



## ACADEMIC INTEGRITY POLICY AND PROCEDURE (H1)

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### 1 DOCUMENT MANAGEMENT

Version control	Effective date	Created/reviewed	Reason for review
Version 2	2020	Allen Sagaoinit	Reviewed
Version 3	2024	Ricky Versteeg	Annual review

### 2 PURPOSE

Academic integrity is a core value of Kiwi College of New Zealand and helps to maintain the integrity of our courses or programmes of study.

The aim is to prevent Academic Misconduct by building mutual trust and openness between staff and students by:

- using a range of assessment methods and practices to help prevent and detect cheating by students and to validate achievement of learning outcomes
- providing professional development in prevention of misconduct to staff
- providing information and resources to students about academic integrity and how academic misconduct can be avoided, including plagiarism, referencing, avoiding online 'assignment help/writing services' and the appropriate use of generative artificial intelligence.

### GLOSSARY

Academic Dishonesty	Means any behaviours, including Cheating and Plagiarism and any other Academic Misconduct that constitute dishonest academic practices.
Academic Integrity	Means intellectual honesty when using information in the pursuit of knowledge and understanding.



Academic Misconduct	May include, but not limited to: <ul style="list-style-type: none"><li>○ Copying of the works of other persons, without appropriate referencing.</li><li>○ Closely paraphrasing sentences or themes without appropriate acknowledgement.</li><li>○ Submitting own or another student's previously assessed or published work without appropriate acknowledgement and/or approval.</li><li>○ Allowing other students to access own previously assessed or published material.</li><li>○ Not following rules in a supervised assessment.</li><li>○ Submitting an individual assignment written entirely or in part by another person (ghost writer).</li><li>○ Fabricating research data.</li><li>○ Falsely representing the individual contributions of the members in a group assessment.</li><li>○ Misrepresentation in relation to academic achievement or records.</li><li>○ Submitting work which has been created using an artificial intelligence tool, unless permitted by the assessment conditions.</li></ul>
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### **3 POLICY**

Academic integrity will be encouraged by explaining to students their academic integrity responsibilities and building a culture of mutual trust and openness between staff and students.

Assessment schedules will be appropriately managed by adequately preparing and equipping students to engage with assessment methods.

Academic misconduct will be tracked by Kiwi College in an Academic Misconduct Register.

Breaches of the Academic Integrity Policy will be investigated, managed and outcomes determined in relation to the student experience, type and degree of academic misconduct, the academic advantage gained by the misconduct and whether any previous incidences have been recorded on the Academic Misconduct Register.

### **4 PROCEDURES FOR INVESTIGATING ALLEGED STUDENT ACADEMIC MISCONDUCT**

Teachers follow the criteria for investigating alleged academic misconduct, using the table below, to determine if a formal investigation is required.



<b>CRITERIA FOR INVESTIGATING AND MANAGING ALLEGED STUDENT ACADEMIC MISCONDUCT</b>			
	<b>Managed by teacher and/or applying marking guide to sections of plagiarised work</b>	<b>Formal investigation coordinated by Programme Leader</b>	<b>Formal investigation following Student Misconduct Policy</b>
Student awareness / experience	First term. No prior education on avoiding academic misconduct.	Misconduct after first term of study. Misconduct after receiving education about avoiding academic misconduct.	Experienced learner.
Type of academic misconduct	Incorrect referencing/paraphrasing. Not following assessment rules.	Copying sections of another student's work. Fabricating references. Fabricating research data Cheating in a supervised assessment. Not following assessment rules. Allowing another student access to a previously marked assignment.	Whole works copied. Purchase of an assignment. Theft of another student's work. Impersonation in an exam. Allowing another student access to a previously marked assignment. Using Artificial Intelligence if not permitted
Degree of academic misconduct	Few sentences/paragraphs.	Greater than 20% not correctly acknowledged.	Most/all of ideas copied.
List on Academic Misconduct Register	No	Yes	Yes

- Evidence is collected based on raised suspicions and may include:
  - Textual and electronic evidence from the suspected assessment
  - Staff knowledge of the student's abilities
  - The student's previous assessment work



2. During the formative process and before final submission of an assessment, the teacher is available to support students to explain why any material constitutes plagiarism and how they can correct and improve their work. If the student has no history of plagiarism and has tried to correct and improve their work after consultation with his/her teacher and fails as a result of plagiarism, he/she will be given one more chance to rewrite their work.
3. The teacher has the authority to decide on the outcomes in consultation with the Programme Leader:
  - Require the student to complete an academic integrity online module
  - Require the student to submit a new or revised version of the assessment
  - Award zero marks to plagiarised sections of the assessment following standard marking guides.

#### **4.1 Procedure for a Formal Investigation**

- The Programme Leader shall inform the student in writing of the investigation and possible penalties, if academic misconduct should be found to have occurred.
- The student should be given the option to respond in person or in writing before a decision is made.
- A process of natural justice will be followed, and students will have the option to bring a support person.
- Following their investigation, Kiwi Collge may:
  - find that no academic misconduct has occurred
  - determine an outcome, based on the student experience, type and degree of academic misconduct.
- Kiwi College must keep a detailed record of the investigation.
- Where possible, investigations should be completed within a two-week timeframe.

**Outcomes may include**, but are not limited to:

The Academic Director has the authority to decide on the outcomes below:

- Fail grade for the course in which the academic misconduct occurred
- Cancellation of any pass or passes for any other part of the student's course undertaken in the same teaching period
- Disqualification from continuing in the course
- Permanent exclusion from Kiwi College or for such period as determined following Student Disciplinary policy.

#### **4.2 Right of Appeal**

Any student may appeal an outcome by following the Kiwi College Student Complaints Policy and Procedure (G2, H1).



## **5 ASSOCIATED POLICIES AND PROCEDURES:**

Assessment policy (H1)

Student Complaints Policy and Procedure (G2, H1).

Student Disciplinary Policy