ACADEMIC INTEGRITY and ACADEMIC MISCONDUCT POLICY

Section	Learning and Teaching		
Approval Date	08.05.2019	**Approved by**	Academic Board
Next Review	01.05.2022	**Responsibility**	Executive Director – Learning Innovation and Delivery
This review	01.05.2019	**Key Evaluation Question**	6

PURPOSE

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

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

SCOPE

All programmes and courses at, or administered by, 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 students failing to meet academic standards for reasons other than academic misconduct, refer to *Unsatisfactory Academic Progress policy*.

For students wishing to challenge an assessment decision where they have reason to believe that the grade or mark for a particular assessment is incorrect, should first discuss this with the staff member responsible within five working days of the return of the assessment.

For students wishing to appeal the final grade awarded in any course, refer to *Student Academic Appeals*.

DEFINITIONS

Academic Integrity	Academic integrity is a commitment from staff and learners to apply the fundamental values of honesty, trust, fairness, respect, and responsibility to all academic matters
Academic Misconduct	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.

	Academic misconduct (also variously referred to as 'dishonest academic practice' or 'academic fraud') includes but is not limited to:
	
	a) Cheating - any fraudulent response whatsoever by students to any item of assessment, including any action which may otherwise defeat the purpose of the assessment (e.g. using notes in a closed-book examination).
	b) Plagiarism, defined as the act of taking and using another's work as one's own without proper acknowledgment (knowingly or unknowingly) and includes:
	   i. copying the work of another student
	   ii. copying any part of another's work
	   iii. summarising another's work
	c) Submitting work for summative assessment which has been jointly prepared for presentation, in circumstances where this has not been communicated to students as legitimate.
	d) Submitting work for summative assessment which has previously been submitted elsewhere, without the prior permission of the Curriculum Manager or delegate
	e) Misrepresenting identity for purposes of assessment

Honesty Declaration	Submitted by students with assignments to declare that they have understood, and will adhere to, the principles of academic integrity.

PRINCIPLES

Academic integrity is central to the learning culture valued at NMIT. Students are expected to apply the fundamental values of honesty, trust, fairness, respect and responsibility to every aspect of their learning.

The flouting/ignorance/absence of academic integrity is known as 'academic misconduct', and is unacceptable.

Staff will ensure students are fully informed regarding appropriate assessment practices, on NMIT's standards of academic integrity and the consequences of breaching those standards. In some cases, an explanation of what constitutes cheating needs to be made explicit, including reference to examples and emphasising the severity of plagiarism, cheating or other dishonest academic practice.

NMIT reserves the right to use electronic systems to detect academic misconduct. Students will be notified where such systems are in place.

Where academic misconduct is alleged, the Student Misconduct Procedure will be followed. Where an allegation of academic misconduct is proven, any or all of the following penalties may be imposed by the Institute, using approved processes:

a) Award a fail grade or a nil mark for the affected summative assessment event.
b) Disqualify the student from sitting for any summative assessments for a specified period.
c) Cancel any course credit for a course connected to the misconduct
d) Suspend the student from any course for a specified period.
e) Exclude the student from the programme for a specified period.
f) Reprimand the student.
g) Record the penalty imposed, on the student's personal file for a specified length of time. This timeframe would be dependent on the level of seriousness of the academic misconduct, but would usually be the end of the academic year in which the academic misconduct occurred.
h) Recommend to the Academic Board exclusion from any NMIT programme.

RESPONSIBILITIES

Academic Staff Members (including tutors at Contracted Training Providers)	- Providing educative learner support services to embed good academic practice. For example, good referencing practice. - Facilitating the use of 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. - Encouraging the use of pledge statements and honesty declarations where appropriate. - Developing a culture where students take responsibility for maintaining academic integrity throughout their learner journey. - Clearly mapping out the consequences of academic misconduct

REFERENCES

INTERNAL

Academic Misconduct Procedure
Assessment Policy
Student Charter
Student Misconduct Procedure

EXTERNAL

Authenticity (NZQA website)
Effective Practice in Preventing and Detecting Academic Fraud