
Academic Integrity Statement

Document ID: STU-026

Updated: 5 July 2023

When you enrol at Marcus Oldham College you enter a community which upholds academic integrity principles expected of higher education providers in Australia. We value scholarship grounded in respect, integrity, excellence, and impact.

All Marcus Oldham College higher education qualifications are very well regarded in the wider community because of the content of the courses and our commitment to the principles of academic integrity. The College promotes academic integrity and expects students to behave honestly in the pursuit of their studies and to take personal responsibility for the integrity of their work.

The principle underpinning academic integrity is that all work submitted for assessment is your own work, and if it has been found that your learning has been outsourced by means of plagiarism, cheating, collusion, or contract cheating, then you are breaching academic integrity policy and you will be referred to the Academic Progress Committee.

This is how the College defines terms associated with academic integrity.

Artificial Intelligence Technologies (AI)

The College supports the responsible and ethical use of generative AI. The process of preparing assessment material is an important part of the learning experience, allowing students to demonstrate their understanding of key concepts, ability to apply those concepts, analytical skills, and evaluative judgement.

Students acknowledge that all work submitted for assessment must be their own. If a student uses AI software to generate material, ideas and/or analysis for assessment and submits this as if it was their own work, this is considered an act of deliberate cheating and an example of academic misconduct.

If a student uses AI generated material in the preparation and setting up for an assessment submission, this must be appropriately acknowledged and cited (For the remainder of 2023 please include an AI Use List after the Reference List¹).

Plagiarism

Plagiarism means to take and use another person's ideas or expressions and to pass them off as your own by failing to give appropriate respect and acknowledgement. This includes material that you fail to acknowledge sourced from the internet, staff, other students, and from published and unpublished sources. We do expect you to use other sources to support your own claims and ideas, and plagiarism occurs only if you fail to acknowledge that these ideas from others are being used.

Examples are:

- paraphrasing and presenting work or ideas without acknowledgement or referencing
- copying work either in whole or in part without acknowledgement or referencing
- using phrases and passages verbatim without quotation marks or referencing the author or web page

¹ The **AI Use List** should either include a statement that AI prompts were not used in the assignment OR include a list of the AI prompts as well as the type of AI technology (i.e, ChatGPT) used for each prompt.



- reproducing lecture notes without proper acknowledgement
- recycling all or part of your own previously submitted work and submitting it for assessment, without acknowledgement (this is called self-plagiarism).

Students should refer to the Marcus Oldham College **Guidelines for Writing Assignments and Referencing Guide**, which includes referencing guidelines and instructions on how to paraphrase, summarise and acknowledge the use of others' ideas and information. These guides will be provided to all students at the start of the academic year.

Generally, the first response to identified plagiarism by a student at the College is an educative one, especially if this occurs in the first trimester of study and where it can be reasonably assumed that a student has transgressed due to a lack of understanding and know-how to acknowledge and use correct referencing in their assessment. Subsequent plagiarism will likely be regarded as a breach of academic integrity and referred to the Academic Progress Committee.

Cheating: Including Collusion and Contract Cheating

Cheating in all forms is considered a serious breach of academic integrity and ALL suspected cases of cheating will be referred directly to the Academic Misconduct Committee. Examples of cheating include collusion, cheating in tests or examinations, and contract cheating.

Collusion

Collusion is an agreement between two or more people to act with the intention to deceive an assessor as to who was actually responsible for producing the material submitted for an assessment.

The College's intention is not to stop you from discussing difficult or interesting problems amongst yourselves - in fact we encourage that sort of discussion with staff and other students. However, it is important to recognise the line between collaboration and collusion, where ultimately any assignment you hand in must be the result of your own work. In the case of joint projects where your lecturer has given a clear indication that collaborative work is acceptable for the assessment, then individual contributions should be clearly outlined.

Further examples of collusion are:

- Encouraging or assisting another student to commit plagiarism (for example by allowing someone else access to your work for any reason)
- Where there is collaborative preparatory work, submitting the same final version of any material as another student.

Generally, there are two or more parties involved in collusion, and ALL are in breach of academic integrity, and will be referred to the Academic Progress Committee.

Cheating in tests or examinations

This form of cheating includes, but is not limited to:

- Dishonest conduct such as speaking or attempting to speak or communicate with other students during the exam or test.
- Bringing into the examination room any text, notes, written material, mechanical or electronic device not authorised by the examiner.

- Prewriting any part of the exam or consulting any person or material outside the confines of the examination room without permission to do so.
- Leaving exam papers exposed to view or persistent attempts to read other students' examination papers.

Contract Cheating

Contract cheating occurs when you submit work that has been completed for you by someone else. The relationship between you and the third party does not matter, nor does it matter whether you pay the other person to do the work. Examples of Contract cheating include:

- Obtaining an assignment from a current or past student with the intention of submitting it as your own work
- Engaging a writing service² to write an assignment on your behalf
- Paying someone to rewrite sections of your assignment
- Sitting an exam for someone else or allowing someone else to sit an exam for you
- Getting another student, family member or friend to help you complete an online quiz or any other assessment item.

Cheating in all forms is regarded as a breach of academic integrity and will be referred to the Academic Progress Committee.

Other Academic Misconduct

Examples of other academic misconduct include:

- Adding made up or incorrect citations to expand citations and reference lists in assessments
- Tampering or attempting to tamper with examination script, class work, grades or grade records
- Tampering or attempting to tamper with another student's work
- Possession or distribution of examination material or information without the permission of the lecturer
- Impersonation of another student in an examination or class assignment
- Unauthorised recording of lectures.

Academic Progress Committee-Procedures for Dealing with Academic Misconduct

Allegations of plagiarism, cheating, collusion, and contract cheating, or other academic misconduct shall be treated as follows: The lecturer suspecting academic misconduct, or that your learning has been outsourced, will refer the matter in writing to the Chair of Examiners Committee. The Chair of Examiners Committee will set up an ad-hoc Academic Integrity Committee to consider the matter.

² Writing services that encourage contract cheating have become very brazen, and even though they are committing a crime in Australia by providing contract cheating services, they will approach students via social media and other ways. Once they have your details, identity theft and blackmail by these sites is a real risk too.

Meeting 1 The Academic Integrity Committee will convene and review the alleged misconduct and may decide:

- No further action is required, or
- The student/students involved in the allegation will be required to attend a meeting of the Committee

The student/s will be informed in writing that the matter was referred to the Committee and of its decision at this stage.

Meeting 2 (if required) -The Academic Integrity Committee will convene and review the alleged misconduct and give the student/s an opportunity to explain. Student/s may, if they wish, be accompanied by a Student Advocate of their choice. The lecturer may also be required to attend the meeting to give evidence but will be excluded from the final decision of the Committee.

The following actions (singly or in combination) may be recommended by the Academic Integrity Committee in relation to issues of academic misconduct:

- Decide to take no action
- Request the student/s to resubmit the work to a pass standard. Original mark to stand.
- Mark on merit that portion of work considered to be the student's own
- Mark to a pass standard only (maximum 50%) that portion of work considered to be the student's own
- Award a mark of zero for the entire assessment
- Recommend a period under an academic contract during which the student/s may proceed with their course of study on the understanding that any further academic offence may result in suspension or expulsion. Suspension or expulsion may be applied by the Principal on the recommendation of the APC.

The Chair of the Academic Integrity Committee will advise the Chair of the Examiners' Committee of their recommendation. The Examiners' Committee Chair will then notify the student/s in writing of the decision. In all cases of academic misconduct, a record of date, student name, breach and resulting action will be recorded on the database maintained by the Student Services Officer.

