

Academic Integrity Policy

Purpose

The Academic Integrity Policy is established by Greenwich College to promote and uphold the principles of academic integrity, honesty, and ethical behaviour within our educational community. The policy sets forth the expectations for students, faculty, and staff to maintain the highest standards of integrity in all aspects of vocational education and English Language Training.

Greenwich College aims to have learning and assessment strategies that reduce the inclination to cheat and prevent breaches of academic integrity, along with response mechanisms that demonstrate to the Greenwich academic community there is zero-tolerance for deliberate and premeditated academic fraud, ensuring that all students have an equal opportunity to succeed based on their own efforts and learning.

Scope

This policy applies to all courses, students, trainers and staff of Greenwich College Pty Ltd (also trading as Greenwich English College, Greenwich Management College, Greenwich Health College) RTO: 91153, CRICOS: 02672K , in particular it applies to all students submitting their assessments as their own work.

It includes the institutions' approach to:

- Plagiarism
- Contract cheating
- Copying
- Collusion
- Misuse of Greenwich intellectual property
- Rigour in Investigation
- Use of artificial intelligence

It takes into consideration the various mediums used by students along with related copyright, intellectual property and moral rights. This policy also addresses Standards for Registered Training organisations (RTO's) 2015, Standard 1, clauses: 1.8 - 1.12 Conduct Effective Assessment.

Definitions

Academic Integrity – The moral code or ethical policy of academia, this includes values such as avoidance of cheating, plagiarism or any other type of academic misconduct; maintenance of academic standards; honesty and rigour in primary research and academic publishing.

Academic Misconduct – Any of the following acts by a student is considered academic misconduct:

- Copying another student's work during an assessment or a test
- Copying any section of another student's assignment work
- Allowing another student access to one's assignment work for copying content
- Plagiarising content from any printed material or website without adequate attribution
- Submission of answers with tell-tale signs of AI-generated work
- Contract cheating

Plagiarism – Is the use of work of others presented in such a way, as to suggest or represent that it is one's own work. This includes passing off AI-generated work as your own.

Collusion – Involves engaging in illegitimate cooperation with one or more other students in the completion of assessable work.

Turnitin – Plagiarism detection software

Literacy – In the Greenwich College context, literacy means sufficient for learning and assessment at the relevant AQF level in the relevant subject area

Primary Research – Primacy Research in the Greenwich College context refers to primary investigation research conducted by a Greenwich student as part of a project

Investigation – The action of investigating something or someone; formal or systematic examination or primary research.

Policy

Greenwich College strictly adheres to the following principles of Academic Integrity:

Honesty

All members of the college community must be honest in their academic endeavours. This includes submitting original work, properly attributing sources, and representing their own ideas truthfully.

Fairness

Students, faculty, and staff should treat each other fairly and with respect, fostering an inclusive and equitable learning environment.

Respect for Intellectual Property

Plagiarism, cheating, and unauthorised use of intellectual property or artificial intelligence are strictly prohibited. This includes using someone else's work without proper citation or permission.

Transparency

Faculty and staff should clearly communicate their expectations for academic work and assessments, including any guidelines on the use of external resources, including technology and AI.

Artificial Intelligence

The advent of generative artificial intelligence (GenAi) as a mainstream resource accessible by anyone with internet access presents a range of opportunities and concerns for organisations and individuals alike. GenAi has the capability to simplify work processes and accelerate productivity. It also has the capacity to distort data and undermine quality and integrity. Greenwich College takes both the opportunities and concerns associated with GenAi seriously. In doing so it promotes innovation where there is obvious value-add and equally, it promotes caution in how it is utilised and accessed.

The use of AI in the completion of assessments and tests at Greenwich College is strictly forbidden unless otherwise advised by trainers in specific and limited circumstances. Penalties for unauthorised use of artificial intelligence apply as per this policy.

Implementation Strategy

Greenwich College uses the following broad strategies to improve academic integrity:

Preventive Measures through Education and Awareness:

- Greenwich College will provide education, support and encouragement as part of awareness campaigns to help students, faculty, and staff better understand and uphold academic integrity.

Education:

- Educate students and staff in ethical and practical considerations
- Raise awareness of the Turnitin tool and the consequences of plagiarism
- Educate students of the academic misconduct processes, institutional and legal consequences
- Academic Integrity Training Module is made available on CANVAS.
- Provide clear guidelines on APA Style citation and referencing for academic work.
- Provide clear guidelines around appropriate use of AI

Support (addressing issues that lead to loss of integrity):

- Provide literacy assistance
- Provide guidance and advice on time management and study skills
- Assist students in acquiring effective approaches to their assessments
- Identify and address learning gaps

Encourage (academic integrity through its teaching and learning environment):

- Academic staff lead through examples of good practice
- Assessment design encourages engagement and independent thinking
- Varying assessments from year to year
- Schedule assessment submission dates to balance student workloads

Detection of Academic Misconduct

- Establish mechanisms to detect and identify instances of academic misconduct, including the use of Turnitin plagiarism detection software and peer review.

Reporting

- Any person who suspects or identifies an act of academic misconduct should report it to the Academic Department of Greenwich College.
- Maintain records of all reported cases of academic misconduct, investigations, and outcomes while respecting privacy regulations.

Penalties and Consequences

- The following are the range of penalties for academic misconduct, which may include but are not limited to:
 - Verbal/written warnings
 - Assignment or assessment resubmission
 - Reduction of grades for the assignment or course
 - Course suspension or probation
 - Expulsion from Greenwich College
- Penalties are proportionate to the severity and recurrence of the misconduct.
- More specific penalties are outlined in the tables below.

Continuous Improvement

- Greenwich College will periodically review and update its academic integrity policy and procedures to adapt to changing circumstances, emerging challenges, and best practices in academic integrity.

Greenwich College places the following responsibilities on the students:

Original Work

Students must submit their own original work in all assignments, projects, and assessments unless explicitly allowed otherwise by the trainer.

Attribution

Properly cite and reference all sources used in academic work. Failure to do so constitutes plagiarism. Greenwich College adopts the APA Citation style for referencing.

Collaboration

Follow the trainer's guidelines regarding group work and collaboration, and always acknowledge the contributions of others.

Technology Use

If technology, including AI tools, is permitted for assessments, use it responsibly and in accordance with the trainer's instructions.

Reporting

Students who witness academic misconduct should report it to the Greenwich Academic Department.

Responsibilities of Trainers/Teachers and Support Staff:

Clear Expectations

Clearly communicate expectations for academic work, assessments, and the use of technology, including AI, in the classroom.

Detection

Use plagiarism detection software (i.e. Turnitin) and other tools when appropriate to identify instances of academic misconduct.

Consequences

Enforce consequences for academic misconduct in accordance with this policy and the Greenwich College Assessment Policy and Procedure.

Support

Provide support and resources for students to understand and uphold academic integrity standards.

Penalties for Plagiarism (including the unauthorised use of Gen-AI)

Offence	Penalty (VET)	Penalty (ELICOS)
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1st	Relevant part of assessment recorded as 'Not Yet Competent' until reliable evidence submitted.	The student must resubmit parts of or whole assessment at the teacher's discretion.
2nd	Assessment recorded as 'Not Yet Competent' where the student must resubmit the entire assessment	The student receives a '0' on the assessment.
3rd	Assessment recorded as 'Not yet Competent' where the student must repeat the subject	Student referred to National Academic Manager and Quality Manager with a view to Expulsion from Greenwich College
4th	Cancellation of enrolment with Greenwich College	Cancellation of enrolment with Greenwich College

Penalties for Cheating and Collusion

Offence	Penalty (VET)	Penalty (ELICOS)
1st	If the student is in first year, give the student a warning and a fresh assessment task. The student will bear any additional expenses incurred by Greenwich College in managing the new assessment	Student must resubmit parts of or whole assessment at the teacher's discretion.
2nd	Assessment not accepted. Resubmission not allowed. Referred to the National Academic Manager with a view to suspension till end of term and must redo subject	Student receives a '0' on the assessment.
3rd	Student referred to National Academic Manager and Quality Manager with a view to Expulsion from Greenwich College	Student referred to National Academic Manager and Quality Manager with a view to Expulsion from Greenwich College

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 by Greenwich College.

Appeals:

If a student is not satisfied with the outcome of the Academic Integrity process, Greenwich College has a robust Complaints and Appeals process which all students can access within 15 days of written notice of the alleged misconduct.

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

Records Management:

Records in association with this policy will be kept in accordance with the Records Management Policy and Procedures. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements, and all information about allegations and investigations will be stored in a confidential file.

Acknowledgment:

- All students, faculty, and staff are required to acknowledge their understanding and acceptance of this Academic Integrity Policy upon enrolment or employment at the college.

Greenwich College is committed to maintaining the highest standards of academic integrity in vocational education and English Language Training. By adhering to this policy, we aim to foster an environment of trust, fairness, and excellence in learning and teaching.

References

Assessment Policy and Procedure

Complaints and Appeals Procedure
Academic Integrity Module

Version Control Number	Date	Next Review Date
v1.0	25 th February 2021	25 th February 2022
v1.1	10 th October 2023	10 th October 2024
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