

Academic Integrity Policy

POLICY NAME	Academic Integrity Policy
POLICY MANAGER	Academic Manager, Group Quality, Accreditation & Compliance
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1. Introduction

“Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research.” (Universities Australia 2017)

Research (Simon et al, 2015) confirms that there are a number of reasons why students may cheat including:

- when their primary language is other than English, and English is the language of instruction
- when they are dissatisfied with the teaching and learning environment, and want to take a short cut just to get through
- when there is a belief that there are many opportunities to get away with cheating

Research (Simon et al, 2015) has also confirmed that students will breach an AI Policy:

- when they believe that Academic Integrity policies and procedures do not apply to images, designs, multimedia, and computer code.

1.1. Purpose

Greenwich College are committed to academic integrity. It is dedicated to proactively educating and supporting students to prevent breaches of academic integrity. This policy aims to ensure that academic integrity is a fundamental part of the overarching institutional and student approach to academic study.

Greenwich College aims to have learning and assessment strategies that reduce the inclination to cheat, along with response mechanisms that demonstrate to the Greenwich College academic community there is zero-tolerance for deliberate and premeditated academic fraud.

This policy includes the Greenwich College approach to:

- Plagiarism (including invalid/sham referencing)
- Contract cheating
- Collusion
- Misuse of intellectual property
- Rigour in Investigation

It takes into consideration the various media platforms used by students along with related copyright, intellectual property and moral rights.

1.2. Scope

This policy is an overarching Group policy and applies to:

- i) All employees of Greenwich College
- ii) All courses delivered by Greenwich College including those delivered on their behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate’s policy and these, the Greenwich College policy will apply.
- iii) All students Greenwich College Pty Ltd (also trading as Greenwich English College, Greenwich Management College, Greenwich Hospitality College, Greenwich Health & Care College) RTO: 91153, CRICOS: 02672K

It takes into consideration the various mediums used by students along with related copyright, intellectual property and moral rights. This policy also addresses Revised Standards for Registered Training organisations

(RTO's) 2025 Standard 1.3 – 1.6.

1.3. Definitions

Word/Term	Definition
Academic Integrity	The moral code or ethical policy of academia, this includes values such as maintenance of academic standards; honesty and rigour in primary research and academic publishing; avoidance of cheating or plagiarism.
Academic Management	The management team at each education provider, including the Academic Directors, Academic Managers, members of the Teaching & Learning Committees, Executive General Managers, and the Executive General Manager of Group Quality, Accreditation, and Compliance.
Cheating	Any of the following acts by a student is cheating: • 'sham' paraphrasing or changing a few key words in a passage and claiming it to be paraphrasing; • paraphrasing of another's writing without credit of originality • use of another's project or programs or part thereof without giving credit • false entries in reference lists and bibliographies; • false entries as in-text citations; • verbatim copying from the work of others without citation and passing it off as the student's own work. This could be from another person, an internet site, book, journal or other source; • two or more students submitting the same assignment for a particular assessment task without permission, each claiming it as their own individual work; • recycling assignments prepared for one unit and submitting them for assessment in the same or another unit without permission from the lecturer/unit assessor. The assignment might be the student's own or be written by another person; • submitting an assignment 'ghost written' (for payment or free of charge) by someone else as the student's own work; • obtaining an assignment from the internet or from any other source (for payment or free of charge) and submitting it as the student's own work; • stealing another student's work (e.g. by 'hacking' into their LMS/portal site) and passing it off as the student's own; • knowingly claiming the work of others in a group assignment as the student's own individual work; • taking unauthorised study material or other aids into an examination; • allowing another person to complete an exam or online quiz, or assessment on behalf of the student; • file sharing, where exam questions and assignments are exchanged internally or uploaded or downloaded through a third-party platform • use of artificial intelligence (AI) software or paraphrasing tools as a form of contract cheating. This includes using translation software to convert copied text from English into another language and then back into English; • otherwise cheating in examinations; and • falsifying data from research, Work-Integrated-Learning (e.g. internship/placement), clinics, surveys, field trips or other investigations.
Collusion	It is presenting the product of unauthorised collaboration as independent work, or copying, or attempting to copy, another person's work and pass it off as one's own

	work, or knowingly allowing work to be copied and passed off as the work of another person, e.g. if a student enables another student to review their individual assessment and components of it are copied and submitted by that student, both students may have breached academic integrity standards
Investigation	The action of investigating something or someone; formal or systematic examination or primary research.
IP	Intellectual Property “Intellectual property is a broad categorical description for the set of intangible assets owned and legally protected by a company or individual from outside use or implementation without consent. An intangible asset is a non-physical asset that a company or person owns. The concept of intellectual property relates to the fact that certain products of human intellect should be afforded the same protective rights that apply to physical property, which are called tangible assets. Most developed economies have legal measures in place to protect both forms of property” (Investopedia, 2022).
Literacy	Sufficient English language skills for learning and assessment, at the relevant AQF level, in the relevant subject area
Orientation	Student orientation or new student orientation is a period of introduction before the start of an academic term at a university or tertiary education institution. In VET, often the Orientation Day is also the start of classes. In HE, Orientation is often in the week prior to the first class.
Sham referencing	False entries in reference lists; false in-text citations

2. Policy

2.1. Broad Strategies

Greenwich College uses the following broad strategies to reduce academic misconduct:

i) **Education:**

- (1) Educate students and staff in ethical and practical considerations
- (2) Build awareness of integrity feedback tools, such as TurnItIn, for checking similarity levels prior to submission deadline
- (3) Build knowledge and methods of practice to recognise the creators and/or owners of all forms of intellectual property used during each student’s academic journey
- (4) Educate students of their rights in relation to the material they create
- (5) Educate students of the academic integrity processes, breaches by misconduct, institutional and legal consequences

ii) **Support** (Addressing issues that lead to loss of integrity):

- (1) Provide literacy assistance including access to TurnItIn Draft Coach
- (2) Provide guidance and advice on time management and study skills
- (3) Assist students in acquiring effective approaches to their assessments
- (4) Identified and addresses learning gaps
- (5) Schedule assessment submission dates to balance student workloads

iii) **Encouragement** (academic integrity through its teaching and learning environment):

- (1) Academic staff lead through examples of good practice
- (2) Assessment design encourages engagement and independent thinking
- (3) Varying assessments from term to term
- (4) Require students to document their development processes (drafts)
- (5) Require students to use visual diaries and/or personal notes to verify original ideas
- (6) Require students to reference all artworks used to inspire their creative projects

2.2. Staff and Student Responsibilities

Academic staff will

Task	Implemented
Inform all students of appropriate referencing techniques and provide clear examples of what is acceptable	- Initial and remedial modules on Canvas - The Student Handbook - Organised visits by librarian
Explain academic expectations and what constitutes plagiarism	- During Orientation - In the assessment guides
Set appropriate conditions for group work and make clear the distinction between group work and individual work. Describing what is acceptable collaboration and what is cheating	- When discussing a group assessment task - In writing in the assessment brief
Demonstrate the use of Turnitin tool for similarity checking of written works	During Orientation
Demonstrate the need to cite existing content used in student submissions including computer code, video files, sound, files, designs, or images	During Orientation
Cultivate in students a respect for original work including the avoidance of self- plagiarism	- During Orientation - Discussion in introductory classes
Design tasks that discourage cheating	Appropriately written assessment briefs

Library staff will

Action	Implemented by
Help Inform and guide all students on matters relating to academic misconduct in general, plagiarism, self- plagiarism, copyrights and referencing techniques	- Hold workshops - Provide (technique) Guides accessible through the online library - Advise and mentor students - Support and help educate academics
Assist with research techniques	Provide guides and workshops to assist students to evaluate academically reliable sources EG peer reviewed works.
Identify and recommend sites which should be	Recommendations to the Teaching & Learning

blocked	Committee
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Students will

Action	Demonstrated by
Attend Academic Integrity workshops	Attendances noted on workshop records
Develop time management skills	- Attend workshop - Schedule self-study times to work on assessment tasks progressively and avoid deadline panic
Use the TurnItIn (TII) tool to check work before submission	Allowing time before the deadline to receive TII feedback and adjust the work accordingly
Act with academic integrity	Refusing to do anything related to assessment that would misrepresent their ability
Recognise authorship	- Claiming as their own work, only what they have truly originated themselves. This includes reusing their own previously submitted work with proper citation. - Properly referencing any other works used or have relied on to create their work - including sources for design, or image creation or written paraphrasing.
Not help others to cheat	- Student politely refuses requests when asked to lend original work - Avoids lending their original work to other students for any reason, even after graduation - Impersonate a student to complete an assessment task
Not collude	- Do not cooperate with others if it unfairly advantages them in an assessment - Do not work with others when it is meant to be an individual piece of work. - Do not give assessment questions and answers with others (includes students, friends, family, tutors, paid or barter services).
Know and follow the rules on academic integrity	- Ensure they read and understand documentation provided to them - Read specific instructions on assessment outlines
Not 'recycle' their own work from another subject or previous attempt	- New paraphrasing used for each submission - Low TII similarity score

Marketing Material will

Action	Demonstrated by
Ensure students have accurate expectations of nature of studies, workloads and study levels	Website, brochures, and Letter of Offer
Ensure students understand cultural expectations about academic integrity in Australia	Website and brochures

Academic Management will

Action	Provided Through
Define and describe academic integrity	• This policy • Librarian-led modules and workshops
Provide useful information to stakeholders	• Resources regarding the outsourcing of assignments held online and in library
Create a culture of high integrity within Greenwich College community	• Training and professional development of staff • Regular statistical feedback through the Academic Board and the Teaching & Learning Committee (TLC) or equivalent. • Staff engagement strategies to identify continuous improvement actions to AI policies and procedures
Provide Guidance to teachers	• The academic teacher onboarding process • Streamline reporting of AI issues • Teacher's handbook • Procedures and Guidelines • Use of Assessment Moderation sampling for Grading Comparisons to help identify breaches of integrity • Training in reporting suspected AI breaches or misconduct
Provide Guidance to Students	• Student orientation • Student handbook
Utilise technical options	• Use each LMS as a repository for AI student education tools and skill development content • Implement strategy of blocking identified 'Essay Mills' sites • Monitor each education provider's site/s for evidence of hacking by contract cheating providers
Remain up to date with industry trends	• Monitor and contribute to industry forums • Monitor regulator's updates

2.3. The rights of Greenwich College and Students

Greenwich College reserves the right to investigate accusations of Academic Integrity and apply described penalties if those accusations are upheld.

Greenwich College reserves the right to revert the passing of subjects, even the granting of qualifications if new substantial evidence challenges the integrity of an original decision.

Students have the right to respond to accusations of breaching this Academic Integrity Policy during a period of 10 working days from written notice. Students also have the right to appeal any decisions made by academic management - see the Grievances, Complaints, and Appeals Policy for details.

2.4. Penalties

Penalties for Plagiarism

Offence	VET
1st	Relevant part of assessment recorded as not yet competent until reliable evidence submitted.
2nd	Assessment recorded as 'Not yet Competent' the student must resubmit the entire assessment
3rd	Assessment recorded as 'Not yet Competent' student must repeat the subject
4th	Cancellation of enrolment with the provider

Penalties for Plagiarism and Cheating in Examinations Including Tests and Quizzes

Offence	Penalty
1st	Submission receives a Fail grade. If the student is in first year, the student will receive a warning and a fresh assessment task. The student will bear any additional expenses incurred by Greenwich College in managing the new assessment
2nd	Submission receives a Fail grade. The Academic Director/Academic Manager consults with the Executive General Manager with a view to the student's enrolment cancelled

Penalties for Collusion

Offence	Penalty
1st	Submission receives a Fail grade. If the student is in first year, the student will receive a warning and a fresh assessment task. The student will bear any additional expenses incurred by Greenwich College in managing the new assessment. If the student has been studying in higher education for longer than one year, there is no opportunity to resubmit or be given an alternative assessment task.
2nd	Submission receives a Fail grade. Resubmit not allowed. Referred to the Academic Director/Academic Manager with a view to suspension till end of term and must redo subject.
3rd	Submission receives a Fail grade. Student referred to Academic Director/Academic Manager and

	Executive General Manager with a view to expulsion.
Partner	If the collusive party is a past student of that subject, and they shared their previously graded work, an outcome of the investigation may include a referral to the Academic Director/Academic Manager with a recommendation for withdrawing the grade for that assessment task. This may result in a new grade of Fail for that subject.

Penalties for Contract Cheating

Contract cheating is considered a serious form of academic misconduct. A student found to have used a third party (paid or unpaid) to undertake work for them may not only receive a fail for their assessment but may be suspended from their course and have their enrolment cancelled. The student's visa could be affected or cancelled altogether.

Penalties for misuse of Greenwich College Intellectual Property

- i) Suspension occurs when the student:
 - (1) Takes the material down immediately
 - (2) Has uploaded content only
 - (3) Is in their first term
 - (4) Is unaware of the seriousness of what they have done.
 - (5) Gets only non-financial award like more access
 - (6) Student uploads assessment tasks or test questions
- ii) Cancellation of enrolment occurs when the student
 - (1) Offends for the second time
 - (2) Uploads assessment answers
 - (3) Does not comply with a takedown request
 - (4) Received financial reward in exchange for any Greenwich College IP
 - (5) Intentionally uploads to a site that is widely known for cheating

2.5. Publication

This procedure is published on each Greenwich College education provider's website and LMS to ensure students have up-to-date and accurate information publicly available to them.

3. Reference and Supporting Information

3.1. Supporting Documentation

Document name	Document type	Location
This policy also addresses Standards for ASQA Standards for Registered Training Organisations (RTO's) 2025: Standards 1.3 – 1.6	Regulatory Standards	External
ASQA Draft Practice Guide - Assessment v2.0 10 April 2025 Standards 1.3 – 1.5	Practice Guide	External
The Education Services for Overseas Students (ESOS) Act 2000	Legislation	External
The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018	Regulatory Standards	External
National Vocational Education and Training Regulator Act 2001	Legislation	External
Assessment Policy	Policy	Website
Student Code of Conduct	Policy	Internal
Academic Integrity Modules	Policy Guide	Internal
Complaints and Appeals	Procedure	Internal
Academic Integrity Module	Training Module	Internal
TEQSA Amendment (Prohibiting Academic Cheating Services) Act 78, 2020 regarding penalties of jail and fines for commercial and non-commercial service providers.	Legislation	External
Academic Integrity	TEQSA Guidance note	External
TEQSA Addressing contract cheating to safeguard AI	TEQSA Good Practice Note	External
TEQSA AI Toolkit	TEQSA Guidance note	External
TEQSA Sector update: Maintaining up to date academic integrity policies and procedures	Policy Guide	External
TEQSA Blocked illegal cheating websites	Policy Guide	External
TEQSA Substantiating contract cheating for symbol-dense, logical responses in any discipline, particularly mathematics	Policy Guide	External
Ellis, C Zucker, IM & Randall, D 2018, The infernal business of contract cheating: understanding the business processes and models of academic custom writing sites. International Journal for Educational Integrity. https://doi.org/10.1007/s40979-017-0024-3	Industry guide (article)	External
Newton, D 2021, Cheating Companies Hacked Websites at MIT, Stanford, Columbia and More Than 100 Other Schools, <i>Forbes</i> Accessed at: https://www.forbes.com/sites/dereknewton/2021/02/25/cheating-companies-hacked-websites-at-mit-stanford-columbia--and-more-than-100-other-schools/?sh=5676c6042617	Industry guide (article)	External

3.2. Change History

Version	Approval date	Department Approved by	Change
V1.0	25 February 2021	- General Manager - Quality Assurance Manager	Greenwich Management College Policy on Academic Integrity
V1.1	10 October 2023	- General Manager - Quality Assurance Manager	- Clarification of terms and issues. Updated penalties to reflect best practice. - Clarification of definitions; reformat to Greenwich template; updates to reflect industry response to contract cheating and evolution of AI.
V1.2	15 February 2024	- Deputy General Manager - Quality Assurance Manager - National Academic Manager	Update format
V2.0	1 July 2025	- Group Quality, Accreditation & Compliance - Deputy General Manager - National Academic Manager	- Update Group Logo, Greenwich headers and footers, and check currency. - Align with NextEd Template - Mapped SRTO 2015 Clause 1.8-1.12 to SRTO 2025 Outcome Standard 1.3-1.6.