Cairnmillar
INSTITUTE

Treatment | Education | Research

Academic Integrity and Student Conduct Policy

Policy name	Academic Integrity, Progress, and Misconduct Policy
Policy number	TLP004
Date approved	8 June 2022
Approving body	The Academic Board
Responsible officer	Dean
Implementation officer	Academic Integrity and Progress Committee Chair
Next review date	June 2027
Linked policies	Assessment Policy Student Grievance Policy Academic and Non-Academic Matters Academic Progress and Review Policy Academic Integrity and Progress Committee ToR

1. Purpose of this policy

The purpose of this policy is to uphold the values of the Cairnmillar Institute (the Institute) of respect, integrity, compassion, collaboration, and professionalism.
This policy frames expected behaviours of staff and students that align with these core values.

Identified in this policy is the Institute's expectations for:

- Academic integrity
- An equitable and inclusive study and work environment
- Respect for the differences in cultural norms, expectations and values which may be practised by those from diverse backgrounds
- Personal integrity suited to professionals in training.

2. Scope

This policy applies to staff and students of the Institute in the carriage of activities in relation to matters of integrity and conduct.

3. Policy

3.1 The Institute will uphold its core values and commitment to a culture of integrity and good conduct by:

a) Ensuring staff and students are provided with appropriate training on issues of integrity

b) Informing students of what constitutes breaches of academic integrity

c) Providing an environment that encourages equity and respect for all and that is free from all forms of discrimination and harassment

d) Informing students of what constitutes good conduct and breaches of good conduct (general misconduct)

e) Minimising opportunities for breaches of integrity to occur

f) Ensuring integrity is upheld through course design and assessment standards

g) Ensuring breaches of academic integrity and good conduct are dealt with fairly and in a timely manner

3.2   The Institute will have a Student Code of Conduct, which will:

a) Highlight the expectations for good conduct

b) Be reviewed by the Dean at the end of each calendar year

c) Be provided to students who will, at the commencement of a course of study, be required to sign a statement of agreement to abide by the Student Code of Conduct.

4. Responsibilities

4.1   Staff will:

a) Comply with this policy

b) Be aware of their integrity and good conduct responsibilities

c) Demonstrate integrity and good conduct to students and other staff

d) Ensure assessments are designed in accordance with integrity guidelines

e) Be familiar with and apply the academic integrity resources and procedures provided by the Institute including the similarity-detection system, Turnitin

f) Provide students with appropriate advice and resources to foster sound academic integrity practices

If they reasonably believe a student has engaged in an act of academic misconduct, report it to a responsible officer.

4.2   Students will:

a)   Comply with this policy.

b)   Complete the compulsory Academic Integrity Module on commencing their studies. Students will not be eligible to receive feedback on assessment tasks until the Academic Integrity Module has been completed.

c)   Be aware of their integrity responsibilities

d)   Only submit work for assessment that is their own

e)   Submit all text-based assignments through the similarity-detection system provided by the Institute (Turnitin). Students may use the system as a check before final submission.

f)   Take reasonable steps to ensure their work is not copied by others

g)   Act in a manner that is free from all forms of discrimination, bullying and sexual harassment

5. Breaches of Academic Integrity

5.1   The Institute expects staff and students to comply with this policy; however, there may be instances of failure to adhere to the policy. These breaches include:

Plagiarism	is the use of another person's words, ideas, concepts or research findings without appropriate acknowledgement.
Collusion	is when more than one person works together to submit any work as if it were authored by an individual.
Cheating	is dishonest behaviour undertaken to gain an unfair advantage over others.

6. General Misconduct

6.1   Failure to adhere to policy on good conduct include the following:

Sexual harassment	Is any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated

Discrimination	is disadvantaging a person because of their race, colour, gender, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.
Bullying	is verbal, physical, social or psychological abuse of any person or group of people in the educational setting (including placement settings)
Fraud	is when a person seeks unfair advantage through dishonest behaviour by providing false or altered information.
Refusal to accept legitimate direction from academic staff and supervisors	is when an enrolled student fails to follow the instructions given by a staff member, or the manager or principal of an agency where a student is placed.
Breaches of Institute Policies	Breaches of other Institute Policies can be considered under General Misconduct

End