

**Policy Owners:** Academic Director and Director of Studies

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## 1. INTENT

- 1.1. This Policy articulates the principles underpinning Australian College of Business and Technology ('ACBT' or the 'College') commitment to Academic Integrity and sets out the framework for promoting and assuring Academic Integrity in all aspects of learning and teaching at the College.
- 1.2. This Policy complies with the Australian Higher Education Standards Framework (HESF) and accompanying TEQSA Guidance Note: Academic Integrity

## 2. ORGANISATIONAL SCOPE

- 2.1. This Policy applies to all Students and Staff at ACBT and its Partner Providers.
- 2.2. This Policy is supported by the *Academic Misconduct Procedures*.

## 3. DEFINITIONS

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

## 4. POLICY CONTENT

### *Principles*

- 4.1 ACBT fosters a culture of Academic Integrity, consistent with its values and Mission "to provide high quality education services that lead to success in ECU and beyond". Academic Integrity 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; and
  - Respect shown by celebrating, valuing and caring for people and the environment.

- 4.2 Academic Integrity will be promoted through holistic and multi-stakeholder engagement and comprehensive education.
- 4.2.1 ACBT is committed to ensuring all academic 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.
- 4.2.2 ACBT is committed to guiding and supporting academic Staff and Students to undertake learning and teaching activities with integrity through a range of resources, education and training activities.
- 4.2.3 ACBT 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 ACBT
- 4.2.4 Course and Unit Assessments will be designed to minimise the potential for Academic Breach and Academic Misconduct by Students.
- 4.2.5 A culture of Scholarship will be promoted at the College.
- 4.3 Detecting and responding to Academic Breach and Academic Misconduct will be coordinated, evidence-based and technologically supported:
- 4.3.1 ACBT 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.
- 4.3.2 Academic Staff will be supported in detecting and responding to Academic Integrity to ensure fair, consistent, transparent and timely application of ACBT processes including the *Academic Misconduct Procedures*.
- 4.3.3 The Academic Integrity Coordinator/ (associate principal) will make reasonable and fair decisions based on the evidence and on the *balance of probabilities* (that the allegation is more than 50% likely to have occurred).
- 4.4 Quality improvement will be driven by ongoing review of ACBT Academic Integrity data and the effectiveness of actions aimed at developing a culture of Academic Integrity.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 To achieve the College's commitment to Academic Integrity, Staff and Students have the following responsibilities:
- 5.1.1 **Students** are required to:
- act in accordance with the principles of Academic Integrity in their learning;
  - complete Academic Integrity training in their first Study Period;
  - actively engage with ACBT 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.

5.1.2 **Teaching Staff /Academic Staff** are required to:

- a) Report suspected Academic Breach and Academic Misconduct;
- b) support a consistent, holistic approach to establishing a culture of Academic Integrity and model best practice through the delivery of their Course materials;
- c) adhere to the *Academic Misconduct Procedures*;
- d) take a fair and consistent approach to identify, investigate and take actions against Academic Breach and Academic Misconduct; and
- e) maintain confidentiality in relation to allegations of Academic Breach and Academic Misconduct.
- f) undertake required training to support education, detection and response to Academic Integrity matters
- g) 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
- h)

5.1.3 **Unit Coordinators** are required to:

- a) Report suspected Academic Breach and Academic Misconduct;
- b) understand the learning needs of ACBT'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;
- c) 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
- d) report on Assessment practices and outcomes to their Academic Program Coordinator.

- 5.1.4 The **Academic Integrity Coordinator / Examinations Manager** is required to:
- 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 data on Academic Misconduct to the Academic Program Coordinator; and
  - e) use data on Academic Misconduct to identify trends and assist in developing College-wide actions to address any concerns.
- 5.1.5 The **Exam Coordinator** is required to:
- a) provide institutional leadership in relation to Academic Integrity in Examinations;
  - b) ensure allegations of Academic Misconduct in Examinations are treated in a fair, consistent, transparent and timely manner;
  - c) facilitate continuous improvement of Academic Integrity procedures in relation to Examinations; and
  - d) report incidents of alleged Academic Misconduct in Examinations to the Academic Integrity Coordinator./ Examinations Manager
- 5.1.6 **Academic Program Coordinators** are required to:
- a) oversee development and delivery of Academic Integrity education in their Course(s);
  - b) 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; and
  - c) analyse reports about trends relating to allegations and findings of Academic Misconduct and make recommendations to the Academic Director about appropriate educational interventions.
- a) The **Academic Director / Associate Principal or Principal** will 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; and
  - d) Ensure Third Party Providers comply with this *Academic Integrity Policy* and the *Academic Misconduct Procedures*.

## 5.2.6. ACCOUNTABILITIES AND RESPONSIBILITIES:

Academic Director has overall responsibility for the content of this policy and its operation across all delivery sites.

- a) The ACBT College Principal / Associate Principal has overall responsibility for the content of this policy and its operation at ACBT.
- b) The ACBT Quality and Compliance Manager is responsible for the maintenance of this policy.
- c) All members of the College community are expected to comply with this Policy

## 6. RELATED DOCUMENTS

6.1 This Policy is supported by the *Academic Misconduct Procedures*.

6.2 This Policy is designed to comply with:

- The Australian Higher Education Standards Framework
- TEQSA Guidance Note: Academic Integrity

6.3. This policy complies with

- Higher Education Standards Framework (Threshold Standards) 2015

6.4. This policy is supported by the following ACBT Guidelines:

- Academic Misconduct Rules
- Academic Misconduct Procedures
- Admission, Enrolment and Academic Progress Rules
- Assessment, Examination and Moderation Procedures

6.5 Other documents relevant to the operation of this policy are:

- ACBT Privacy Policy
- Navitas Records Management Policy

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>POLICY OWNERS</b>	Academic Director / Associate Principal
<b>ALL ENQUIRIES CONTACT:</b>	Quality and Compliance
<b>TELEPHONE:</b>	+94 (0)11 256651
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## 8. APPROVAL HISTORY

<b>POLICY APPROVED BY:</b>	ACBT Management Board
<b>DATE POLICY FIRST APPROVED:</b>	Nov 2019
<b>DATE LAST MODIFIED:</b>	June 2022
<b>REVISION HISTORY:</b>	<p>Aug 2019: <i>Student Misconduct Policy</i> separated into <i>Academic Integrity Policy</i>, and <i>Academic Misconduct Procedures</i>, and <i>Academic Misconduct Guidelines</i>.</p> <p>Aug 2021: Adoption of a principle-based approach to policy to align with ECU.</p>
<b>NEXT REVISION DUE:</b>	August 2023