

Academic Integrity and Conduct Policy

Kaplan Higher Education Pty Ltd.



Policy Statement

Kaplan has a strong commitment to ensuring and upholding academic integrity, as academic integrity is integral to maintaining the academic quality and academic standing of Kaplan qualifications.

This policy defines Kaplan's principles and commitment to academic integrity and provides guidelines for investigating breaches of academic integrity amongst students and staff.

Scope

This policy applies to students and staff of Kaplan Higher Education Pty Ltd, trading as Kaplan Professional Education ("Kaplan"). Specifically, this Policy applies to both current and former students who are enrolled, or who have previously been enrolled, in any Kaplan subject or program.

This policy also applies to staff who are involved in the detection, investigation and response to students who may have engaged in academic or non-academic misconduct.

Purpose

The Academic Integrity and Conduct Policy provides:

- information regarding academic integrity and expected conduct aimed at preventing incidences of misconduct
- principles that underpin the investigation of alleged misconduct, and
- a fair, equitable and confidential framework for investigating and resolving alleged cases of student misconduct

Principles

1. Kaplan is committed to promoting and upholding the values of academic integrity and the academic standards of its qualifications.
2. Kaplan's approach to academic integrity is primarily aimed at educating students about expectations for academic writing and the appropriate use and acknowledgement of intellectual material, including authorship.
3. Honesty, integrity, trust, respect, fairness and responsibility are the core values that underpin academic integrity and ethical conduct at Kaplan.
4. Acts of Misconduct are considered serious breaches of the core values which undermine the integrity of learning and scholarship at Kaplan and contravene the academic value of respect for knowledge.
5. Academic and non-academic misconduct is considered fraudulent behaviour.

To this end;

1. Each case of alleged misconduct is dealt with on its merits, in consideration of the circumstances surrounding the case and in accordance with this policy.
2. Students will be treated fairly and equitably and with due regard to their privacy and the principles of natural justice and procedural fairness.
3. Students will be regarded as not having committed the alleged Act of Misconduct unless they admit to the misconduct, or an investigation determines that an Act of Misconduct has occurred.

4. Knowledge of a student's previous behaviour will not be assumed to be evidence that they have acted in the same manner again. Such knowledge, however, may be considered relevant to the level of penalty that may be imposed where an Act of Misconduct is determined to have occurred
5. Students are to be informed of their rights and responsibilities in relation to academic misconduct and its investigation, including their right to an appeal.

Definitions

Academic Integrity

Academic integrity is defined as: 'a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action' (*International Centre for Academic Integrity, 2014*).

Assessment

An assessment refers to any work submitted for assessment including an examination, assignment or another task.

Legitimate Co-operation

Legitimate co-operation, previously known as 'authorised cooperation', refers to authorised methods of cooperative work between students and may include:

- discussion about a subject and/or its materials, or an approach to an assessment task
- work produced with other students as part of a group exercise or assignment, with acknowledgement of the source and methods used
- work which incorporates or is based on templates or examples provided by Kaplan, with acknowledgement of the source and methods used.

Collaboration is a desired outcome of education because it supports interactivity and the cross-flow of ideas and knowledge.

Academic Misconduct

Academic misconduct refers to any form of dishonesty by a student relevant to the student's learning experience at Kaplan which may result in the student gaining an unfair advantage over other students. Academic misconduct includes but is not limited to:

- any attempt by a student to submit work for an assessment that is not their own (e.g. plagiarism, paraphrasing, non-referencing, ghost writing);
- the reuse of significant portions of one's own work, previously submitted for assessment without acknowledging that one is doing it (self-plagiarism or recycling);
- any form of collusion between students or other individuals other than legitimate cooperation;
- any act that may impair or hinder the learning or assessment performance of others;
- any action contrary to the study and assessment instructions given by Kaplan; and
- assisting or attempting to assist any other student to act dishonestly in relation to an assessment or part of an assessment.

Non-Academic Misconduct

Non-academic misconduct is any action by a student relating to people or property, which is contrary to the generally accepted standards expected at Kaplan. Non-academic misconduct may include, but is not limited to, a student:

- submitting fraudulent documents to gain admission to a Kaplan qualification;
- behaving inappropriately in an activity under the administration or supervision of Kaplan;
- placing others or themselves at potential risk -in regard to health and safety;
- altering or defacing any document or record belonging to Kaplan;
- misusing, stealing, destroying or damaging any property (including computer and communications facilities) of another, including Kaplan;
- wilfully disobeying or disregarding any order, direction, rule, penalty or condition made by Kaplan;
- interfering with the freedom of others to pursue their studies or for staff to carry out their work-related functions at Kaplan;
- harassing or intimidating another because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, religious beliefs or political conviction or for any other reason;
- unreasonably prejudicing or undermining the reputation, academic standing, authority, integrity or credibility of Kaplan, its representatives or courses; and
- Using or supplying prohibited substances on Kaplan premises.

Definitions of Terms relating to Academic Misconduct

Cheating

Cheating in the context of this policy refers, but is not limited, to the following:

- not following the lawful directions of an Examinations Supervisor;
- communicating in an examination with another student;
- bringing into the examination room any textbook, notebook, written material, digital or electronic device or any other item without the express approval or authorisation from Kaplan;
- leaving an examination room without the permission of the Examination Supervisor;
- consulting with another person, or referencing materials, outside of the examination room once an examination has commenced;
- attempting to read another students' work during an examination;
- removing examination papers, answer sheets or written notes from the examination room; and
- making available to other students' details pertaining to the assessment questions presented in an examination, either verbally or in writing.

Plagiarism

Plagiarism refers to:

- any use of or attempt to use the work, words, findings or ideas of others without full citation or acknowledgment of the author or source; or
- any attempt to pass off the work, words, findings or ideas of others as the writer's own.

Plagiarism also extends to reusing significant portions of one's own work that has previously been published or submitted for assessment, whether at Kaplan or elsewhere. This is known as self-plagiarism or recycling.

In the context of assessment, plagiarism occurs when a student:

- presents any phrase or extracts verbatim from any source (including one's self and Kaplan subject material), without appropriate use of quotation marks or reference to the author;
- presents an idea or concept that is not their own without reference to the original work, author or source;
- presents an assessment as their own work when it has been produced, in whole or part with other people, for example, with other students, practitioners or work colleagues without appropriate recognition;
- presents all or part of an assessment which has previously been published or submitted by the student or another student (past or present) in their assessment, whether at Kaplan or elsewhere;
- presents sources which have not been read, including the fabrication of sources, or inaccurately referencing sources which goes beyond typographical errors.

Collusion

Collusion occurs when a student works with others, contrary to Kaplan's instructions, in an attempt to gain an unfair advantage in an assessment task. Collusion includes:

- joint effort in an assessment (unless it is authorised collaboration);
- copying of material prepared by another person for use in an assessment;
- undue assistance from any person in an assessment;
- making assessment answers or material available to other students for viewing or copying, either knowingly or unknowingly.

It is the responsibility of students to ensure their assessment material is secure and not easily accessible to other students.

Contract Cheating

Contract cheating, otherwise known as ghost writing, occurs when a student engages (or attempts to engage) the services of another individual to author an assignment on the student's behalf. A student can be guilty of contract cheating irrespective of whether payment is made, or the services are received. For instance, a student may be investigated for contract cheating where:

- the student posts an advertisement seeking a ghost writer;
- a ghost writer forwards correspondence to Kaplan regarding a student's enquiry;
- a student submits work that is significantly different in style to the student's prior work;
- a student engages the services of another individual to take their place in an exam, work placement, internship or other assessment requirement.

Guidelines for alleged Cases of Misconduct

Stage 1: Alleged act of misconduct reported

Where a staff member reasonably believes or suspects that a student has committed an Act of Misconduct, that person must submit a Report of Alleged Act of Misconduct into the official Student Management System for action by the relevant Kaplan manager within five (5) working days of the matter being detected.



The Report of Alleged Misconduct in the official Student Management System contains specific details of the alleged act of misconduct. This includes: the details and position of the person submitting the report, when the alleged misconduct occurred, the nature of the alleged misconduct and other information as deemed relevant such as other people involved and any action already taken. Confidentiality is to be maintained by all parties during this process.

Stage 2: Investigation

An investigation of the allegation will be conducted by Kaplan and the student will be notified of the case against them with an opportunity to provide comment on the allegations. The investigation will normally take no longer than ten (10) working days and may involve an interview with the student or other relevant parties to discuss the allegations and the evidence presented. Should an interview take place with the student, the student is entitled to be supported by another person, other than a legal professional, but the student must advise Kaplan in writing of the name of the support person prior to the interview. Where the investigation relates to assessment results, the student's results will be withheld until all proceedings relevant to the allegation have been finalised.

No misconduct identified

Where it is determined that there is no case of misconduct the student will be notified in writing of the outcome of the investigation within (5) working days of the conclusion of the investigation, and where relevant assessment results will be released.

Misconduct identified

Where misconduct is determined, the student will be notified in writing of the outcome of the investigation and any penalty that is to be imposed within five (5) working days of the conclusion of the investigation. The student will also receive information about the appeal process. (See the *Grievances, Complaints and Appeals Handling Policy* for further information).

Admission of misconduct by a student

A student may formally admit to the alleged Act of Misconduct at any time. Where this occurs, all further investigation, hearing or referral of the allegation ceases and a determination will be made as to an appropriate penalty. See Stage 3 - Determination of penalty.

Stage 3: Determination of penalty

Penalties imposed are to be appropriate to the nature and gravity of the Act of Misconduct established by the evidence.

The decision on the penalty will take into account, but is not limited to:

- the type of misconduct involved, whether academic or non-academic;
- the previous discipline record of the student concerned;
- whether the student admitted to the alleged misconduct;
- whether the student assisted or hindered the investigation process;
- whether or not there were any extenuating circumstances or mitigating factors;
- the number of students affected by or involved in the misconduct;
- the benefit derived from the misconduct by the student;

- similar cases of student disciplinary action and their outcomes.

Penalties for proven Acts of Misconduct

One or more of the following penalties or conditions may be imposed on the student:

- a formal caution or reprimand, to be recorded on the student's record with Kaplan;
- a probationary period to be placed on the student and recorded on the student's record with Kaplan;
- suspension from a course of study for a period of time;
- expulsion from a course of study;
- a deduction of all or a specific number of marks for the assessment event/item (or part thereof);
- the imposition of a maximum allowable grade (i.e. 'Pass' grade) for the assessment item or overall mark;
- a requirement to undertake supplementary assessment with the costs associated with marking and evaluating the additional assessment item to be borne by the student;
- the annulment of all marks and the awarding of a 'Disciplinary fail' on the student's record, and as a 'Fail' grade on any public record relating to that assessment item or subject as relevant;
- the exclusion of the student from Kaplan courses permanently or for a period of time as specified; and
- to make good any damage caused by the student to the property, standing of the institution or reputation of a staff member or another student.

Stage 4: Appeals Process

Right to appeal

Following the final outcome of a formal complaint having been lodged by the student, a student subject to a determination or penalty in relation to an Act of Misconduct is entitled to appeal the decision to the Academic Board Appeals Committee.

If a student wishes to appeal against a determination, they must lodge a written Notice of Appeal form. Please refer to the *Grievance, Complaints and Appeals Handling Policy* for more information.

Roles and Responsibilities

Both staff and students of Kaplan have a role in maintaining a positive culture that supports the values of academic integrity. The following Kaplan roles have a direct responsibility in relation to Acts of Misconduct:

- Academic Dean
- Head of Teaching and Learning
- Senior Manager of Teaching and Learning
- Managers of Learning Programs
- Course Coordinators
- Manager of Curriculum Technical Advisers
- Curriculum Technical Advisers
- External Practitioners



It is the responsibility of Kaplan staff to:

- regularly review and updating assessments
- distinguish original work from work obtained through others
- report suspected breaches of academic integrity in accordance with this policy

It is the responsibility of students to:

- ensure that they do not commit, or collude with another person to commit, Acts of Misconduct
- comply with this policy and the Kaplan *Code of Practice*

Confidentiality

All investigations into Acts of Misconduct, whether proven or dismissed, will remain confidential and will not be disclosed outside of Kaplan. Information will only be provided to another party in the following circumstances:

- if the student gives their express consent;
- if the investigation gives Kaplan reasonable grounds for concern regarding the student's safety; or if details of the investigation, including supporting material, is required by law.

Record Keeping

The details relating to allegations of Acts of Misconduct, both academic and non-academic, will be documented in writing and recorded on a Misconduct Register in the relevant Kaplan office and in the student's individual file. All records of the alleged Act of Misconduct will be retained on file for a period of five (5) years, or for at least two (2) years from the time the student ceases to be enrolled with Kaplan. The retention time will be longer in the case of an appeal (See *Student Record Management Policy*). A summary report on academic misconduct will be provided each quarter to the Academic Board.

Relevant Legislation

Tertiary Education Quality and Standards Agency Act 2011

<https://www.legislation.gov.au/Details/C2015C00025>

Higher Education Standards Framework (Threshold Standards) 2015

<https://www.legislation.gov.au/Details/F2015L01639>

Tertiary Education Quality and Standards Agency (Information) Guidelines 2017

<https://www.legislation.gov.au/Details/F2017L00630>

Privacy Act 1988 <https://www.legislation.gov.au/Details/C2020C00025>



Related Policies

This policy should be read in conjunction with the following Kaplan policies currently to be found at <https://www.kaplanprofessional.edu.au/faqs/studentpolicies/> :

- Academic Quality and Governance Framework
- Assessment Policy
- Code of Practice
- Copyright Policy
- Diversity, Inclusion and Equity Policy
- Graduate Attributes Policy
- Grievance, Complaints and Appeals Handling Policy
- Privacy Policy
- Prevention of Harassment and Bullying Policy
- Student Record Management Policy

Version Control and Accountable Officers

It is the joint responsibility of the Responsible Officer and the Implementation Officer(s) to ensure compliance with this policy.

Policy Category	Academic			
Responsible Owner	Vice President, Academic			
Implementation Officer(s)	Head of Teaching and Learning and Academic Dean			
Review Due Date	March 2023			
Approved by				
KHE Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Quality & Standards Group	Format and wording changes to align across all businesses	10.04.2015	10.04.2015
1.2	Academic Quality and Standards Team	Policy retitled to Academic Integrity and Conduct Policy. Clarifications made to more accurately reflect scope of policy. Inclusion of contract cheating as well as self-plagiarism as academic misconduct. Removal of Appendix 1 as KHE uses automated form.	1.12.2016	15.12.2016

		Introduction of a new Appendix 1 – penalty rubric for guidance on how academic misconduct penalties are determined.		
1.3	KHE Compliance and Quality Assurance in collaboration with the Quality, Regulations and Standards Team	<p>Removed reference to overseas students under “misconduct identified”.</p> <p>Wording of “Right to appeal” revised to provide clarity on the complaints and appeals process.</p> <p>Guidelines for alleged cases of misconduct updated to allow acts of misconduct to be more easily detected, while still allowing for students to be interviewed.</p> <p>Relevant legislation and related policies updated.</p> <p>Implementation Officer(s) updated.</p> <p>Appendix 1 removed.</p>	01.11.2019	04.11.2019
2.0	Quality, Regulations and Standards Team in collaboration with Kaplan Professional.	<p>Policy review.</p> <p>Addition of Policy Statement.</p> <p>Added definitions of Cheating, Assessment and Academic Integrity and refined the definition on Plagiarism.</p> <p>Included sections on Confidentiality and Roles and Responsibilities.</p> <p>Change of Collaboration Definition to Legitimate Co-operation.</p> <p>Reviewed and updated the list of related policies ensuring correct reference throughout the policy.</p> <p>Reviewed and updated information on the Implementation Officer.</p>	26.03.2020	30.03.2020