

1. PURPOSE

To outline Holmesglen's commitment to and principles for promoting academic integrity amongst its employees and learners and for dealing with instances of alleged academic misconduct.

2. SCOPE

Applies to all Holmesglen employees (including former employees), learners and graduates.

3. POLICY STATEMENT

Academic integrity is fundamental to the pursuit of excellence across all aspects of Holmesglen's operations, including learning, teaching, assessment and applied research. This policy:

- a) outlines what constitutes academic integrity and the measures Holmesglen will take to uphold academic integrity
- b) defines what constitutes academic misconduct
- c) describes the principles to be applied when investigating and determining allegations of academic misconduct
- d) identifies the consequences that will apply when allegations are proven.

4. PRINCIPLES

- 4.1. Holmesglen provides clear guidance and assistance to employees and prospective and current learners to ensure that they understand and comply with the principles of academic integrity, and that they are aware that failure to comply may constitute academic misconduct.
- 4.2. Work produced by employees or learners for publication or for teaching, learning, assessment and applied research purposes must comply with relevant referencing and citation requirements.
- 4.3. All forms of academic misconduct are unacceptable and Holmesglen has zero tolerance for breaches of this policy.
- 4.4. Holmesglen will take appropriate steps to detect academic misconduct, including the use of plagiarism detection software.
- 4.5. Holmesglen will address a suspected or potential breach of academic integrity in a manner that is appropriate and proportionate to the severity of the alleged misconduct. Holmesglen supports an educative response to first-time or inadvertent incidences of academic misconduct where this is appropriate and possible.
- 4.6. Investigations into allegations of academic misconduct will take into consideration whether the intent was unintentional (minor academic misconduct) or intentional (serious academic misconduct). An alleged repeat offence of minor academic misconduct must be treated as an allegation of serious academic misconduct. Alleged serious academic misconduct will be investigated by an Academic Misconduct Committee convened for this purpose.
- 4.7. Respondents to an allegation of academic misconduct have the opportunity to formally present their case. Individuals may have a support person present at any meetings or hearings called to facilitate the investigation or determination of the matter. A support person must not be a practicing legal representative. Where a respondent does not attend a meeting or hearing without cause, the matter may be determined in their absence.

- 4.8. Holmesglen will take appropriate action against any individual who is found to have made false, vexatious or unsubstantiated allegations against another person under this policy and/or victimises or retaliates against an individual who has raised concerns under this policy.
- 4.9. Holmesglen employees who are responsible for investigating an allegation of academic misconduct will reach conclusions based on a fair hearing and will respect the privacy and confidentiality of all parties.
- 4.10. Penalties for proven academic misconduct will be imposed in accordance with the [Operational Authorisation Policy](#).
- 4.11. Where a graduate is subsequently found to have engaged in academic misconduct during their studies, Holmesglen may revoke their AQF certification documentation.
- 4.12. Parties to an investigation of academic misconduct will be kept informed of the progress of the investigation and will be provided with written advice of the finding, reasons for the finding and any penalty to be imposed within the prescribed timeframes.
- 4.13. Learners and employees found to have engaged in academic misconduct have the right to appeal Holmesglen's decision. Grounds for internal appeal include:
- a) a procedural irregularity has occurred
 - b) there is new information that could not reasonably have been provided at the time of the original decision and that would probably have affected the decision or any penalty imposed
 - c) there is evidence that the penalty imposed is excessive or inappropriate.
- Appellants may also access relevant external complaints and appeals process.
- 4.14. A register of all allegations, investigations and sanctions for academic misconduct by learners is maintained by the Registrar. Records of allegations, investigations and sanctions for academic misconduct by employees are maintained by Human Resources. All records are subject to Holmesglen's [Information Security Policy](#) and [Privacy Policy](#).
- 4.15. The Council of Education and Applied Research is responsible for maintaining oversight of academic integrity including:
- a) monitoring and reporting potential risks
 - b) providing competent advice to the Board and its Quality Committee on academic matters including:
 - i. the nature and occurrence of allegations of academic misconduct
 - ii. the action taken to address underlying causes and the effectiveness of these actions.
- 4.13 Learners and employees will be provided with training and resources to ensure that they understand their responsibilities to uphold academic integrity as set out in this policy. This will take place at induction and be supported by material on Holmesglen's website or staffnet (for employees).
- 4.16. Academic support services are offered to all learners to assist them to ensure that they do not inadvertently participate in academic misconduct.
- 4.17. All teaching and assessment materials and processes undertaken by teaching employees will model academic integrity.

5. ACCOUNTABILITIES

Action	Accountability
<ul style="list-style-type: none"> ▪ Implement procedures and systems that assist in the achievement of best practice in relation to the pursuit of academic integrity. ▪ Monitor that Holmesglen standards for academic integrity are maintained in any third party arrangements involving the delivery of Holmesglen programs. 	Executive Director, Education and Applied Research
<ul style="list-style-type: none"> ▪ Provide academic skills support and resources for learners to promote good practice in their academic work, including writing, referencing and research. 	Executive Director, Engagement and Support
<ul style="list-style-type: none"> ▪ Provide professional development programs for employees to: <ol style="list-style-type: none"> a) support best practice in the design and implementation of assessment to minimise opportunities for academic misconduct b) support best practice in the ethical use of generative artificial intelligence c) build skills in detecting academic misconduct and responding to breaches of academic integrity d) understand, practise and promote academic integrity in all aspects of teaching, learning and applied research. 	Dean Office of Teaching and Learning and Associate Director, Employee Experience
<ul style="list-style-type: none"> ▪ Develop and implement strategies to ensure learners and employees receive appropriate information and education about: <ol style="list-style-type: none"> a) academic integrity b) their responsibilities in relation to academic integrity as outlined in the definitions of this Policy. ▪ Monitor and report on breaches of academic integrity. ▪ Investigate and, where appropriate, act on allegations of breach/es of academic integrity. ▪ Maintain records of investigations into allegations of breach/es of academic integrity and any penalties imposed in accordance with the Institute's Information Security and Privacy policies. Where an employee is alleged to have committed academic misconduct, these records are maintained by Human Resources. 	Dean/Associate Dean/Associate Director/Head of Centre and Associate Director, Human Resources - Operations
<ul style="list-style-type: none"> ▪ Maintain a register of all allegations, investigations and convictions of academic misconduct by learners and any penalties imposed under this Policy. 	Registrar
<ul style="list-style-type: none"> ▪ Display leadership in academic integrity and use a range of approaches to educate learners to practise honesty in their assessment tasks and academic work. ▪ Provide clear information on assessment requirements in each subject guide and assessment instructions document and implement these in making assessment decisions. ▪ Ensure assessment design and processes support academic integrity: <ol style="list-style-type: none"> a) assessment tasks are designed to minimise the opportunity for cheating or plagiarising b) material provided to learners outlining their assessment tasks addresses whether or not collaborative work and/or use of generative artificial intelligence is permissible 	Employees

Action	Accountability
<ul style="list-style-type: none"> c) unit or subject outlines set out expectations in relation to Holmesglen requirements for academic integrity, including links to relevant regulations, policies and procedures d) specify if learners must submit a declaration accompanying the submission of assessments, which attests to the fact that: <ul style="list-style-type: none"> – the learner understands this policy – the work is the learner’s original work (except where collaboration and/or or the use of generative artificial intelligence is permitted) – the learner has not assisted any other learner in completion of their assessment for the relevant assessment item (except where collaboration is permitted) – the learner has not used any sources and/or generative artificial intelligence without proper acknowledgement. ▪ Ensure that clear advice is provided to learners regarding: <ul style="list-style-type: none"> a) the style guide and referencing/citation system, including how to cite generative artificial intelligence (if applicable) required in the discipline and/or for different assessment tasks b) what constitutes legitimate cooperation and collaboration, where it is encouraged and where it is prohibited c) group work, especially assessment and the division of tasks among group members to ensure fair assessment. ▪ Determine requirements for learners to use content matching or authenticity software prior to submission of assessment items and, if required, train learners to use the software and attach the generated report to assessment items. ▪ Uphold academic integrity in all aspects of professional activity, including the production of teaching, learning and assessment materials and applied research resources and other published and unpublished works. ▪ Notify the Office of Teaching and Learning (teaching@holmesglen.edu.au) if you become aware of general risks to academic integrity at Holmesglen. This includes the promotion of contract cheating services or other services engaging in academic dishonesty, but not specific allegations of academic misconduct. 	

6. DEFINITIONS¹

Term	Meaning
Academic integrity	<p>Academic integrity involves using, generating and communicating information in an ethical, honest and responsible manner.</p> <p>Academic integrity involves honesty, responsibility and the maintenance of academic standards. Honesty in this context means that all work results from an individual’s own efforts and that credit is given to other peoples’ ideas, including ideas generated by artificial intelligence.</p> <p>Maintaining academic integrity involves:</p>

¹ Definitions in this policy have been adapted from resources published by the Tertiary Education and Quality Standards Agency (TEQSA) including the *Guidance Note: Academic Integrity* (2019)

Term	Meaning
	<ul style="list-style-type: none"> a) creating and expressing one's own ideas in work b) acknowledging all sources of information c) completing assessments and research independently or acknowledging collaboration d) accurately reporting results when conducting research or in clinical or laboratory work e) honesty during examinations f) making assessment decisions in a fair manner and in accordance with the relevant marking guide, information provided to learners and other assessment protocols.
Academic misconduct	<p>Conduct by which a learner or employee seeks to gain for themselves or another person an unfair or unjustified advantage including cheating, contract cheating, collusion, plagiarism, copyright infringement, falsification of information, bribery and unacknowledged use of generative artificial intelligence.</p> <p>Other forms of academic misconduct include:</p> <ul style="list-style-type: none"> a) claiming authorship of another's work in teaching materials, learning resources, applied research or assessment b) claiming authorship of work generated by artificial intelligence c) helping or attempting to help a learner to cheat including: <ul style="list-style-type: none"> i. doing work for a learner ii. designing or producing a project for a learner iii. providing answers for an exam, test, quiz or assignment including by electronic device iv. providing a learner with an advance copy of a test, quiz, examination or assignment v. leaving relevant materials behind at the examination, quiz or test site d) altering the outcome of results or influencing others to do so e) not accurately implementing assessment marking guides or relevant assessment policies and procedures f) acting dishonestly or improperly in assessment tasks or when assessing learner work g) falsification of or distorting data h) attending classes or examinations on behalf of someone else or asking someone to attend a class or take an examination instead of the enrolled learner, and i) interfering with the work of others, such as sabotaging laboratory experiments, research or digital files, providing misleading information, or disrupting teaching and learning activities.
Academic Misconduct Committee	<p>An Academic Misconduct Committee is convened by an Executive Director, Dean, Associate Dean or Associate Director for the specific purpose of investigating an allegation of serious academic misconduct and dissolved after the completion of the investigation, determination of the outcomes and, if applicable, determination of the penalty to be imposed.</p> <p>Membership of the committee must include at least three members including:</p> <ul style="list-style-type: none"> ▪ Executive Director, Dean, Associate Dean, Associate Director or Head of Centre as relevant (Chair) ▪ Head of Department (for investigations involving learners or employees) ▪ Associate Director, Human Resources - Operations (for investigations involving employees)

Term	Meaning
	<ul style="list-style-type: none"> ▪ Teaching employee not teaching in the relevant program or unit/subject (for investigations involving learners).
Bribery	<p>Any offer of exchange of favours or benefits of any kind, to influence or attempt to influence a person or persons, for unmerited advantage and includes inducements offered for:</p> <ol style="list-style-type: none"> a) obtaining an offer of admission or an offer of advanced standing to a course b) granting of a particular mark or grade level in a piece of assessment or subject overall c) opportunity to resubmit or resit failed assessment tasks outside of the Institute's protocols for doing this d) any other matter that would give an unearned academic advantage.
Cheat/cheating	<p>To seek to obtain an unfair advantage in an examination or written, oral or practical work, required to be submitted or completed for assessment in a program or subject and includes the resubmission of work that has already been assessed in another subject.</p> <p>Also includes the submission of presentations, articles, reports and papers that are written by another person with or without their knowledge or submission of unauthorised work generated by artificial intelligence without appropriate citation.</p>
Collusion	<p>Unauthorised or unacknowledged collaboration in written, oral or practical work with another person or persons. Collusion occurs when a learner or employee:</p> <ol style="list-style-type: none"> a) works with one or more people to prepare and produce work where the contribution of the other person or people is not acknowledged b) allows others to copy their work or share an answer to an assessment task c) allows, without the permission or acknowledgement, someone else to contribute to or edit a work (except when such a use is expressly allowed eg proof reading, in making reasonable adjustments or the use of education support workers such as notetakers or interpreters) d) offers to complete work, or seeks payment for completing work, on behalf of another person.
Contract cheating	<p>Where a learner or employee engages a third-party to complete work, including assessments, and submits it as their own.</p>
Copyright infringement	<p>When someone other than the copyright owner exercises any of the exclusive rights of the owner without their permission and no other exception applies. An infringement occurs where an act comprised in the copyright is done in relation to a 'substantial part' or reasonable portion' of a work or other subject matter.</p>
Employee	<p>All full-time, part-time, and casual employees of Holmesglen Institute. Employees engaged by approved third parties delivering services on behalf of Holmesglen have the same accountabilities as Holmesglen employees for the purpose of this policy.</p>
Falsification of information	<p>Falsifying any information, including:</p> <ol style="list-style-type: none"> a) fabricating, inventing or distorting data (including statistical data) which you rely on b) inventing or distorting arguments, whether represented as direct quotations or not, ascribed to other individuals c) falsifying your identity or allowing another person to falsely claim to be you (impersonation).

Term	Meaning
Generative artificial intelligence	A type of artificial intelligence technology that can produce various types of new content/outputs, including text, imagery, audio, synthetic data and more, based on the data on which they have been trained.
Learner	For the purpose of this policy, a learner is a person who is, or was at the time of an alleged offence, enrolled in a program or a subject offered by Holmesglen or by one of its third party teaching partners.
Minor academic misconduct	Academic misconduct which falls short of serious academic misconduct in all circumstances and is generally an unintentional or accidental breach of academic integrity.
Plagiarism	To take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement. Plagiarism occurs when the work of another is represented, intentionally or unintentionally, as one's own work, without appropriate acknowledgement of the author or the source. This includes submitting work that is generated by artificial intelligence without appropriate citation. This category of academic misconduct includes <ul style="list-style-type: none"> ▪ the use of material from any source, employees, learners or the Internet, published and unpublished works and representing it as one's own ▪ the use of one's own previous work in satisfaction of a new assessment or qualification requirement.
Respondent	The person(s) named in an allegation of academic misconduct.
Serious academic misconduct	Academic misconduct is, or appears to be from the evidence, at least one of the following: <ol style="list-style-type: none"> a) an intentional act to breach, flout or contravene Holmesglen's requirements for academic integrity b) planned, deliberate, repetitive, organised or systematic in nature c) of significant scale and scope. <p>Serious academic misconduct is considered so serious as to necessitate suspension from duties or participating in a course of study pending investigation and may lead to suspension, summary dismissal, expulsion or revocation of an award or AQF certification.</p> <p>All academic misconduct in an examination is treated as serious misconduct.</p>

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

[Conduct Rule](#)

[Code of Conduct](#)

[Operational Authorisation Policy](#)

[Information Security Policy](#)

[Privacy Policy](#)

External

Higher Education Standards Framework (Threshold Standards) 2021

Standards for Registered Training Organisations (2015)

Higher Education Support Act 2003

Education Services for Overseas Students Act 2000 (Cth).

8. REVIEW

- 8.1. This Policy must be reviewed no later than three years from the date of approval.
- 8.2. The Policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The Policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	October 2019	New policy
2	December 2021	Revised scope to include all learners and employees.
3	May 2023	Update to include generative artificial intelligence.
4	July 2023	Clarification that the accountabilities of employees extends to employees of any approved third-parties providing education and training services on Holmesglen's behalf and other minor reallocation of accountabilities.