

Policy Name	Academic Integrity Policy
Policy Number	A003
Approval Authority	Board of Directors
Responsible Officer	Dean
Operational Responsibility	Academic Operations Manager
Purpose	<p>The purpose of this policy is to provide parameters regarding staff and student academic integrity at LCI Melbourne (LCIM). This policy (and the related Academic Integrity Procedures) aims to:</p> <ul style="list-style-type: none"> ▪ promote an ethical and honest culture in order to assure the quality of the Institution's qualifications; ▪ educate staff and students on academic integrity as a means to prevent academic integrity breaches; ▪ promote good practices to maintain academic integrity standards; ▪ address academic integrity breaches (both current and historical) consistently, robustly, and promptly.
Scope	This policy applies to all prospective and current students, alumni and staff at LCIM.
Policy Statement	<p>LCIM takes a strong stance on upholding internationally-accepted norms of academic integrity, fostering a culture of ethical honesty across learning, scholarship, and academic research.</p> <p>All staff and students are expected to uphold principles of integrity, respect and honesty and abide by relevant legislation, policies and procedures of LCIM and TEQSA academic integrity guidelines.</p> <p>A disregard and breach of the policies that uphold academic integrity and honesty at LCIM may result in disciplinary action.</p>
Policy Strategies	<p>This policy requires:</p> <ul style="list-style-type: none"> ▪ Students and academic staff of LCIM should always in their academic engagement conduct themselves honestly and ethically and are expected to

	<p>carefully acknowledge the work of others in the production of knowledge through research, scholarship, and teaching.</p> <ul style="list-style-type: none"> ▪ When a staff or student has been considered to have engaged with academic dishonesty, the issue will be dealt with confidentially. ▪ Academic Staff are required to actively engage students in matters of Academic Integrity and to take action to mitigate foreseeable risks to academic integrity. LCIM staff are required to employ correct acknowledgement practice in their teaching when they are using text, images, videos, and other artefacts sourced from others. As detailed in the guidelines <i>"The academic integrity of a course of study may be questioned if unacknowledged use is made of external materials. Such acknowledgement practices may be accommodated in or modified by prevailing copyright, licensing, and intellectual property requirements, which should be accessible to staff and students who may need to be aware of those requirements."</i> <p>Academics and students are responsible for maintaining high standards of conduct in carrying out scholarly activities and must collect, analyse, and disseminate data in a rigorous manner, without plagiarising, misrepresenting, or fabricating data. LCIM presumes that all intellectual creations produced by students and staff are the result of personal production and do not violate intellectual property rights of other persons. If a student or staff member violates intellectual property and copyright provisions, they will assume their own responsibility, with the associated moral, civil, or criminal consequences.</p> <p>LCIM adopts 'fair dealing' which is an exception to copyright infringement for the purpose of research, private study, criticism, review, news reporting, education, satire, or parody.</p> <p>In cases of suspected breach of this policy staff are to follow the actions detailed in the Academic Integrity Procedure.</p>		
<p>Definitions</p>	<table border="1"> <tr> <td data-bbox="424 1682 616 1957"> <p>Academic Integrity</p> </td> <td data-bbox="616 1682 1509 1957"> <p>For the purposes of the <i>Higher Education Standards Framework (Threshold Standards) 2021</i> (HES Framework), academic integrity is: <i>'the moral code of academia. It involves using, generating, and communicating information in an ethical, honest and responsible manner'</i> (Monash University, 2013)</p> </td> </tr> </table>	<p>Academic Integrity</p>	<p>For the purposes of the <i>Higher Education Standards Framework (Threshold Standards) 2021</i> (HES Framework), academic integrity is: <i>'the moral code of academia. It involves using, generating, and communicating information in an ethical, honest and responsible manner'</i> (Monash University, 2013)</p>
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	Academic Misconduct	<p>Academic misconduct relates to breach of academic integrity (e.g. all types of cheating). This may have occurred recently or in the past. Examples include, but are not limited to: collusion, contract cheating, exam cheating, file sharing, impersonation, plagiarism, and fabrication or falsification of data/information, recycling or resubmitting previously submitted work, unauthorised use of generative artificial intelligence.</p>
	Plagiarism	<p>Plagiarising consists of using another person’s ideas, information, or expressions without according that person due recognition – in other words, this is theft of intellectual property. Examples of plagiarism include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Totally or partially copying or paraphrasing another individual’s work and passing it off as one’s own; ▪ Copying and pasting the content of articles or images from web pages without providing a reference for the source consulted; ▪ Copying directly text, expressions or phrasing from a source without using quotation marks; ▪ Using another’s video footage; ▪ Falsifying or fabricating a citation. <p>All plagiarism is a serious offense that infringes on a copyright because it fails to recognise the author’s moral and economic rights to their creation.</p>
	Cheating	<p>Cheating in an educational environment is a generic umbrella term for a range of student behaviours that undermine academic integrity and includes, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Having or using unauthorised documents, material or equipment for an assignment or during an exam; ▪ Copying from somebody else’s assignment or exam paper during an exam; ▪ Colluding or engaging in illegitimate cooperation with one or more other students to complete assessable work;

		<ul style="list-style-type: none"> ▪ Contract cheating or having another student do one's work for an assignment to be graded; ▪ Substituting a different person (impersonating) to write an exam or an assignment to be evaluated; ▪ Recycling or resubmitting of a paper or project, in whole or in part, already submitted for another course, without explicit permission to do so; ▪ Deliberately omitting data to obtain a desired result; ▪ Representing observations as genuine when they are not; ▪ Misleading attributions of authorship; ▪ Falsifying or Fabricating data/information; and <p>Unauthorised use of generative artificial intelligence.</p>
	Fair Dealing	<p>Fair dealing is a limitation and exception to the exclusive right granted by copyright law to the author of a creative work. Fair dealing is found in many of the common law jurisdictions of the Commonwealth of Nations.</p>
<p>Relevant Legislation and Guidelines</p>	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • 2021 Higher Education Support Act (2003) • Australian Qualifications Framework (AQF) • TEQSA academic integrity guidelines • TEQSA Artificial Intelligence • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • Copyright Amendment (Digital Agenda) Act 2000 • Copyright Act 1968 (amended Sept 2021) • Telecommunications Act 1997 (amended 2021) • Crimes Act 1914 (amended Jan 2022) • Broadcasting Services Act 1992 (amended Feb 2022) • Privacy Act 1988 • Privacy and Data Protection Act 2014 (Victoria) • Fair dealing Guidelines – Australian Copyright Council 	

Key Related Documents	A003 Academic Integrity Procedure G018 Access and Equity Policy G018 Access and Equity Procedure A001 Academic Grievances, Complaints and Appeals Policy A001 Academic Grievances, Complaints Procedure G014 Privacy and Intellectual Property Policy G014 Privacy and Intellectual Property Procedure A019 Acceptable Use of Artificial Intelligence Policy		
Date Approved	6 May 2024		
Date of Commencement	6 May 2024		
Date for Review	M2 2025		
Documents superseded by this Procedure	Academic Honesty and Integrity Policy 2019		
Amendment History	Updates to Policy and Procedure in line with HESF updates 2021 Updates to Policy and Procedure compliance and AI		
Signed and dated for LCIM	Professor Andrew Flitman	MTG2 2024 AB minutes	6 May 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy/Procedure Category		Academic		
Responsible Officer		Dean and Principal		
Stakeholders		Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students		
Review Date		M 2025		
Approved by Board of Directors				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean and Principal	New Policy and Procedure	Q4 2019	30 th October 2019

2.0	Executive Manager	Updates to Policy and Procedure in line with HESF updates 2021	13 th April 2022	13 th April 2022
3.0	Dean	Updates to Policy compliance and AI	6 May 2024	6 May 2024