

# ACADEMIC INTEGRITY and ACADEMIC MISCONDUCT POLICY

<b>Section</b>	Learning and Teaching		
<b>Approval Date</b>	08.05.2019	<b>Approved by</b>	Academic Committee
<b>Next Review</b>	21.09.2023	<b>Responsibility</b>	Executive Director: Programmes and Delivery
<b>This review</b>	21.09.2021	<b>Key Evaluation Question</b>	6

## PURPOSE

To ensure that all members of the NMIT community have a clear understanding of **academic integrity** and how it relates to every student enrolled at NMIT.

To ensure that all members of the NMIT community have a clear understanding of the consequences of **academic misconduct**.

## SCOPE

All programmes and courses at, or administered by, NMIT, including those delivered by contracted training providers and via all delivery modes.

Please note: Programme Regulations related to exclusions from programmes shall take precedence over the principles identified below.

### NOT IN SCOPE

For students failing to meet academic standards for reasons other than academic misconduct, refer to ***Unsatisfactory Academic Progress policy***.

For students wishing to challenge an assessment decision where they have reason to believe that the grade or mark for a particular assessment is incorrect, should first discuss this with the staff member responsible within five working days of the return of the assessment.

For students wishing to appeal the final grade awarded in any course, refer to ***Student Academic Appeals***.

## DEFINITIONS

<b>Academic Integrity</b>	Academic integrity is a commitment from staff and learners to apply the fundamental values of honesty, trust, fairness, respect, and responsibility to all academic matters
<b>Academic Misconduct</b>	Any breach of any rules relating to the conduct of tests or examinations and any dishonest practice occurring in the preparation or submission of any work (whether during an examination or not) which counts towards the attainment of a grade in any course or otherwise occurring in connection with any summative assessment.

	<p>Academic misconduct (also variously referred to as ‘dishonest academic practice’ or ‘academic fraud’) includes but is not limited to:</p> <ul style="list-style-type: none"> <li>a) Cheating - any fraudulent response whatsoever by students to any item of assessment, including any action which may otherwise defeat the purpose of the assessment (e.g. using notes in a closed-book examination).</li> <li>b) Plagiarism, defined as the act of taking and using another’s work as one’s own without proper acknowledgment (knowingly or unknowingly) and includes: <ul style="list-style-type: none"> <li>i. copying the work of another student</li> <li>ii. copying any part of another’s work</li> <li>iii. summarising another’s work</li> </ul> </li> <li>c) Submitting work for summative assessment which has been jointly prepared for presentation, in circumstances where this has not been communicated to students as legitimate.</li> <li>d) Submitting work for summative assessment which has previously been submitted elsewhere, without the prior permission of the Curriculum Manager or delegate</li> <li>e) Misrepresenting identity for purposes of assessment</li> </ul>
<b>Honesty Declaration</b>	Submitted by students with assignments to declare that they have understood, and will adhere to, the principles of academic integrity.

## PRINCIPLES

Academic integrity is central to the learning culture valued at NMIT. Students are expected to apply the fundamental values of honesty, trust, fairness, respect and responsibility to every aspect of their learning.

The flouting/ignorance/absence of academic integrity is known as ‘academic misconduct’, and is unacceptable.

Staff will ensure students are fully informed regarding appropriate assessment practices, on NMIT’s standards of academic integrity and the consequences of breaching those standards. In some cases, an explanation of what constitutes cheating needs to be made explicit, including reference to examples and emphasising the severity of plagiarism, cheating or other dishonest academic practice.

NMIT reserves the right to use electronic systems to detect academic misconduct. Students will be notified where such systems are in place.

Where academic misconduct is alleged, the Academic Misconduct Procedure will be followed. Where an allegation of academic misconduct is proven, any or all of the following penalties may be imposed by the Institute, using approved processes:

- a) Award a fail grade or a nil mark for the affected summative assessment event.
- b) Disqualify the student from sitting for any summative assessments for a specified period.
- c) Cancel any course credit for a course connected to the misconduct
- d) Suspend the student from any course for a specified period.
- e) Exclude the student from the programme for a specified period.
- f) Reprimand the student.
- g) Recommend to the Chief Executive exclusion from any NMIT programme.

## RECORDS MANAGEMENT

If the allegation is not upheld, all records pertaining to the issue must be destroyed.

If the allegation is upheld, in accordance with NMIT's Information and [Information and Records Management Policy](#), NMIT must retain the record for 7 – 10 years depending on the seriousness of the misconduct and the subsequent disciplinary action.

## RESPONSIBILITIES

<b>Academic Staff Members (including tutors at Contracted Training Providers)</b>	<ul style="list-style-type: none"><li>• Providing educative learner support services to embed good academic practice. For example, good referencing practice.</li><li>• Facilitating the use of software to detect plagiarism. For example, WriteCheck, Turnitin.</li><li>• Avoid recycling assignments every year. Explaining the expectations of the assignment and the difference between collaboration and plagiarism.</li><li>• Encouraging the use of pledge statements and honesty declarations where appropriate.</li><li>• Developing a culture where students take responsibility for maintaining academic integrity throughout their learner journey.</li><li>• Clearly mapping out the consequences of academic misconduct</li></ul>
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## REFERENCES

### INTERNAL

[Academic Misconduct Procedure](#)

[Assessment Policy](#)

[Information and Records Management Policy](#)

[Student Charter](#)

[Student Misconduct Procedure](#)

### EXTERNAL

[Authenticity](#) (NZQA website)

[Effective Practice in Preventing and Detecting Academic Fraud](#)