



ACADEMIC INTEGRITY POLICY & ACADEMIC MISCONDUCT OPERATIONAL PROCEDURES

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Recommended by	ASDC	
Approved by	Academic Board	
Implementation by	Head of Studies, Registrar, HoDs, all academic staff	
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1 ACADEMIC INTEGRITY POLICY

1.1 POLICY STATEMENT

National Art School (NAS) believes in authenticity, honesty and equity and adheres to the principles of academic integrity in all academic endeavours. NAS acknowledges that academic integrity is fundamental to the credibility of NAS as a Higher Education Provider and the achievement of its students and staff.

This Policy and Procedures outline NAS' commitment to maintaining the integrity of all aspects of our academic provision from application and admission through to assessment and graduation.

Academic Integrity is a core value of the National Art School. Academic misconduct or an offence against academic honesty includes acts which may subvert or compromise the integrity of the educational process at the School. Academic misconduct is any act which would unfairly promote or enhance one's academic standing.

NAS aims to promote academic integrity through its actions and example, whilst focusing on a positive engagement with students on the principles of academic integrity. To this end, disciplinary actions from academic misconduct shall be focused on education and opportunity to meet the expressed learning outcomes in an appropriate manner. Expulsion and suspension will be reserved for only the most serious or for repeated infractions.

1.2 FORMS OF ACADEMIC MISCONDUCT:

Plagiarism

Broadly defined as knowingly presenting another person's ideas, findings or work as one's own by copying or reproducing the work without due acknowledgement of the source.

Plagiarism may take several forms:

- Paraphrasing of another's work, with minor changes but with the essential form, meaning and progression of ideas maintained;
- Direct duplication, copying another's work;
- Piecing together sections of the work of others into a new whole;

Contract Cheating

Assessment task is completed by someone other than the student, whether paid or unpaid. Contract cheating is one the most serious forms of academic misconduct.

Collusion

Producing assignments in conjunction with other people, which should be the student's own independent work.





Multiple Submissions or Recycling

The submission for assessment of one's own work, or for work which is substantially the same, which has previously been included towards the satisfactory completion of another subject or course and credited towards a higher education degree, diploma or certificate.

Use of AI

Submission of work for assessment that has been generated by AI (artificial intelligence), for example 'Chat GPT', is a form of Contract Cheating. If unsure of the appropriate use of AI technologies in your studies please discuss this with your teachers, supervisors, or Head of Department.

AI Software can be permitted to generate ideas and other information. However, any such material must be developed by the student to the extent that what is submitted is wholly their own work. Any use of AI must be acknowledged in footnotes and bibliography of work that is submitted for assessment. Failure to acknowledge the use of AI in the development of work submitted for assessment is considered a form of academic misconduct.

It is prohibited to use any software to generate information or answers during examinations. If its use is detected, it will be considered serious academic misconduct. Smart phones, smart watches and other devices must be inaccessible during examinations.

2 ACADEMIC MISCONDUCT PROCEDURES

2.1 PREVENTATIVE MEASURES

Communication & Education

NAS will inform and educate students in academic integrity practices.

Text Matching Software

NAS currently utilises Turnitin for AHT essay submissions, and is also used by other departments by request.

Student Staff Relationship Building

The relationships that staff build with their students is a key tool in both the prevention and identification of academic misconduct.

2.2 SUSPECTED BREACHES OF ACADEMIC INTEGRITY

Responses to suspected breaches of academic integrity should, at all times, be proportionate to the severity of the breach.

2.2.1 SEVERITY OF BREACH

The three factors which a member of staff should use to determine the severity of breach are the following:

Type of breach





The type of breach is both the manner in which the breach occurred (e.g. plagiarism, collusion, contract cheating) and the context in which the breach occurred (e.g. small assessment item, work not for assessment, major assessment task.)

Seniority of student & Related Expectations

The level of study in which the student is enrolled. A breach from a first year BFA student is less severe than the same breach from a third year student. The more senior a student the more we would expect them to know of, and adhere to, norms of academic practice.

Student Seniority is determined by the level of study of the student (i.e. 1st year less senior MFA2 more senior).

History of previous breaches

Whether a student has previously received warnings about academic misconduct. Where students have previously been warned but continue to breach standards of academic conduct then the subsequent breach will be deemed more severe.

2.2.2 RESPONSE TIERS

Responses can then be categorised into Tier 1, 2 and 3 according to the severity as identified by the assessor.

Tier 1

Tier 1 breaches are those which are deemed to not require disciplinary action. For example the offence is of a minor nature, or it is more junior student or the student has no history of breach (or some combination thereof).

Examples of minor breaches include but are not limited to accidental plagiarism and failure to correctly acknowledge contributors to the work.

Where a tier 1 breach is suspected the assessor/unit teacher should meet with the student identify the breach, and require the student to re-submit work. The teacher can determine whether the breach requires reporting. If warranted the Head of Department should be notified and the breach reported to the Registrar to be listed on the Academic Misconduct Register.

Tier 2

Tier 2 breaches are those which are deemed more severe and are requiring some form of disciplinary action. For example the offence is of a more serious nature, is a more senior student or the student has a history of previous breaches.

Examples of more severe breaches include but are not limited to repeated Tier 1 breaches, plagiarism and deliberate multiple submissions.

Where a tier 2 breach is suspected the assessor/unit teacher should meet with the student identify the breach, normally the student will fail that assessment without the possibility of re-submission. In severe cases the student will fail that unit and be required to repeat it (or an equivalent) unit.

Tier 3



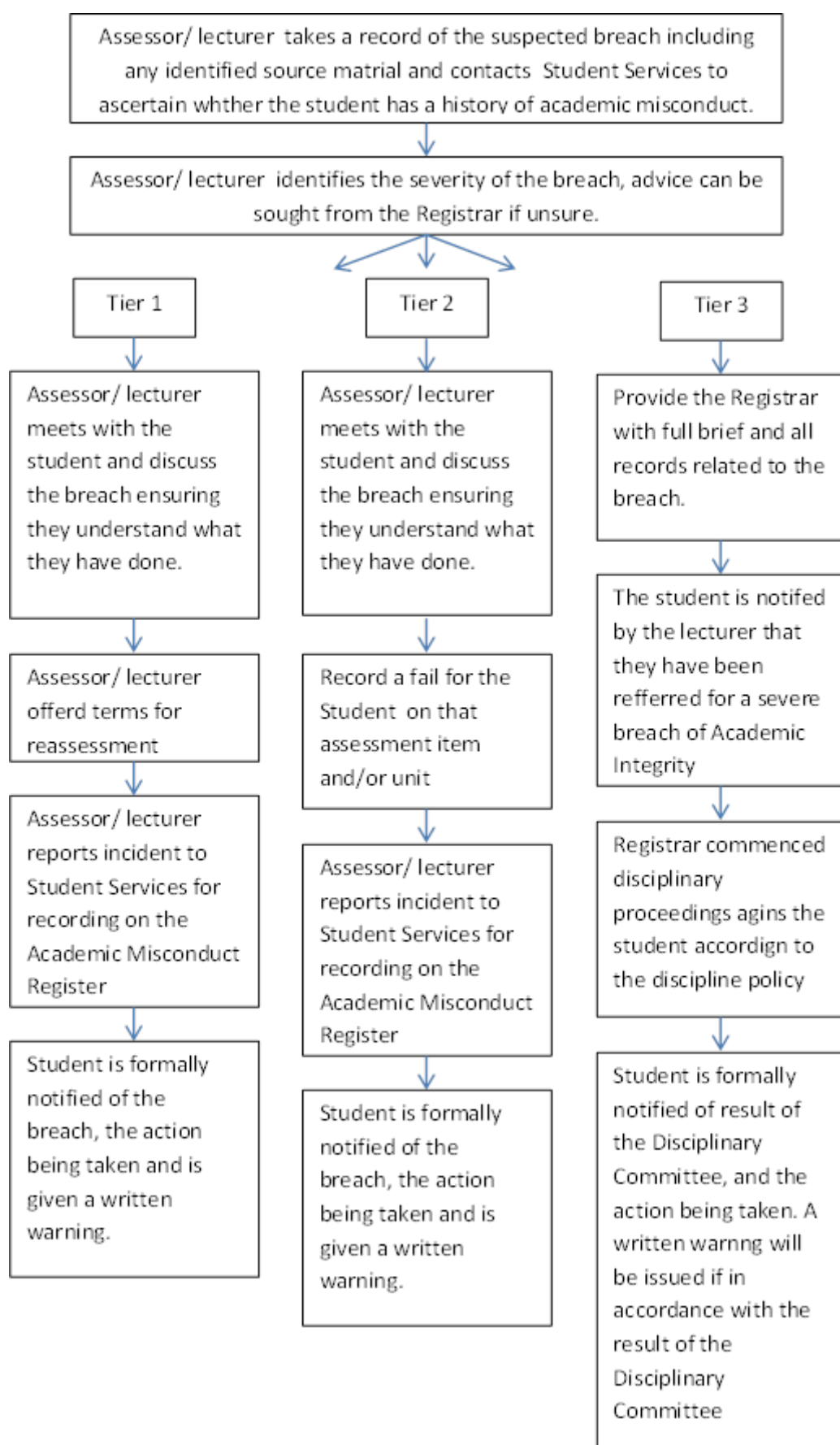
Tier 3 breaches are those which are deemed the most severe and require formal disciplinary action. For example the offence is of the most serious nature, is a senior student or the student has a significant history of previous breaches.

Examples of the most serious Academic misconduct include but are not limited to repeated Tier 2 breaches and contract cheating (having others complete work on your behalf),

Where a tier 3 breach is suspected the assessor/unit teacher should notify the Registrar who will instigate formal disciplinary proceedings. All disciplinary actions are available to the Disciplinary Panel.

2.2.3 SUSPECTED BREACH PROCESS

The following flowchart describes the process staff should follow upon suspecting academic misconduct.





3 ACADEMIC MISCONDUCT REGISTER

NAS will maintain an Academic Misconduct Register to ensure consistent treatment and reporting of academic misconduct. This data will also be used to inform academic integrity education and communication strategies.

4 APPEALS

Student suspected of breaching academic integrity may appeal the outcome of any proceedings, utilising the appeals process outlined in the Disciplinary Policy.

5 REPORTING

The Academic Board will receive an annual report of Academic Misconduct to identify trends and any required support provisions.





SOURCE & REFERENCE DOCUMENTS

Monash University (2013), *Student Academic Integrity Policy*, Monash University Policy Bank.

TEQSA (11 October 2017) Guidance Note: Academic Integrity Beta version 1.1

NAS Teaching & Learning Policy

NAS Disciplinary Policy

NAS Code of Conduct

VERSION CONTROL AND CHANGE HISTORY

Version	Change Description	Implementation	Approval date
1.0	Document is endorsed by	H: NAS Policies & Procedures	23 06 2023
	Document is published and implemented		



APPENDIX 1

Use the Appendices to add supplementary documents, samples, and forms relevant to the Policy/Procedure.