrolment at Greenwich

Penalties for Contract Cheating

Contract cheating is considered a serious form of academic misconduct. A student found to have used a third party (paid or unpaid) to undertake work for them may not only receive a fail for their assessment but may be suspended from their course and have their enrolment cancelled by Greenwich.

If a student is not satisfied with the outcome of this process, Greenwich has a robust appeals process which all students can access.

Penalties for misuse of Greenwich Intellectual Property

    i)   Suspension occurs when the student:
        (1) Takes the material down immediately
        (2) Has uploaded content only
        (3) Is in their first term
        (4) Is unaware of the seriousness of what they have done. (perhaps because of the culture they come from)
        (5) Gets only non-financial award like more access
        (6) Student uploads assessment questions
    ii)   Expulsion occurs when the student
        (1) Offends for the second time
        (2) Uploads assessment answers
        (3) Does not comply with a takedown request
        (4) Gets money in exchange for Greenwich IP
        (5) Intentionally uploads to a site that is widely known for cheating

If a student is not satisfied with the outcome of this process, Greenwich has a robust appeals process which all students can access.

Publication

This policy is published on the web sites of Greenwich to ensure students have up-to-date and accurate information publicly available to them.

SECTION 5 – REFERENCE AND SUPPORTING INFORMATION

1) Definitions

Word/Term	Definition
Academic Integrity	The moral code or ethical policy of academia, this includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigour in primary research and academic publishing.
Cheating	Any of the following acts by a student is cheating: • Copying another student's work during an assessment or a test • Copying any section of another student's assignment work • Allowing another student access to one's assignment work for copying content • Plagiarising content from any printed material or website without adequate attribution • Contract cheating
Plagiarism	is the use of work of others presented in such a way, as to suggest or represent that it is one's own work.
Collusion	Involves engaging in illegitimate cooperation with one or more other students in the completion of assessable work.
Turnitin	Plagiarism detection software
Literacy	In the Greenwich context literacy means literacy means sufficient for learning and assessment at the relevant AQF level in the relevant subject area
Primary Research	Primacy Research in the Greenwich context refers to primary investigation research conducted by an Greenwich student as part of a project
Investigation	The action of investigating something or someone; formal or systematic examination or primary research.

2) Supporting documentation

Document name	Document type	Location
Academic Appeals	Policy	Internal
Academic Integrity	Policy	Internal
Academic Progression	Policy	Internal

Trainer & Assessor Handbook	Handbook	Internal
National Code 2018	Govt Standards	External
Standards for Registered Training Organisations (RTOs) 2015 Standard 1 Training and Assessment, 1.8 - 1.12 Conduct Effective Assessment Table 1.8-1: Principles of assessment Table 1.8-2: Rules of evidence	Framework	External

SECTION 6 – CHANGE HISTORY

Version	Approval date	Department	Approved by	Change
V1.0	04 March 2021	Group Quality, Accreditation & Compliance	General Manager	New Policy
		Greenwich English College	General Manager	