

<b>Procedure</b>	<b>Academic Integrity Procedure</b>
<b>Procedure Number</b>	A003
<b>Approval Authority</b>	Board of Directors
<b>Responsible Officer</b>	Dean
<b>Operational Responsibility</b>	Academic Operations Manager
<b>Purpose</b>	<p>The purpose of this procedure is to provide parameters regarding staff and student academic integrity at LCI Melbourne (LCIM). This policy (and the related Academic Integrity Policy) aims to:</p> <ul style="list-style-type: none"> <li>▪ promote an ethical and honest culture in order to assure the quality of the Institution’s qualifications;</li> <li>▪ educate staff and students on academic integrity as a means to prevent academic integrity breaches;</li> <li>▪ promote good practices to maintain academic integrity standards;</li> <li>▪ address academic integrity breaches (both current and historical) consistently, robustly, and promptly.</li> </ul>
<b>Scope</b>	This procedure applies to all prospective and current students, alumni and staff at the Institution. at LCIM.
<b>Procedure Statement</b>	<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 <a href="#">TEQSA academic integrity guidelines</a>.</p> <p>A disregard and breach of the policies that uphold academic integrity and honesty at LCIM may result in disciplinary action. The Process for breaches will be addressed effectively, consistently, and confidentially.</p>

**Procedures**

1. All students within their first trimester of LCI studies are provided with guidance and training on what constitutes academic or research misconduct and the development of good practices in maintaining academic and research integrity by highlighting appropriate methods of referencing and providing guidelines and protocols related to plagiarism, collusion, cheating and fraud.
2. All students will be given instruction on the appropriate use of Artificial Intelligence (AI) applications within creative and written work, in accord with LCIM's Policy on Acceptable Use of Artificial Intelligence.
3. All new academic staff are provided guidelines on academic integrity as part of their induction to LCIM.
4. All written submissions are checked against Turnitin or equivalent software for potential plagiarism.
5. Academic management will monitor risks, all breaches are required to be reported to the Academic Operation Manager. These are recorded on staff or student files.
6. Staff are requested to be vigilant in adopting correct processes in their presentations and scholarly works to be positive role models to students.
7. Academic staff are requested to design assessments that lessen the opportunity for academic dishonesty.

**Supporting Procedures**

Plagiarism and cheating attempts at plagiarism and cheating, or collaboration in plagiarism and cheating are prohibited and considered serious offences. Students or academic who engage in plagiarism and cheating are penalised in accordance with LCIM's student regulations and employee work regulations respectively. The foregoing is without prejudice to the civil and criminal actions to which they might be subject because of their conduct.

During the complaint process, all information obtained concerning students is treated with the highest level of confidentiality. In the case of potential legal implications, it is incumbent on LCIM to report the incident to the police and fully cooperate with any investigation that may follow.

**Student Misconduct related to academic integrity.**

1. If an academic suspects a student of academic dishonesty, the academic must first discuss the concern with the student. If academic dishonesty is still suspected, the academic sends the details of the case and supporting evidence, in writing, to the Academic Operations Manager and meets with them to discuss the case. If dishonesty is confirmed, the Academic Operations Manager will check the student's file to determine whether a previous act of dishonesty is documented, which may affect the disposition of the case. If the act of dishonesty is a first offence, the academic officially assigns a grade of '0' for the assessment task in question.

The Academic Operations Manager informs the student in writing, to that effect, stipulating that a second offence will lead to a grade of '0' for the unit in which it was committed. The Academic Operations Manager retains a copy of the written notice, sends a copy to the academic and lodges a record of such action on the student file.

2. In the case of a second offence, in the same or in another unit, the academic must first discuss the concern with the student. If academic dishonesty is still suspected, the academic sends the details of the case and supporting evidence, in writing, to the Academic Operations Manager and meets with them to discuss the case. If dishonesty is confirmed, the Dean is informed, in writing, and the academic officially assigns a grade of '0' for the unit in question.

The Academic Operations Manager informs the student, in writing, to that effect, summoning the student to meet to discuss the situation and stipulating that a third offence may lead to a suspension or their dismissal from LCIM. The original copy of the second complaint documentation is attached to the original complaint documentation.

3. In the case of a third documented offence, it is the Dean who analyses the gravity of the infraction and any precedents in collaboration with the Academic Operations Manager and decides on the penalty.

If the Dean decides on a suspension or dismissal, the student receives a letter providing the rationale for the decision as well as the terms and conditions of the

sanction, such as its duration. The suspension or dismissal takes effect immediately after the student receives the notification, either verbally or in writing. A confidential record of such action is lodged on the student file.

### **Appeal Procedure**

The following directives guide the appeal procedure.

If the complainant remains unsatisfied with the investigation and/or the determination regarding a complaint, he or she must submit a written request to the person(s) handling the complaint within 10 days from the date on the written decision notice, unless there are extenuating circumstances. The written request must include a detailed justification as to why the complaint should be reviewed.

The investigation will be completed, and the appropriate resolution decided upon as soon as possible (normally within 30 days after a formal written complaint is made, unless a longer period is appropriate in the circumstances in which case the complainant will be notified of the proposed time frame).

The person(s) responsible for handling the appeal shall appoint an ad hoc Appeal Committee consisting of two to three academics or senior executive having no previous exposure to the investigation and give notice that an investigation has been initiated to the senior executive team.

In the unit of the investigation of an appeal, the Appeal Committee will:

- review the complainant's justification for the appeal and the previous proceedings to ensure that all previous procedures have been conducted efficiently and in compliance with this Policy and applicable laws;
- give notice to the senior executive if the appeal is warranted and if a hearing should take place; or
- give notice that the appeal has not been upheld to the senior executive in which case the decision of the Appeal Committee is final and cannot be appealed further;
- during and subsequent to the hearing, the Appeal Committee advises the respondent in writing of the appeal, meets individually with the stakeholders (staff and student), considers the evidence underlying the complaint and investigation and the provisions of this Policy and applicable laws, deliberates and arrives at a final decision as to the resolution of the complaint;
- give notice of the investigative findings to the stakeholders and the senior executive;

	<ul style="list-style-type: none"> <li>▪ when the investigation is complete, the person handling the appeal lodges a record of the investigative proceedings on the student file.</li> </ul> <p>If the investigative findings substantiate the complaint, the Dean may make recommendations regarding appropriate action arising out of such findings.</p> <p><b>Staff Misconduct related to academic integrity.</b></p> <p>In the circumstance a staff member is suspected of academic dishonesty this will be investigated by the Dean and a nominated academic integrity staff panel. Academic Misconduct is seen as a serious breach and in any proven circumstance the staff member could be (dependent on extent of the infraction):</p> <ul style="list-style-type: none"> <li>▪ Placed on a formal warning</li> <li>▪ Suspended from academic duties</li> <li>▪ Dismissed for serious misconduct</li> </ul> <p>Within the parameters of the Educational Services (Post-Secondary Education) Award 2020, Fair Work Guidelines and legislation the staff member will be counselled and have the opportunity to defend their position.</p>	
<b>Definitions</b>	Academic Integrity	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)
	Academic Misconduct	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.
	Plagiarism	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: <ul style="list-style-type: none"> <li>▪ Totally or partially copying or paraphrasing another individual's work and passing it off as one's own;</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Copying and pasting the content of articles or images from web pages without providing a reference for the source consulted;</li> <li>▪ Copying directly text, expressions or phrasing from a source without using quotation marks;</li> <li>▪ Using another’s video footage;</li> <li>▪ Falsifying or fabricating a citation.</li> </ul> <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>
	<p>Cheating</p>	<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"> <li>▪ Having or using unauthorised documents, material or equipment for an assignment or during an exam;</li> <li>▪ Copying from somebody else’s assignment or exam paper during an exam;</li> <li>▪ Colluding or engaging in illegitimate cooperation with one or more other students to complete assessable work;</li> <li>▪ Contract cheating or having another student do one’s work for an assignment to be graded;</li> <li>▪ Substituting a different person (impersonating) to write an exam or an assignment to be evaluated;</li> <li>▪ Recycling or resubmitting of a paper or project, in whole or in part, already submitted for another course, without explicit permission to do so;</li> <li>▪ Deliberately omitting data to obtain a desired result;</li> <li>▪ Representing observations as genuine when they are not;</li> <li>▪ Misleading attributions of authorship;</li> <li>▪ Falsifying or Fabricating data/information; and</li> </ul> <p>Unauthorised use of generative artificial intelligence.</p>

	Fair Dealing	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.
<b>Relevant Legislation and Guidelines</b>		<ul style="list-style-type: none"> <li>▪ <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>▪ <a href="#">2021 Higher Education Support Act (2003)</a></li> <li>▪ <a href="#">Australian Qualifications Framework (AQF)</a></li> <li>▪ <a href="#">TEQSA academic integrity guidelines.</a></li> <li>▪ <a href="#">TEQSA Artificial Intelligence</a></li> <li>▪ <a href="#">Education Services for Overseas Students Act 2000</a> (ESOS)</li> <li>▪ <a href="#">Commonwealth Register of International Courses for Overseas Students</a> (CRICOS)</li> <li>▪ <a href="#">Copyright Amendment (Digital Agenda) Act 2000</a></li> <li>▪ <a href="#">Copyright Act 1968 (amended Sept 2021)</a></li> <li>▪ <a href="#">Telecommunications Act 1997 (amended 2021)</a></li> <li>▪ <a href="#">Crimes Act 1914 (amended Jan 2022)</a></li> <li>▪ <a href="#">Broadcasting Services Act 1992 (amended Feb 2022)</a></li> <li>▪ <a href="#">Privacy Act 1988</a></li> <li>▪ <a href="#">Privacy and Data Protection Act 2014 (Victoria)</a></li> <li>▪ <a href="#">Fair dealing Guidelines – Australian Copyright Council</a></li> </ul>
<b>Key Related Documents</b>		<p>A003 Academic Integrity Policy</p> <p>G018 Access and Equity Policy</p> <p>G018 Access and Equity Procedure</p> <p>A001 Academic Grievances, Complaints and Appeals Policy</p> <p>A001 Academic Grievances, Complaints Procedure</p> <p>G014 Privacy and Intellectual Property Policy</p> <p>G014 Privacy and Intellectual Property Procedure</p> <p>A019 Acceptable Usage of Artificial Intelligence</p>
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

Signed and dated for LCIM	Professor Andrew Flitman	MTG2 2022 AB minutes	6 May 2024
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INFORMATION FOR PUBLISHING ON POLICY REGISTER				
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Approved by Academic Board				
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 <sup>th</sup> October 2019
2.0	Executive Manager	Updates to Policy and Procedure in line with HESF updates 2021	13 <sup>th</sup> April 2022	13 <sup>th</sup> April 2022
3.0	Dean	Updates to Procedure	6 May 2024	6 May 2024