

ACADEMIC INTEGRITY POLICY and PROCEDURE

PP064

1. POLICY

Key 2 Learning College recognises that academic integrity is essential to excellence in learning, teaching, research and scholarly endeavor. This policy describes the College's principles for promoting, supporting and upholding high standards of academic integrity. It outlines how the College will concentrate on deterring academic misconduct through educative approaches that clearly articulate the College's expectations of academic/teaching staff and students.

This policy does not limit intellectual/academic freedom provided that academic/teaching staff and students comply with the College's principles for promoting, supporting and upholding high standards of academic integrity.

Students are considered guilty of cheating if they seek to gain advantage by unfair means such as copying another students' work, or in any way misleading the Key 2 Learning College Trainer and Assessors about their knowledge, ability, or the amount of original work they have done

2. PURPOSE

This policy applies to all Key 2 Learning College students domestic and International. It mandates a framework to support our shared academic principles and behavioral expectations of all students of the College.

3. PRINCIPLES

1. Academic Integrity is a core College value and obligation.
2. Upholding Academic Integrity must be the foundation for all teaching, scholarship and research undertaken by staff and students.
3. The College is opposed to, and does not tolerate, breaches of Academic Integrity.
4. The College supports the use of educative and prevention strategies to foster Academic Integrity.
5. Staff will apply appropriate strategies for promoting, protecting and practicing Academic Integrity. The College has software implemented into the Canvas system to detect plagiarism – "Turnitin"
6. Students will uphold ethical practice in all Academic Endeavours.
7. Penalties for breaches of Academic Integrity will take into account any extenuating circumstances and any record of past breaches of Academic Integrity
8. The College instructs the students (Dip of Nursing) that they must use APA 7th Edition to be research and reference their assessments

Definitions:

Academic honesty	The principle that academic work is original and authentic and completed only with the assistance allowed.
Academic integrity	Academic integrity is the honest and respectful engagement with the scholarships of learning, teaching, research and community. It is an essential moral code to be upheld by the academic community inclusive of academic/teaching staff and students
Academic misconduct	Includes but is not limited to conduct that involves academic fraud, plagiarism and any other dishonest conduct to gain academic or general advantage; or conduct that otherwise contravenes the provisions of the University's academic rules, policies and procedures. It includes deceptive behaviour of a minor nature related to research, learning and teaching. Dishonesty in the preparation or presentation of any assessable work is regarded as student academic misconduct
Cheat/Cheating	<p>Cheating is any act through which a student attempts to gain an unfair advantage in admission to or the assessment process for a course. Cheating may include, but is not limited to:</p> <p>Resubmitting or largely reusing previously assessed work as new work</p> <p>Fabrication or falsification of data and/or results</p> <p>Presenting work, which is the outcome of directly working with others, as their own (collusion), without knowledge</p> <p>Contracting/allowing another person to complete part or all of an assessment or examination on behalf of a student</p> <p>Accessing/obtaining an advance copy of an examination paper unless otherwise authorised, eg a 'seen' paper</p> <p>Communicating with or copying from, another person/s during an examination</p> <p>Bringing into, or receiving during an examination, unauthorised material/information</p> <p>Presenting untrue medical/special consideration forms</p> <p>Knowingly helping others to cheat; and/or</p> <p>Taking actions which intrude on the ability of others to complete their assessment tasks</p>
Contract Cheating	Is the practice of students engaging a third-party to complete assignments. It occurs when someone other than the student completes an assignment--and which the student then submits for assessment/credit.
Collusion	The unauthorised act of a student presenting work, which is the outcome of directly working with others, as their own
Plagiarism	The presentation of work/s by another person/s as one's own work by failing to properly acknowledge those person/s. Proper acknowledgement means to clearly identify which parts of a work originate from which source.

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Artificial Intelligence (AI)	Using AI content generators or tools without authorisation to create or alter your academic assignments is seen as a violation of academic integrity. This rule also extends to other writing aids like paraphrasing tools and translation tools.
Attendance	Minimum attendance requirements for all students is 80%, however for students on work placement, Lab days, in class assessments (including FOSA for Nursing students) and role play assessments the requirement for attendance is 100%.

4.PROCEDURE

At Orientation students are advised of K2LC requirements regarding Academic Integrity. This information is provided in the Student Handbook and in the Orientation power point presentation.

Students are also required to sign F075 Academic Integrity Acknowledgement Form

This form is saved on the student file.

Diploma of Nursing

In the Course Handbook students are informed that all work must be researched and referenced using the APA 7th edition format.

Students must also refer to the information in the Unit Outline documents that reference the APA 7th Edition in the Academic Integrity section.

The student Assessment also refers to the APA 7th Edition and the Student Cover Sheet acknowledgement requires students to sign the declaration before submission of assessment.

- a) Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study
- b) Students must not use another person's concepts, results or conclusions and pass them off as their own
- c) In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- d) Students must not ask another person to produce an assessable item for them.

Penalties for Attendance Misconduct

1. Student's must submit a signed medical certificate from a GP
2. Students that miss classes and require Trainers to perform additional tutorial support, role play observations or any other assessment activities will be charged \$60.00 per hour.
3. Unacceptable supporting medical evidence
 - Documentation that only states information provided by you.
 - A medical certificate generated online or from a pharmacy, without the medical practitioner's actual assessment of your condition.
 - A medical certificate for an elective or non-critical medical appointments (e.g. optical, dental).
4. Absence for mental health related conditions – Mental health issues must be assessed by a GP and are only valid or acceptable (depending on the gravity of the issue) if the GP determines that the issue impedes students from attending classes. Should the GP refer for further diagnosis or treatment to a counsellor, psychologist or psychiatrist, student **MUST** submit a statement from them showing the actual issue, ongoing therapy needed, estimated duration of therapy and how the illness prevents student from attending classes.

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Penalties for Assessment Misconduct

- 1) Student's will be asked to re do the assessment**
- 2) Students will receive 1st Formal Warning for breaching this policy of Key 2 Learning College**
- 3) A student's 2nd offense will require the student to pay a fee of \$80.00 in order to repeat the unit.**
- 4) Deferral or withdrawal from the course or have to re-enrol in the unit and pay the course fees**