



Academic Integrity Policy

Australian Paramedical College



Introduction

At the Australian Paramedical College (APC), maintaining academic integrity is of utmost importance. The policy below outlines the expectations of APC students, and any breaches will be handled appropriately as outlined below.

Definitions

Trainer/Assessor refers to the trainer or assessor for study with APC.

Student refers to a individual who is enrolled with APC for the purpose of study.

Academic integrity refers to the students and APC staff upholding ethical standards in all aspects of study, inclusive of learning, training, assessment, and placement activities. This involves acting with the principles of honesty, fairness, trust, and responsibility and requires respect for learning and its development.

Academic Misconduct

Academic misconduct is involvement in any of the below acts, which are prohibited by students enrolled with APC:

Plagiarism - *The reproduction of original creations of another author (individual, collective, organisation, community or other type of author, including anonymous authors) without due acknowledgment.*

Fabrication - *The falsification of data or information for assessment purposes.*

Deception - *Providing false information concerning an assessment activity —e.g. falsely claiming to have submitted work, or allowing another student or individual to complete an assessment task on your behalf.*

Cheating - *use of another's work to copy and submit as your own (either an APC student or other student).*

Collusion – *when more than one individual contributes to a piece of work that is then submitted as the work of the individual (e.g. when another student writes an answer to an assessment for you, or any other behaviour from another individual to assist you to cheat). Collusion can also occur when a student does not take reasonable steps to ensure prevention of other students using their work (e.g. providing your completed assessment to another student, placing your answers in an open forum, or allowing someone else to do so)*

Bribery - *Providing assessment answers or test answers for money or favour.*

Sabotage - *Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.*

Trainer/Assessor misconduct - *any acts by APC Trainer/Assessors that equate to academic misconduct.*

Impersonation - *assuming a student's identity with intent to provide assessments to advantage a student.*

Furthermore, it is crucial to highlight that academic misconduct encompasses not only the previously mentioned actions but also any conduct that undermines the integrity of the evaluation process.

Procedural Fairness

APC will apply procedural fairness to their decision making. Procedural fairness is concerned with the procedures used at APC, rather than the actual outcome reached. It requires that a fair and proper procedure be used when deciding on an outcome for an academic issue or complaint. APC will follow a fair procedure as outlined below to reach a fair and correct decision for theoretical and practical components of the enrolled course.

During the clinical intensive workshops, students will be grouped and removed from any assessment scenarios taking place they are not participating in. This ensures no disadvantage or additional preparation for students participating in assessment at a later session or date.

Responsibilities and Obligations

The Quality Practice and Compliance Manager, Training Manager, and Trainers and Assessors operate under the authority and delegation of the Chief Executive Officer to support adherence to the Academic Integrity Policy.

APC ensures that staff and students are aware of their obligations and consequences regarding Academic integrity:

- Apply fair and proper decision-making procedures when making decisions relating to Academic Integrity.
- Comply with the current legislation relating to academic integrity and demonstrate compliance through developed policies, processes, and research information for all stakeholder access.
- Ensure systematic processes to determine breaches and outcomes relating to academic misconduct.
- Provide systematic access and information for trainers, assessors, students, and stakeholders related to academic integrity (what it is, how it occurs, how APC manages not adhering to the same).
- Maintain and review policies and procedures to support compliance and academic integrity information.
- Actively and systematically address identified or reported breaches of academic misconduct with relevant employees and the participants.

APC Responsibilities and Obligations

- Comply with legislation and policies relating to academic misconduct, demonstrating compliance through their own activities and actions.
- Provide information to students regarding their obligations and potential ramifications regarding academic integrity, legislation, and policy.
- Diligence in the detection of academic misconduct.
- Ensure that participants have information regarding obligations and requirements relating to academic misconduct.
- Ensure participants are aware of the requirements regarding their assessments where working with others or independently.
- In the event of identified academic misconduct, provide the student with a formal letter of warning, identifying justification and reference to the breach.

Student Responsibilities and Obligations

- To read, understand and comply with information and obligations relating to the APC academic integrity training module and policy.
- Apply suitable referencing (a genuine attempt to support referencing).
- Appropriately acknowledge work that has been sourced from others.
- Take reasonable steps to avoid work being reproduced by other participants.
- Respond in writing, where relevant via the appeal process to any notification of academic misconduct where the allegation is believed to be unjustified.

Action and Penalties

APC will address academic misconduct with students who do not uphold the principles of academic integrity appropriately, consistently, and fairly.

Where an academic misconduct allegation is supported, the student will be subject to penalties in accordance with the severity of the misconduct and the number of repeat offenses.

Students under investigation for academic misconduct may not be eligible for the following, in consideration of the severity of the issue and until the issue is resolved.

- Participation in training and assessment activities
- Issuance of qualifications/outcomes
- Clinical Workshop attendance
- Clinical Placement attendance

APC will deter academic misconduct whether minor or substantial by informing students of the need for academic integrity and assisting students to identify and adopt alternate practices to prevent academic misconduct.

Where an assessor has confirmed that an assessment submission involves academic misconduct, the assessor will provide the student with a formal letter identifying areas of concern, inclusive of evidences to support the allegation.

This involves:

- Investigating and gathering facts pertaining to the breach
- Notifying the student in writing of the alleged breach
- Providing details and justification of the breach, inclusive of the decision and action required
- Advising all stakeholders of outcomes

Notification Process

Where academic misconduct has been identified within an assessment task, an assessor will deem the assessment as Not Yet Satisfactory (NYS) and will provide the student with a notification breach via email, alongside a formal letter detailing the breach and actions required.

APC will provide the below Risk Ratings to students who do not comply with this policy, depending on the severity of the misconduct.

Academic Integrity Risk Rating

APC shall provide a risk rating to students found breaching the academic integrity policy depending on the severity of the breach.

Risk Rating 1 – Student has minorly breached academic integrity policy

Examples:

- A single occurrence of failure to reference work appropriately which is deemed to be intentional or occurs through lack of reasonable care
- Evidence of obtaining the answer to a specific assessment task from another individual (regardless of if the answer was used in your assessment response or not), or attempting to seek any other help which would be considered academic misconduct (e.g. posting a request for answers to a specific assessment task on a forum)

When receiving a Risk Rating 1, the student may be required to:

- Reattempt the aforementioned assessment task based on the assessor's feedback
- Review education materials provided within the APC academic integrity training module
- Perform any other penalties deemed appropriate by APC, such as completing a reflective piece

Risk Rating 2 – Student has moderately breached academic integrity policy, or a second offence occurs

Examples:

- Recurrent occasions of failure to reference work appropriately which is deemed to be intentional or occurs through lack of reasonable care
- Evidence of copying and pasting parts of another individual's work
- Evidence of utilising another student's assessment as a guide to answer assessment tasks
- Failure to take reasonable steps to prevent another student from utilising your work for assistance in completing their own

When receiving a Risk Rating 2, the student may be required to:

- Reattempt the aforementioned assessment task based on the assessor's feedback
- Complete the APC academic integrity training module and assessment on the portal
- Schedule a phone call with a Trainer and Assessor to discuss and ensure understanding of the module and assessment feedback.
- Perform any other penalties deemed appropriate by the APC, such as completing a reflective piece.
- The student may also receive a Not Yet Satisfactory (NYS) for the unit(s) and may be required to pay additional fees to undertake the unit again, which includes resubmission of all assessments. This penalty can also be applied retrospectively (e.g., an assessment decision can be reviewed at any point where academic misconduct has been noted)

Risk Rating 3 – Student has severely breached academic integrity policy, or a third offence occurs

Examples:

- Submitting another individual's entire assessment (or a substantial part) as your own work
- Colluding with another student to assist with assessment completion

- Posting copyrighted APC assessments to online forums (e.g. uploading assessments, either completed or not, to online locations for other individuals use)
- Posting copyrighted APC materials to online resources or third party providers (e.g. uploading learner guides to online sources), or utilising and sharing APC copyrighted materials without approval

When receiving a Risk Rating 3, the student may be required to:

- Reattempt the aforementioned assessment task based on the assessor feedback
- Complete APC academic integrity training module and self-reflection on academic misconduct.
- Schedule a phone call with the Training Manager to discuss and ensure understanding of the breach and its consequences.
- Perform any other penalties deemed appropriate by APC
- The student may also receive a Not Yet Satisfactory (NYS) for the unit(s) and may be required to pay additional fees to undertake the unit again, which includes resubmission of all assessments. This penalty can also be applied retrospectively (e.g., an assessment decision can be reviewed at any point where academic misconduct has been noted)
- The student may be required to complete an alternate unit or assessment the student must complete, for serious or repeated breaches the student may face expulsion from the College entirely, and will not be allowed to re-enrol in any APC programs.

Severe breaches of this policy may not receive prior warning and may be acted upon immediately by the college.

Where a student is discovered to have committed multiple violations of the academic integrity policy in one instance, such as cheating on multiple assessment tasks, they may be immediately deemed to have committed a second or third offense due to each occurrence.

Spot checks

Where a trainer and assessor suspects academic misconduct, a phone call may be made to the student to confirm assessment answers submitted to ensure understanding of concepts.

Release of copyrighted materials

Where a student is identified as sharing any APC copyrighted materials (e.g., Learner Guides, Assessment Tasks, assessment answers) online or offline to third-party organisations or other individuals, direct contact will be made. Action will be taken to address this based on severity, and student enrolment may be impacted.

Appeals and Review of Decisions

All students have the option to make an appeal where the student believes that the consequence for the identified breach is not justified, and/or should they disagree with the breach decision.

Appeals must be submitted within five (5) business days from receipt of the breach. These must be submitted via the appeals form attached to the breach email to compliance@apcollege.edu.au for a formal review.

Your appeal will be reviewed by the management team and will not include the original assessor.

You will be advised of the outcome in writing within five (5) days to support the continuation of studies.

Review

This policy is reviewed annually or when appropriate changes are required.

Version	Purpose/amendments	Issued
V1.1_17	Initial implementation	12 Dec 2017
V1.2_18	Annual review and minor changes	07 Jan 2019
V1.3_19	Minor amendments	01 Apr 2019
V1.3_19	Annual review	12 Apr 2020
V2.0_20	Required amendments	20 Jul 2020
V2.1_20	Minor amendments	06 Apr 2021
V3.0_22	Revision of warning categories	17 Aug 2022
V3.1_23	Revision of warning categorisation and examples	14 Jun 2023