



**New England College** is the trading name of **New England Institute of Technology Pty Ltd**

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## **Academic Integrity Policy**

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## Document Control

### Version History

| Version | Date       | Description                |
|---------|------------|----------------------------|
| V1.0    | 20.11.2020 | Policy defined and created |

**Review Process:** This policy shall be reviewed annually in compliance with education industry standards including the Standards for Registered Training Organisations (SRTOs) 2015, the ESOS Act 2000 and the National Code of Practice for Providers of Education to Overseas Students 2018 and the ELICOS Standards 2018.



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## Policy Statement

As a student of New England College, it is an expectation that you maintain integrity when undertaking any kind of assessment or academic activity. Maintaining academic integrity means ensuring that work submitted is your own, referencing where work is sourced from another location and avoiding plagiarism.

## Scope

This policy applies to all students undertaking studies at New England College. This policy comes into effect at the commencement of the course.

## Academic Dishonesty

Academic dishonesty is defined as:

- Intentionally using or attempting to use unauthorized materials from another source and presenting them as your own work
- Using information or study aids (such as mobile phones, hand written notes) in any assessment
- Copying another student's work
- Submitting work for an in-class examination that has been prepared in advance
- Representing assessments that were prepared by another person as one's own work
- Any conduct that breaches the rules governing the assessment process.

Academic Dishonesty is considered a serious breach of New England College's Code of Conduct.

Examples of what is, and is not, considered academic dishonesty:

| Academic Dishonesty  | NOT Academic Dishonesty   |
|--|---|
| <b>'Copying and pasting' sentences, diagrams or images from texts or the internet without referencing the source</b>         | Ideas or words are commonly used and there is no other or better way to express them  |
| <b>Having someone else write your work or complete an assessment task for you</b>  | Completing the assessment yourself, without you reading any texts or other published or unpublished material including internet information |
| <b>Coping from another student's work</b>  | Acquiring the knowledge yourself through research, experimentation or analysis  |
| <b>Changing the order of words taken from somewhere else but retaining the original idea or concept, without referencing</b> | Synthesising the information and the ideas of others to reach your own conclusions and present your own view/interpretation                 |
| <b>Quote from a secondary source without acknowledging the primary source</b>  | Referencing to acknowledge the original source of information, images or diagrams used.   |
| <b>Taking unauthorised notes into an examination.</b>  | Preparing in the lead up to the exam  |
| <b>Providing examination answers to other students</b>   | Completing the exam based on your own knowledge and understanding   |



Other examples of academic dishonesty include:

- Another person assisting in the production of an assessment submission without the express requirement, consent or knowledge of the assessor.
- Asking another person to prepare and or submit an assignment on your behalf.
- Downloading of content from the internet and submitting on an 'as is' basis
- Assessments completed dishonestly or by improper means are considered plagiarized.
- Referring to someone else's work, ideas or theories as your own by not acknowledging the source/authors.
- Using someone else's original words without placing them in inverted commas
- Writing words that are almost the same as the original article, lecture, text or journal, even if you have acknowledged the source
- Paraphrasing without acknowledging the source
- Using part or all of an assignment from a previous assessment task without acknowledgement (even if it is your own).
- Collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied in any way by others.
- Offering or accepting bribes of any form, in return for the exchange of assessment work or answers.
- Fabrication or falsification of information or student identity.

## Investigating Academic Dishonesty

Any allegation or report of academic dishonesty will be treated seriously and formally investigated by New England College. When investigating an alleged instance of academic dishonesty, New England College will take into consideration a number of factors including, but not limited to, the following:

- Type of misconduct
- Extent of misconduct
- Student intention
- Impact of misconduct
- Student academic history

For example, a student may have engaged in academic misconduct because of inadequate study or writing skills. In these cases, New England College may elect to take an educational approach to equip the student with the skills and knowledge they require to prevent reoffending.

Where New England College determines that a student has knowingly and intentionally engaged in academic misconduct, including any conscious or premeditated attempt to deceive the college, this will be treated as a serious breach of both the Academic Integrity Policy and Student Code of Conduct. In these cases New England College may impose a penalty, including cancellation of a student's enrolment.

## Penalties

Penalties for misconduct will depend on the level of misconduct, as determined by the investigation. Penalties are imposed at the absolute discretion of New England College and may include:

- A written warning letter
- Requiring a student to re-enrol in a given subject(s) at their own cost
- Suspension and/or cancellation of enrolment



## Referencing

Understanding and using referencing systems is an important part of your academic reading and writing. Referencing can be defined as acknowledging the author or source of information in a text. Referencing is a valuable tool for any academic writer because:

- Understanding referencing can help you to find additional information for your research
- It gives credibility to your interpretations because you can demonstrate how they fit into the field of knowledge about which you are writing
- It enables you to acknowledge your sources and avoid charges of plagiarism.

You use referencing in your assignment writing when you refer to quotations and ideas from your sources of information (in-text referencing).

New England College recommends the use of APA or Harvard Referencing.

A guideline to the correct referencing styles can be found online or by consulting your trainer/assessor.

## Complaints

Students who have a complaint about a decision made with respect to an investigation, or who have witnessed academic dishonesty, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion and without fear of prejudice or inappropriate treatment.

The process commences within 10 working days of the formal lodgment of the complaint or appeal and supporting information. All reasonable measures are taken to finalize the process as soon as practicable.

For further information, refer to the New England College Complaints and Appeals Policy. A full copy of the policy is available at [www.nec.edu.au](http://www.nec.edu.au)