



ACADEMIC INTEGRITY AND STUDENT CONDUCT POLICY

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Custodian:	General Manager		
Supporting Documents, Procedures & Forms:	Procedure for Managing Alleged Student Misconduct Privacy Policy Records Management Policy (Staff) Student Grievance Policy Student Handbook UOW Smoke-Free University Policy UOW Student Conduct Rules UOW Campus Access & Order Rules UOW Library Code of Conduct Halls of Residence Handbooks IT Acceptable Use Policy and associated IT Policies		
References & Legislation:	Higher Education Standards Framework Public Health Act 2010 (NSW) State Records Act 1998 (NSW) TEQSA Guidance Note: Academic Integrity		



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1 Preamble

- 1.1 This Policy merges and replaces:
- a. The UOW College Student Conduct Policy; and
 - b. The UOW College Student Academic Integrity Policy.

2 Purpose

- 2.1 The College is committed to providing a safe, equitable and orderly environment for the College community, and expects each member of that community to behave responsibly and ethically.
- 2.2 This policy outlines the required conduct of students at the College, and specifically identifies acceptable and unacceptable student behaviour.
- 2.3 This Policy affirms UOW College's commitment to academic integrity through:
- a. Reflecting that academic integrity is a shared responsibility across the College;
 - b. Outlining the roles and responsibilities of the College, staff and students in promoting academic integrity; and
 - c. Responding to academic misconduct in a fair, consistent, transparent and timely manner.

3 Scope

- 3.1 This policy applies to all students enrolled in:
- a. UOW College English Language Programs;
 - b. UOW College Higher Education Diploma Programs;
 - c. UOW accredited courses – Foundation Studies Program, Foundation Studies Extended, Special Tertiary Entrance Program (STEP), University Entrance Certificate (UEC), University Access Program (UAP) and Diploma of Engineering; and
 - d. UOW College Vocational Programs.
- 3.2 This policy applies to the conduct of a person while that person is a student of the College. This includes whilst that person is:
- a. On a UOW or College campus;
 - b. Representing the College at an off-campus event, work placement, field trip or other College-related experience;
 - c. Undertaking simultaneous study at another institution as part of a joint offering of the course;



- d. Participating in, or acting as a member of, a College organisation, collective or group;
 - e. Residing in, visiting or attending any College accommodation or homestay arrangement provided in connection with the College; and
 - f. Accessing any web-based services that are in any way related to or connected with the College, including College online forums.
- 3.3 Students undertaking simultaneous study at another institution as part of a joint offering of their course are governed by both this policy and the applicable policies and rules of the other institution. The other institution may advise the College of any alleged misconduct by a student.
- 3.4 Visiting students who are not enrolled at the College may be subject to the provisions of this policy. In the case of misconduct by such persons, the matter may be referred to their home institution.
- 3.5 With respect to the provisions relating to Academic Integrity, this Policy applies to all UOW College Staff.
- 3.6 Nothing in this policy affects:
- a. The scope or application of any other College or UOW policy or rule, including the UOW Acceptable Use of IT Policy;
 - b. The authority of any committee or person at the College or UOW that is duly authorised to administer any other College policy or rule;
 - c. Any power of a committee or person within the College to withdraw a student from a course, or to cancel the enrolment of a student, or to refuse a person further enrolment, or to otherwise deal with their case, by reason of their failure to satisfy academic requirements or to pay any fee, fine, charge or other money payable to UOW or the College.

4 Definitions

Word/Term	Definition
Academic Integrity	Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for knowledge and its development. Academic integrity is foundational to the work of the whole academic community, including students, teachers, researchers, coordinators and administrators.



Word/Term	Definition
Academic Misconduct	A breach of academic integrity, as set out in further detail in section 8.4 of this Policy.
Assessment	An academic task which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject, as stipulated in the Subject Outline.
Balance of Probabilities	A decision made on the balance of probabilities considers that the evidence is enough to decide that the allegation is more likely true than not true.
Campus	Any land which, for the time being, is the property of UOW or in its possession or under its control, together with any fixtures and fittings.
Course	A program of study at College that includes those courses leading to higher education awards and non-award courses.
Coursework	All work undertaken as part of a course.
Exclusion	A penalty whereby a student's enrolment is terminated for a defined period. The student may apply directly to the College for re-admission at the conclusion of the period of exclusion.
Expulsion	A penalty whereby a student's enrolment is terminated permanently. An expelled student cannot be re-enrolled in a College course except by permission of the General Manager.
General Misconduct	Is as defined in section 8.2 of this Policy.
Harassment	Harassment or bullying on the grounds of race, sex, sexual orientation, marital status, physical or intellectual impairment, age, homosexuality, homosexual vilification, HIV/AIDS, and transgender discrimination and vilification.
IT	Information Technology.
Misconduct	Academic misconduct and/or general misconduct.
Natural Justice	Principles that ensure that decision-making is fair and reasonable. These involve decision-makers informing people of the case against them or their interests, giving them a right to be heard, not having a



Word/Term	Definition
	personal interest in the outcome, and acting only on the basis of logically probative evidence.
Officer	A person appointed by College to a particular position of responsibility and/or authority.
Primary Investigation Officer	A nominated officer at College who is responsible for making (or helping to make) an initial determination of the allegation of student misconduct, and for actioning low-level outcomes where appropriate.
Relevant Head of Program	An academic staff member with nominated responsibility for the program.
Staff	Persons engaged or appointed by College to perform work for College (whether on a full-time, part-time or casual basis) including: employees, contractors and agents.
Student	Any person who is enrolled in any course or program offer at, or in conjunction with, the College. For vocational, this may be referred to as learner.
Subject	A topic or area of research or learning for a Course.
Subject Outline	The document in hard copy or electronic format governing content, delivery and assessment of material for a subject.
Suspension	A penalty whereby a student is prevented from enrolling for a defined period. The student may be re-admitted automatically at the conclusion of the period of suspension, should re-admission be sought.
UOW	The University of Wollongong.
Visiting Student	A student who undertakes part of their training at UOW College but who is not registered at UOW College.

5 Policy Principles

5.1 This policy affirms the principles of UOW College and UOW which includes a commitment to:

- a. Intellectual openness and freedom of opinion;
- b. Integrity;
- c. Foresight, quality and accountability as an institution;
- d. Safety of staff, students and the broader community;
- e. Mutual respect and collegiality; and

- f. Equity and social justice.
- 5.2 UOW College supports UOW's commitment to Academic Integrity and recognises that:
- a. Academic Integrity is fundamental to learning and teaching at UOW College;
 - b. Academic Integrity involves the ongoing fostering of a complex network of strategies and responsibilities across UOW College, and the UOW Community;
 - c. UOW College is committed to providing an educational approach to academic integrity, recognising that students need to be supported to develop and demonstrate academic skills;
 - d. Academic Integrity allows students and staff the freedom to build new ideas, knowledge and creative work while respecting and acknowledging the work of others;
 - e. UOW College will respond to academic misconduct in a fair, consistent, transparent and timely manner;
 - f. UOW College will ensure that records of investigations and outcomes are kept secure and confidential, in accordance with the College's Privacy Policy and Records Management Policy; and
 - g. UOW College will ensure a continuous cycle of quality improvement to monitor the occurrence and nature of instances of academic misconduct and take actions to address the underlying causes.

6 Standards for Student Conduct

Student Conduct Standard 1: Personal Behaviour

- 6.1 Students must:
- a. Act in a manner that does not endanger or threaten to endanger the health, wellbeing or safety of themselves or others in the College community;
 - b. Not engage in any conduct which:
 - i. Impairs the reasonable freedom of other persons to pursue their studies, duties or lawful activities at the College or UOW or to participate in the life of the College or UOW;
 - ii. Is a criminal activity or a breach of the law;
 - iii. May disrupt the normal activities of the College or UOW; or
 - iv. Is detrimental to the proper conduct or reputation of UOW or UOW College.
 - c. Be responsible for their own personal behaviour;

- d. Respect, be aware of and tolerate the rights and beliefs of others;
- e. Refrain from harassment, vilification, discrimination or bullying on the grounds of race, sex, sexual preference, religion, marital status, physical or intellectual impairment, age, criminal record, trade union activity, political opinion or gender;
- f. Behave in a manner that does not disrupt teaching, learning and/or administration on a College and/or UOW campus;
- g. Refrain from behaving in an aggressive, offensive or violent manner towards other students or staff (both verbally and physically), including refraining from any behaviour that intimidates, degrades or humiliates;
- h. Not make any sexual or inappropriate physical contact with another student, College or UOW staff member without their explicit consent;
- i. Follow all appropriate, lawful and reasonable written and verbal directions and instructions which may be provided by staff from time to time;
- j. Take the initiative and consult appropriately when problems arise;
- k. Not use, possess, sell, distribute or produce illegal substances or drugs on the UOW or College campus;
- l. Not consume or bring alcohol on to a College premises, except with respect to a licensed premises that is located within a UOW or College campus. The consumption of alcohol at these locations will be in accordance with their rules;
- m. Not attend a UOW and/or College campus intoxicated or under the influence of illegal substances or drugs;
- n. Not attend any UOW and/or College learning and teaching event intoxicated or under the influence of illegal substances or drugs;
- o. Adhere to the UOW Smoke-Free University Policy and UOWE Smoke-Free Workplace Policy;
- p. Not assist in, or participate in, the concealment of any student misconduct by any other student;
- q. Threaten to carrying out of any behaviour that would be considered student misconduct under this policy; and
- r. Not encourage other students to participate in behaviour that would be considered student misconduct under this policy.

Student Conduct Standard 2: Use of College Property

6.2 Students must:

- a. Not damage, steal, destroy, deliberately misuse, vandalise or pollute either UOW or the College's property, equipment or materials;
- b. Not store, use or bring on to the UOW or College campus any dangerous substance, equipment, materials, weapons, explosives, agents or chemicals without the College's prior written consent; and
- c. Only use the information technology and other equipment made available to them for their own personal use, and only for purposes relevant to their courses or program of study.

Student Conduct Standard 3: Academic Integrity

6.3 Students must:

- a. Be familiar with the principles of academic integrity;
- b. Encourage other students to uphold academic integrity and discourage other students from any form of academic misconduct;
- c. Familiarise themselves with the expectations for assessment, including assessment task requirements, acknowledgement practice, and marking criteria;
- d. Be aware of their individual rights and responsibilities regarding the proper use of copyright material;
- e. Not cheat, plagiarise work, provide false information or alter or misuse any College document, record or instrument of ID;
- f. Take responsibility for producing their own work, collaborating with others in an appropriate manner and be able to substantiate their claims to authorship in a group assignment;
- g. When writing or presenting academic work, appropriately acknowledge the ideas, designs, words or works of others (for all quotes, paraphrased material and summaries);
- h. Submit assessment tasks and exams in English, using their own words; and
- i. Utilise UOW and the College's educational resources for practising academic integrity, and seek additional advice or assistance where required;
- j. Avoid lending or otherwise providing assessment items, directly or indirectly, to other students where it could be reasonably foreseen by the student that their work could be used dishonestly;
- k. Acknowledging that a copy of an item submitted for assessment may be shared with other staff members for the purpose of assessment, or

submitted to a text/code-matching software program such as Turnitin for originality checking; and

- I. Otherwise refraining from any forms of academic misconduct as defined in this or any other College or University policy document.

Student Conduct Standard 4: Academic Study

6.4 Students must:

- a. Attend all scheduled classes for their course and supply appropriate documentation for any absence if required;
- b. Notify the College as soon as reasonably practical of any change in their contact details through SOLS;
- c. Abide by the conditions set out in the Student Handbook and be familiar with the rules and regulations for their course and the College, including appropriate behaviour within classrooms, laboratories and other College environments;
- d. Apply themselves to their studies to the best of their abilities and develop appropriate time management skills to ensure that study workloads are adequately managed and deadlines for submissions are met;
- e. Abide by all course and subject specific conditions set out in the relevant Course and Subject Outlines; and
- f. If still a minor, inform their parents or guardians of their academic progress, and
- g. Arrange any employment commitments around scheduled classes (at no time will work commitments be accepted as a reason for not attending classes, submitting assessment tasks or completing examinations).

Student Conduct Standard 5: Student Accommodation

6.5 Students must:

- a. Comply with appropriate standards of behaviour in any form of student accommodation, including any rules applicable to that accommodation; and
- b. If staying in a Homestay arrangement organised by College Homestay, respect the people and property in the Homestay and comply with all conditions related to their Homestay arrangement.

Student Conduct Standard 6: Comply with all Laws

6.6 Students must comply with:

- a. All laws, rules and regulations of the country in which the specific College campus is located; and
- b. Their visa conditions as determined by the country in which the specific College campus is located.

Student Conduct Standard 7: Health Requirements

- 6.7 Students must notify the College of any reportable infectious diseases (a list of notifiable diseases is set out in Schedule 2 of the Public Health Act 2010 (NSW) no. 127) as soon as reasonably practical following diagnosis by a medical practitioner.
- 6.8 Students must comply with all reasonable requests to disclose medical conditions where it may affect their capacity to undertake course requirements.

7 Student Misconduct

- 7.1 Student Misconduct refers to any conduct or behaviour by a student that is inconsistent with accepted standards of behaviour at the College.
- 7.2 Student misconduct is not tolerated by the College and will be investigated. Where there is an adverse finding from a student misconduct investigation, appropriate action will be taken in accordance with this Policy and accompanying procedures.

8 Types of Student Misconduct

- 8.1 Student Misconduct can generally be categorised as :
 - a. General misconduct, and/or
 - b. Academic misconduct.

General Misconduct

- 8.2 General Misconduct refers to any unacceptable or improper behaviour by a student, but which is not Academic Misconduct, and specifically includes a breach of:
 - a. The Student Conduct Standards; and/or
 - b. Any other College or UOW policy, order or resolution that also identifies prohibited conduct in a specific context including with respect to use of the library, University Residence and accommodation, IT resources and equipment and safe conduct on and around a UOW or College campus, the policies for which are identified on the front page of this document.

Poor Conduct

- 8.3 Poor conduct refers to general conduct or actions by a student that does not reflect the principles of the Student Conduct Standards, but which would not be deemed General Misconduct. Poor conduct may be found where the conduct:
- a. Was not intentional; and/or
 - b. Did not disadvantage the reasonable activities of other students and staff.

The process for managing an act of poor conduct is outlined in Section 4 of the Procedure for Managing Alleged Student Misconduct.

Academic Misconduct

- 8.4 Academic misconduct includes any action or attempted action by a student that may result in an unfair academic advantage for the students, or an unfair academic advantage or disadvantage for other students.
- 8.5 Academic misconduct includes, but is not limited to the following examples:
- a. Cheating:
 - i. Accessing, purchasing, exchanging or offering for purchase any item to be submitted as an assessment task;
 - ii. Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments;
 - iii. Using or possessing prohibited equipment or material during an examination.
 - b. Collusion/Facilitating Academic Dishonesty:
 - i. Assisting another student, intentionally or recklessly, to commit an act of academic misconduct;
 - ii. Unauthorised collaboration with other students on assessable work.
 - c. Fraud:
 - i. Impersonating another student, or a student allowing another individual to impersonate them, for the purpose of completing an exam, assessment task or online activity.
 - d. Misrepresentation/Fabrication:
 - i. Submitting a piece of work, including an assessable group work item, with the intention of deceiving the assessor regarding individual contributions to the work;

- ii. Intentional and unauthorised falsification or invention of any information., experimental data or citation in an assessable item;
 - iii. Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by others);
 - iv. Falsely indicating participation, or recording attendance on behalf of another student, in an activity where attendance is required for assessment purposes;
 - v. Submitting a false representation of the originality report for assignment.
- e. Obstruction:
- i. Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or access to educational resources.
- f. Plagiarism:
- i. Using another person's ideas, designs, words or any other work without appropriate acknowledgement;
 - ii. Re-using one's own work without acknowledgment.

Poor Academic Practice

8.6 "Poor Academic Practice" refers to conduct that does not reflect the principles of academic integrity, but which may not be deemed Academic Misconduct. Situations where conduct may be deemed Poor Academic Practice rather than Academic Misconduct may include where the practice:

- a. Was not intentional; and
- b. Did not result in a material academic advantage for the student or any other student.

The process for managing an act of poor academic practice is outlined in Section 5 of the Procedure for Managing Alleged Student Misconduct.

9 Investigations of Alleged Student Misconduct

9.1 An investigation into alleged student misconduct must be carried out in accordance with the Procedure for Managing Alleged Student Misconduct.

Principles of Natural Justice

- 9.2 Investigations of alleged student misconduct shall observe the principles of natural justice, including:
- a. Informing all parties of the procedure being followed and providing them with copies of relevant rules, codes, policies, and procedures,
 - b. Informing the respondent of any allegation made against them and allowing time for a response in accordance with the timeframes stipulated in the procedures,
 - b. Providing the respondent with the opportunity to state their case, provide an explanation and/or put forward a defence,
 - c. Conducting a factual investigation of the allegation, interviewing all parties and considering all relevant information, and
 - d. Acting fairly, impartially and without bias by considering all relevant information and any mitigating factors.

General Principles Guiding Investigations of Alleged Student Misconduct

- 9.3 Persons or committees conducting investigations under the Procedure for Managing Alleged Student Misconduct will act in accordance with the principles of natural justice and are not bound by the rules of evidence required in court proceedings.
- 9.4 Decisions regarding alleged misconduct are findings of fact, determined on the balance of probabilities.
- 9.5 Persons or committees shall report apparent or suspected criminal conduct by a student to the General Manager, who shall report the matter to the Police as necessary.
- 9.6 All parties involved in an investigation shall be treated with respect and impartiality, and any issues put forward by the student such as a disability or medical condition shall be taken into consideration.
- 9.7 The confidentiality of parties involved in an investigation shall be respected, subject to the need to fully investigate the matter and any legal requirements for disclosure.

10 Reporting Misconduct

- 10.1 Instances of misconduct will be reported to UOW College's governing bodies annually.
- 10.1 This report is to include an analysis of:
- a. Statistics and trends relating to allegations of misconduct;
 - b. Information on the manner in which the allegations were dealt with;

- c. The steps taken to minimise future risks; and
 - d. Any other information deemed necessary which allow the body to:
 - i. Evaluate the effectiveness of current practices; and
 - ii. Develop robust mechanisms to combat future risks.
- 12.2 The responsibility for reporting vests with the Manager Regulatory Affairs and Policy.

11 College & Staff Responsibilities

11.1 The College has a responsibility to:

- a. Ensure that this policy and associated procedures are accessible and communicated to all staff and students,
- b. Ensure that this policy and associated procedures are implemented and applied consistently,
- c. Oversee the development and delivery of appropriate academic integrity education;
- d. Promote best practice and adhere to the principle of natural justice in managing student misconduct, and
- e. Ensure that the process for managing student misconduct allows for:
 - i. A timely response; underpinned by
 - ii. Fairness;
 - iii. Respect for privacy; and
 - iv. Keeps all parties informed of their rights and responsibilities.
- f. Analyse reports about trends in academic misconduct and provide governing bodies advice about appropriate educational interventions.

11.2 All College staff have a responsibility to:

- a. Be familiar and act in accordance with this policy;
- b. Encourage acceptable student conduct and discourage unacceptable student conduct;
- c. Identify and respond in accordance with this policy whenever student misconduct is displayed, suspected or alleged;
- d. Assist students in obtaining further information to clarify their obligations under this policy and/or relevant legislation, and
- e. Accurately record and report student misconduct and alleged student misconduct, in accordance with this policy and its accompanying procedures.

11.3 In addition to the general College staff responsibilities set out in sections 6.1 and 6.2 above, all College teaching staff also have a responsibility to:

- a. Demonstrate academic integrity within their teaching practices and act as role models for their students;
- b. Clearly explain academic expectations, plagiarism and other forms of academic misconduct to students;
- c. Support students to respect authorship and actively acknowledge the source of ideas;
- d. Inform all students of the acknowledgement practice and methods that are appropriate for their fields of study and provide clear examples of what is acceptable;
- e. Set appropriate conditions for group work and make clear the distinction between group work, individual work and collusion;
- f. Assist in making students aware of the existence of copyright laws and principles in Australia;
- g. Actively seek to detect plagiarism; and
- h. Identify and act whenever plagiarism or other forms of academic misconduct are suspected or alleged.

11.4 All persons involved in investigations of alleged student misconduct have a responsibility to conduct themselves in accordance with this policy and the principles listed under clause 11.

12 Student Responsibilities

12.1 Students have a responsibility to:

- a. Be familiar with this policy and the responsibilities and standards contained within it;
- b. Conduct themselves in accordance with this policy;
- c. Seek to clarify any responsibility or standard where its application is unclear in a particular context; and
- d. Fulfil their responsibilities with respect to academic integrity at all times.

12.2 Students must take responsibility for their own behaviour and will be held directly accountable for any act of misconduct.

13 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	23/06/08	WCA Academic Board	New Policy
2	10/08/10	ITC Quality Manager	Migrated to new template



3	20/06/11	Ian Tobin	Updated for name change. Corrections to position titles
4	07/09/2015	Policy Officer and Law Clerk	Migrated to new template, update of position titles.
5	08/06/2017	Academic Board	Merging of the Student Academic Integrity Policy and the Student Conduct Policy to remove the duplication; transferring record keeping provisions to the relevant investigation of alleged misconduct procedures; Inclusion of clear definitions for "General Misconduct" and "Academic Misconduct", including and broadening each type of misconduct to allow for a "catch all" statement; Introduction of 'standards of behavior' for students to more transparently set out what behaviors are acceptable to UOW College, and what the College expects from students.