NMIT ACADEMIC INTEGRITY POLICY

Section	Learning and Teaching		
Approval Date	19.07.2023	**Approved by**	Academic Committee
Next Review	20.06.2024	**Responsibility**	Interim Operations Lead
This review	20.06.2023	**Key Evaluation Question**	6

This policy is supplemental to [Te Kawa Maiorooro, Te Pūkenga Educational Regulatory Framework](#).

Te Kawa Maiorooro sets out the overarching regulations that apply to learning and delivery (teaching, assessment, rangahau and research, and support activities) at Te Pūkenga. As and when finalised, Te Pūkenga will publish policies and procedures that are intended to sit underneath Te Kawa Maiorooro and prescribe detailed requirements.

In the meantime, pursuant to Te Pūkenga Grandparenting Policy, the regulations, policies, and procedures of the former subsidiaries apply unless there is a national regulation or policy in place. Accordingly, where a specific matter is not addressed within Te Kawa Maiorooro, this policy is intended to prescribe the requirements that are specific to Te Pūkenga - NMIT.

To the extent that there is any conflict or inconsistency between any of Te Pūkenga - NMIT policies or procedures and Te Kawa Maiorooro, Te Kawa Maiorooro shall prevail and have priority.

PURPOSE

To ensure that all members of Te Pūkenga - NMIT community have a clear understanding of **academic integrity** and how it relates to every ākonga enrolled at Te Pūkenga - NMIT.

To ensure that all members of the Te Pūkenga - NMIT community have a clear understanding of the consequences of **academic misconduct**.

SCOPE

All programmes and courses at, or administered by, Te Pūkenga - NMIT, including those delivered by contracted training providers and via all delivery modes.

Please note: Programme Regulations related to exclusions from programmes shall take precedence over the principles identified below.

NOT IN SCOPE

For ākonga who have allegedly committed a behavioural misconduct breach, refer to ***NMIT Ākonga Misconduct Procedure***.

For ākonga failing to meet academic standards for reasons other than academic misconduct, refer to ***NMIT Unsatisfactory Academic Progress Procedure***.

For ākonga wishing to challenge an assessment decision including final grades, refer to ***NMIT Ākonga Appeals Procedure*** and ***Te Pūkenga Ākonga Appeals Policy***

Academic Integrity	Academic integrity is a belief in, and commitment to, the values of honesty, trust, fairness, respect, and courage in relation to teaching, learning, research, and assessment.
Academic Misconduct	Acting in a way that is contrary (either intentionally or unintentionally) to the principles of Academic Integrity. Any breach of any rules relating to the conduct of tests or examinations and any dishonest practice occurring in the preparation or submission of any work (whether during an examination or not) which counts towards the attainment of a grade in any course or otherwise occurring in connection with any summative assessment.
Ākonga	Learner
Generative Artificial Intelligence	Commonly known as AI. This form of technology includes AI chatbots such as ChatGPT and other AI tools that can generate text, images, video, audio and other outputs. Refer: ***Artificial Intelligence (AI) – Guidelines for Ākonga (students)*** ***Artificial Intelligence (AI) – Guidelines for Kaimahi***
Honesty Declaration	Submitted by ākonga with assignments to declare that they have understood, and will adhere to, the principles of academic integrity.
Kaiako	Tutor / course facilitator
Kaimahi	Staff member, includes kaiako, learning advisor (WBL), ākonga support, and allied services
Turnitin	An internet-based plagiarism detection service

PRINCIPLES

Academic integrity is central to the learning culture valued at Te Pūkenga - NMIT. Ākonga are expected to apply the fundamental values of honesty, trust, fairness, respect and responsibility to every aspect of their learning. Alleged instances of academic misconduct will be investigated fairly, transparently, and consistently.

Te Pūkenga - NMIT defines two levels of academic misconduct:

Level One: A first instance of academic misconduct where ākonga actions may be regarded as unintentional and resulting from genuine lack of knowledge or misunderstanding.

Level Two: Academic misconduct where ākonga actions are perceived to be intentional and where the ākonga could reasonably be expected to understand academic practice, or any repeated instances of academic misconduct.

Kaimahi will ensure ākonga are fully informed regarding appropriate assessment practices, on Te Pūkenga - NMIT expectations of academic integrity, and the consequences of breaching those standards.

Te Pūkenga - NMIT reserves the right to use electronic systems to detect potential academic misconduct. Ākonga will be notified where such systems are in place.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

While the need to develop Generative Artificial Intelligence (AI) literacy skills is acknowledged, in addition to generic digital literacy skills, ākonga should use AI in ethical and responsible ways that uphold academic integrity.

Kaimahi focus needs to be on early educative interventions, clear instructions, and teaching ākonga about the ethical and intellectual implications of using AI technologies.

Turnitin will be checking all submitted material for indications of AI-generated content as part of the similarity report. Should *Turnitin* generate a high similarity score, further investigation will be carried out to exclude any false positives.

Where AI misuse is suspected, a holistic approach should be used to collect all available evidence (e.g ākonga writing history, similarity checking, use ChatGPT to check, talking to the ākonga etc) before progressing with the Breach of Academic Integrity Procedure and imposing punitive measures.

TYPES OF ACADEMIC MISCONDUCT

a)   Plagiarism
  I.   taking and using another's work as one's own without proper acknowledgment (knowingly or unknowingly)
  II.   copying the work of another ākonga, including copying any part of another's work, and/or summarising another's work
  III.   copying visual materials, images etc. without clearly indicating the source
b)   Unauthorised collaboration: submitting work for summative assessment which has been jointly prepared for presentation, in circumstances where this has not been communicated to ākonga as legitimate
c)   Multiple submissions of the same assessment: submitting work for summative assessment which has previously been submitted elsewhere, without the prior permission of the Curriculum Area Manager or delegate
d)   Using unauthorised materials:
  I.   using unauthorised notes during a closed-book examination
  II.   receiving notes by cell phone or other electronic/smart devices, including watches (in an examination)
e)   Assisting others in Academic Misconduct:
  I.   misrepresenting identity for purposes of assessment
  II.   sitting an examination for someone else
  III.   allowing another ākonga to copy one's own work
  IV.   writing an assessment for another ākonga
f)   Misrepresentation: feigning exceptional circumstances beyond one's control and then claiming special consideration
g)   Purchasing an assessment or having it written by a third party for submission as their own work, e.g.
  I.   another ākonga,
  II.   commercial essays
  III.   assignment services
  IV.   artificial intelligence technologies
h)   Making up or altering data or information, and presenting it as true or accurate
i)   Falsely citing a source or attributing work to a source from which the referenced material was not obtained.

PENALTIES FOR ACADEMIC MISCONDUCT

Where academic misconduct is alleged, the Breach of Academic Integrity Procedure will be followed.

Where an allegation of academic misconduct is proven, the penalties imposed by Te Pūkenga - NMIT will reflect the level of academic misconduct proven, using approved processes:

Level One: primarily an educative response. One or more of the following:

- Facilitated discussion with appropriate kaiako
- Issue the ākonga with a written warning, with reference to this Academic Integrity policy and resources to support the policy
- Contract with Learner Services for skills development
- Require the ākonga to provide a formative reflective assessment on academic integrity
- Require the ākonga to submit a new or revised version of the assessment, with the mark awarded not exceeding the original mark
- Reduce the mark given for the assessment, whilst ensuring the mark reduction does not penalise the ākonga beyond removing any advantage gained from the academic misconduct
- Individual educative process designed for the ākonga in the particular case

Level Two:

- Require the ākonga to submit a new or revised version of the assessment – with a maximum grade of a passing grade
- Award a fail grade or a nil mark for the affected summative assessment event.
- Cancel any course credit for a course connected to the misconduct
- Disqualify the ākonga from sitting for any summative assessments for a specified period.
- Suspend the ākonga from any course for a specified period.
- Exclude the ākonga from the programme for a specified period.
- Recommend to Te Pūkenga - NMIT Operations Lead exclusion from any Te Pūkenga - NMIT programme.

RECORDS MANAGEMENT

If the allegation is not upheld, all records pertaining to the issue must be destroyed.

If the allegation is upheld, in accordance with NMIT Information and Records Management Policy, Te Pūkenga - NMIT must retain the record for 7 – 10 years depending on the seriousness of the misconduct and the subsequent disciplinary action.

RESPONSIBILITIES

Kaiako (including kaiako at Contracted Training Providers)	- Provide educative learner support services to embed good academic practice. For example, good referencing practice. - Focus on well designed and administered assessments that minimise opportunities for academic misconduct. - Facilitate the use of a range of tools, methods and software to detect plagiarism. For example, WriteCheck, Turnitin. - Avoid recycling assignments every year. Explaining the expectations of the assignment and the difference between collaboration and plagiarism.

	• Encourage the use of pledge statements and honesty declarations where appropriate. • Develop a culture where ākonga take responsibility for maintaining academic integrity throughout their learner journey. • Clearly map out the consequences of academic misconduct • Familiarise themselves with the NMIT Academic Integrity Policy and the NMIT Breach of Academic Integrity Procedure

REFERENCES

INTERNAL

AI resources and FAQ (Intranet – Knowledge Base)
Artificial Intelligence (AI) – Guidelines for Ākonga (NMIT website)
Artificial Intelligence (AI) – Guidelines for Kaimahi (Intranet – Knowledge Base)
Information and Records Management Policy
NMIT Ākonga Appeals Procedure
NMIT Ākonga Misconduct Procedure
NMIT Assessment Policy
NMIT Breach of Academic Integrity Procedure
Student Charter
Te Pūkenga Ākonga Appeals Policy
Te Pūkenga Assessment Policy

EXTERNAL

Authenticity (NZQA website)
Effective Practice in Preventing and Detecting Academic Fraud
AI writing Detection – How to use guide
AI writing FAQs
University of Auckland Student Academic Conduct Statute
University of Otago Academic Integrity
University of Otago Student Academic Misconduct Procedures