Academic Integrity Policy

Section 1 - Purpose

(1) This Policy sets out the values, principles and responsibilities for supporting, promoting and defending academic integrity across all learning, teaching and research activities at the University of Canberra (the University).

(2) This Policy supports the University in:

a. maintaining the highest standards of academic integrity;
b. ensuring staff and students are aware of the importance of creating, and submitting for assessment, their own original work, and acknowledging the work of others and third parties;
c. promoting and supporting academic integrity through education and the University's culture; and
d. administering processes that prevent and mitigate risks to academic integrity and evolve in response to emerging challenges.

(3) This Policy supports the University in achieving compliance with:

a. standards 4.1, 5.2, 6.2.1, 7.2.2 and 7.2.3 of the Higher Education Standards Framework (Threshold Standards) 2021;
b. the principles of responsible research conduct, and responsibilities of institutions and researchers as described in the Australian Code for the Responsible Conduct of Research 2018 and the University's Research Conduct and Governance Policy; and
c. the academic integrity of courses as required by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

Section 2 - Scope

(4) This Policy relates to:

a. assessment submissions;
b. work and activities undertaken as preparation for an assessment;
c. activities required to be undertaken as part of a unit in a course of study that may not be assessed, such as formative and hurdle tasks or pre-placement activities;
d. work submitted for publication; and
e. work involving the creation or use of any research data materials or findings.

(5) This Policy applies to:

a. all staff and students at the University, including students undertaking study or research with partner institutions;
b. staff employed at partner institutions who provide academic, research or support services to the University's students, including higher degree by research (HDR) and examination supervision;

c. students or staff on any form of leave, including while on course suspension;
d. any person participating in any award or non-award learning activities, units, courses, or microcredentials that include assessment (formative or summative); and
e. any person or organisation employed, engaged or contracted to perform academic or research work for the University, including HDR and examination supervision.

(6) The Research Conduct and Governance Policy states the University's position on research integrity and practices, standards, and accountabilities for the responsible conduct of research by University staff. Therefore, this Academic Integrity Policy provides supplementary expectations for:

a. University staff and students engaged in research; and
b. external persons or organisations engaged or contracted to perform research activities for the University.

Section 3 - Principles

Academic integrity statements

(7) The University is committed to:

a. academic excellence and ensuring the integrity of its qualifications and research;
b. fostering an organisational culture of academic integrity supported by communication, education and support, prevention, and detection;
c. treating breaches of academic integrity seriously, ensuring timely investigation of allegations of breaches, including procedural fairness, and applying appropriate penalties where a breach is confirmed;
d. maintaining appropriate ethical, collaborative, transparent and innovative environment that enables students and staff to learn, teach, research, and develop ideas, solutions and creative works while respecting and acknowledging the work of others; and
e. the appropriate, ethical and transparent use of generative artificial intelligence (GenAI) in assessment and research.

Academic integrity values

(8) Staff and students are expected to apply the University's academic integrity values to all their learning, teaching, assessment, and research activities.

(9) The University's values for academic and research integrity are:

VALUE	DESCRIPTION
Honesty	Staff and students must be honest by doing their own work and by properly acknowledging anyone else's work or ideas that they use in their learning, teaching or research.
Trust	Staff and students must be trustworthy by communicating clearly, openly and consistently about learning, teaching or research expectations and requirements.
Fairness	Staff and students must consistently apply and follow rules, policies and procedures when undertaking learning, teaching or research.
Respect	Staff and students must be respectful of each other and appreciate others' unique contributions to learning, teaching or research.
Responsibility	Staff and students must be actively responsible for practising and promoting academic integrity in their learning, teaching or research.

VALUE	DESCRIPTION
Courage	Staff and students must be courageous by upholding UC's academic integrity principles, even in challenging circumstances.

(10) The University's academic integrity values are supported by the University's Charter of Conduct and Values and the Student Charter.

Academic integrity principles

(11) The University will:

a. foster and contribute to a culture that supports academic integrity;
b. train staff and students to build skills and knowledge in how to identify and act with academic integrity;
c. support teaching, learning, assessment and research activities that embed principles of academic integrity;
d. manage allegations of suspected breaches of academic integrity under the University of Canberra (Student Conduct) Rules 2023, the University of Canberra Enterprise Agreement and/or the Research Conduct and Complaints Procedure as applicable;
e. investigate alleged academic integrity breaches by students in accordance with the Student Conduct Rules;
f. investigate alleged academic integrity breaches by staff in accordance with the University's Enterprise Agreement;
g. investigate breaches of the Australian Code for the Responsible Conduct of Research 2018 in accordance with the Responsible Conduct of Research Policy and, where appropriate, the Student Conduct Rules;
h. communicate to staff and students the types of methods used to detect academic integrity breaches, including breaches of the Australian Code for the Responsible Conduct of Research 2018;
i. maintain the confidentiality of anyone involved in alleged academic integrity breaches, including those who report suspected breaches, and those accused of alleged breaches, subject to any legal requirements for disclosure of information; and
j. ensure that anyone who raises or responds to allegations of academic integrity breaches is not subject to discrimination or victimisation.

(12) University staff will:

a. conduct themselves in a manner consistent with the University's academic integrity values in all learning, teaching, assessment and research activities;
b. educate students about the application of academic and research integrity to assessment and assessment activities;
c. design curriculum and assessments to promote student adherence to principles of academic integrity;
d. design and undertake education and research activities in accordance with the values for academic integrity; and
e. act upon potential breaches of academic integrity under the University's Enterprise Agreement (for staff) and Student Conduct Rules (for students) and/or the Australian Code for the Responsible Conduct of Research 2018 as applicable.

(13) Students will:

a. conduct themselves in a manner consistent with the University's academic integrity values in all learning, assessment and research activities;
b. apply the values that support academic integrity to their academic work;

c. complete any required learning activities to develop and apply their understanding of academic and research integrity;
d. not engage in behaviours defined as academic misconduct or serious misconduct as defined in the Student Conduct Rules;
e. conduct learning, assessment and research activities in accordance with the relevant codes of conduct and standards; and
f. provide input into engagement and promotion strategies for academic integrity.

Generative artificial intelligence

(14) Staff and students must comply with the University's published position on the use of generative artificial intelligence (GenAI) as it relates to academic integrity.

Breaches of academic integrity - students

(15) Breaches of academic integrity by students that constitute academic misconduct or serious misconduct are listed in the Student Conduct Rules as amended from time to time.

(16) The process for investigating an allegation of academic misconduct by a student is described in the Student Conduct Rules.

(17) Alleged misconduct by a student may breach more than one rule or policy. In such a case, the University may carry out one investigation that will consider all allegations simultaneously.

(18) Any person who considers that a student may have engaged in academic misconduct may draw the matter to the attention of an Authorised Person or Prescribed Authority as set out in the Student Conduct Rules.

(19) Students may report potential breaches of academic integrity in accordance with the University's Enterprise Agreement and/or the Student Conduct Rules as applicable.

Breaches of academic integrity - staff

(20) Breaches of academic integrity by staff constitute a breach of the Charter of Conduct and Values. Alleged breaches of the Charter will be investigated in accordance with the relevant provisions of the University's Enterprise Agreement and, for contracted staff, the terms of individual employment contracts.

(21) Alleged misconduct by a staff member may breach more than one rule or policy. In such a case, the University may carry out one investigation that will consider all breaches simultaneously.

(22) Any person who considers that a staff member may have engaged in academic misconduct or serious misconduct must draw the matter to the attention of the Chief People Officer, as set out in the University's Enterprise Agreement.

Breaches of research integrity – staff and students

(23) Breaches of the Australian Code for the Responsible Conduct of Research 2018 by staff and students will be investigated in accordance with the Research Conduct and Complaints Procedure.

(24) Any person who identifies a potential breach of the Responsible Conduct of Research Policy must draw the matter to the attention of the Designated Officer in accordance with the Research Conduct and Complaints Procedure. They may wish to consult the Research Integrity Officer to seek advice on institutional processes, including protection available to complainants.

Section 4 - Responsibilities

Who	Responsibilities
Academic Board	• As set out in section 10 of the University of Canberra (Academic Board) Rules 2026.
Authorised Person	• As described in the University of Canberra (Student Conduct) Rules 2023.
Chief People Officer (CPO)	• Managing allegations of serious misconduct by staff under the Fair Work Act 2009 and Regulation 1.07 of the Fair Work Regulations 2009. • Overseeing investigations of alleged breaches of the University's Charter of Conduct and Values.
Dean	• Assuring that the quality of content and assessment design in courses offered by the faculty align with the principles of academic integrity. • Developing and maintain a culture of academic integrity in their faculty.
Deputy Vice-Chancellor (DVC)	• Policy Custodian of Responsible Conduct of Research Policy. • Receiving records of investigations of allegations of research misconduct and decides on course of action to be taken. • Keeping records of investigations of allegations of research misconduct. • Reporting annually to Academic Board via the appropriate sub-committees on academic and research integrity statistics, misconduct cases, and strategies for minimising misconduct.
Faculty Board	• As described in the Faculty Board Charter.
Learning & Teaching (L&T)	• Supporting staff to assure the quality of content and assessment design align with the principles of academic integrity. • Developing generative artificial intelligence (GenAI) training frameworks. • Support staff to train students about the ethical use of GenAI.
People & Culture (P&C)	• Provide advice to staff regarding processes related to staff misconduct as set out in the University's Enterprise Agreement and the Charter of Conduct and Values.
Prescribed authority	• As defined in the University of Canberra (Student Conduct) Rules 2023.
Institutional Quality Assurance	• Advising Policy of any changes to TEQSA legislation and associated supporting documents that may require an update to academic policies and procedures. • Advising TEQSA of instances of contract cheating involving multiple students.
Staff	• Upholding, apply and model the principles of academic integrity as set out in the University's Academic Integrity Policy. • Completing the Academic Integrity Module (AIM) for staff and if their role involves research or research training, the Research Integrity Module (RIM). • Designing and undertaking teaching, research, courses and assessment activities in accordance with academic integrity principles to minimise opportunities and risks for breaches of academic and research integrity. • Detecting, monitoring and reporting potential breaches of academic integrity as set out in the relevant Rules, Policies and Procedures. • Acting upon the decision(s) of academic integrity investigations. • Keeping informed about existing and emerging academic misconduct developments. • Supporting students in developing, understanding and applying the academic integrity principles.
Student Conduct Committee	As defined in the University of Canberra (Student Conduct) Rules.
Student Conduct Officer	As defined in the University of Canberra (Student Conduct) Statute 2015.

Who	Responsibilities
Students	• Undertaking all University activities in accordance with the Student Charter and the University of Canberra (Student Conduct) Rules 2023. • Understanding rights and responsibilities under the University's Student Charter. • Completing the Academic Integrity Module (AIM) in their first teaching period of each calendar year of study at the University, and as required subsequently. • Completing the Research Integrity Module if a higher degree by research (HDR) student. • Upholding and applying the principles of academic integrity in all academic activities. • Under the support and encouragement of faculty, undertaking training in academic integrity standards including guides to academic referencing, researching and note taking, and understanding assessment tasks. • Seek further information and guidance if uncertain about applying academic integrity principles.
Third-Party Provider Staff	Following the principles of this Policy.

Section 5 - Procedure

(25) Refer to Academic Integrity Procedure.

Section 6 - Definitions

TERM	DEFINITION
Academic integrity	Using, generating and communicating information in an ethical, honest and responsible manner in all academic activities. Within this Policy, academic integrity is used as an overarching term, with research integrity being a type of academic integrity.
Academic misconduct	As defined in the University of Canberra (Student Conduct) Rules 2023
Artificial Intelligence (AI)	Tools or technologies that replace and simulate human effort to analyse or generate data or other content. See also 'Generative Artificial Intelligence (GenAI)'.
Assessment	As defined in the University of Canberra (Student Conduct) Rules 2023.
Contract	A legally binding agreement between two or more parties that outlines their rights and obligations.
Designated Officer	A senior professional or academic institutional officer or officers appointed to receive complaints about the conduct of research or potential breaches of the Code and to oversee their management and investigation where required. (Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research 2018.)
Education	Learning, teaching and assessment activities undertaken by staff and students.
Generative Artificial Intelligence (GenAI)	A subset of artificial intelligence focused on creating new content and data. GenAI systems can produce outputs that are statistically similar to human-created data, including text, images, audio and other forms of media. See also 'Artificial Intelligence'.
Learning	Activities undertaken to acquire knowledge and skills, including the completion of assessments.
Misconduct	As defined in the University of Canberra (Student Conduct) Rules 2023.
Research	Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative. (Australian Research Council.)
Research integrity	A serious breach of the Australian Code for the Responsible Conduct of Research 2018 which is also intentional or reckless or negligent.
Staff	A person who is a member of the University, whether full-time, part-time, continuing, fixed-term, casual, or engaged under a third-party arrangement, and includes all academic, professional, technical and administrative officers and employees.

TERM	DEFINITION
Student	As defined in the University of Canberra (Student Conduct) Rules 2023.
Tertiary Education Quality and Standards Agency (TEQSA)	Australia's independent national quality assurance and regulatory agency for higher education.

Status and Details

Status	Current
Effective Date	31st March 2025
Review Date	1st January 2028
Approval Authority	Policy Specialist
Approval Date	12th March 2025
Expiry Date	To Be Advised
Custodian	Michelle Lincoln Deputy Vice-Chancellor
Responsible Manager	Tamsin Kelly Director, Education & Student Experience
Author	Nick Markesinis Policy Specialist
Enquiries Contact	Policy