



WELLPARK  
COLLEGE OF NATURAL THERAPIES

## WELLPARK COLLEGE OF NATURAL THERAPIES POLICIES

### A-03 Academic Integrity Policy

<b>Category</b>	Academic
<b>Approved by</b>	Academic Board
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<b>Latest Approved Revision</b>	
<b>Responsible Officer</b>	College Manager

### QMS Guiding Policies

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**Assessment and Moderation p.83**

**Learner Information p.69**

### Purpose

The purposes of the Academic Integrity Policy are to:

1. Uphold the academic integrity of Wellpark College qualifications.
2. Ensure that all stakeholders are aware that academic dishonesty is an academic offence and is treated seriously by Wellpark College.
3. Clearly define the parameters of academic dishonesty so that it can be avoided.
4. Provide a fair and valid way to address cases of academic dishonesty.

### Application

The Academic Integrity Policy applies to Wellpark College staff and students.

### Policy

Staff and students are to create and develop acceptable levels of academic work to support the integrity of the qualifications. Plagiarism, cheating or falsification of attendance is not acceptable at Wellpark College. Academic dishonesty takes into account: the act itself; the intent behind the act; the history and experience of the student. Therefore, assessment work is to be grammatically and structurally correct and demonstrate students' skill and familiarity with terms and application of concepts. Presenting work, words, images, ideas, or theories derived in whole or in part from a source external to oneself as though they are one's own is treated as an act of academic dishonesty. Students found in breach of academic integrity will have their marks for the assessment reduced and undergo remedial and disciplinary process.

## **Rights and Responsibilities of Wellpark College**

1. To inform students and staff of the Academic Integrity Policy.
2. To maintain the right to determine a breach of academic integrity and ensure appropriate and fair processes for dealing with consequences of a breach as outlined by this Academic Integrity Policy.
3. To inform students and staff of the consequences of academic dishonesty at Wellpark College.
4. Wellpark College will monitor academic integrity through appropriate software and procedures.
5. To uphold academic integrity and ensure compliance with Wellpark College and regulatory bodies requirements.
6. To maintain the right and obligation to inform affected third parties of academic dishonesty that includes but is not limited to: NZQA, other academic institutions, Study Link, Immigration, other government and official agencies, other students, staff.
7. To provide students and staff with information and resources about the referencing style that Wellpark College utilises to avoid a breach of academic integrity. Referencing assistance is available to students on Moodle, with the Librarian, and at weekly Academic Clinics.
8. Where plagiarism and/or cheating are suspected the procedures outlined below in this Academic Integrity Policy will be followed up by the Principal.

## **Rights and Responsibilities of Staff**

1. To read and abide by the Academic Integrity Policy.
2. To actively teach, monitor and encourage academic integrity.
3. Tutors, invigilators, assessors and moderators ensure academic integrity is maintained during assessments and practical or clinical sessions by reporting any instance of possible plagiarism and/or cheating immediately to the Principal and completing a Plagiarism Investigation Form (see Related Forms below).
4. Wellpark College staff members are expected to uphold academic integrity and all course materials are to be referenced correctly in college-produced content including syllabuses, Lesson Plans and PowerPoints. Tutor course content will be checked by the Librarian and plagiarism issues addressed.

## **Rights and Responsibilities of Students**

1. To read and abide by the Academic Integrity Policy.
2. To attend PD101 (Study Skills) and PD103 (Essential Academic Skills) at the commencement of the qualification.
3. To read Course Outline Documents and ask questions for comprehension at the beginning of each course.
4. To prepare for, read and respond thoroughly to Assessment instructions.
5. To respond to paraphrasing and referencing advice from the Tutor in-class.
6. To utilise the assessment Marking Grids prior to handing in an assessment and draw on assessment comments and feedback to support academic development.
7. To utilise APA 6<sup>th</sup> referencing resources including but not limited to Perrin, R. (2015). Pocket guide to APA style (5<sup>th</sup> ed.). Boston, MA: Wadsworth Cengage Learning and Academic; and the Writing and Referencing Hub (e-resource available on Moodle).
8. To attend Academic Clinics for one-on-one or small group academic support with the Librarian or Education Advisor held weekly during term time (Please note: All students on a

Learning Contract are required to attend Academic Clinic at least once a week during the term of their contract).

9. To respond to Tutor and Programme Leader feedback and support for in-class activities or assessment tutorials.
10. Turnitin is utilised as an appropriate resource for ensuring academic integrity and students are encouraged to respond to their Turnitin reports in co-sequential assessments, RESITS and Resubmissions.
11. To report any cases of suspected plagiarism and/or cheating directly to the Principal.
12. To adhere to the consequences of breaches of academic integrity as advised by Wellpark College.

## **Procedures**

Wellpark College provides a range of access and tools for staff and students to uphold the Academic Integrity Policy. The following general procedures apply to this policy:

1. Students are advised about what is considered academic dishonesty at Wellpark College and sign before the acceptance of their enrolment that they have read and understood all policies and procedures located in Student Handbook.
2. Students are taught about academic integrity: paraphrasing, referencing and plagiarism at the initial mandatory academic workshops that are held at the beginning of their programme.
3. All written Tests/Exams are conducted with students separated and seated at pre-set desks. Time frames and regulations for are strictly adhered to. During the Test/Exam, bags, cell phones, books and papers remain at the front of the classroom, students are escorted to the bathroom, and the invigilator monitors students at all times during the Tests/Exams.
4. Unless otherwise advised, completed assessments are uploaded by the students to Moodle and, where applicable, automatically run through the appropriate plagiarism software, Turnitin. Turnitin scores may not be challenged internally by an Appeal (see Related Forms below).
5. Students achieve marks and receive Tutor feedback about paraphrasing and referencing in relevant assessments.

## **Breaches of academic integrity**

There are several issues that relate to matters of breaching academic integrity at Wellpark College.

### **Plagiarism**

Most cases of plagiarism can be avoided by citing the relevant sources. Simply acknowledging that certain material has been borrowed, and providing the reader/assessor with the information necessary to relocate that source, is usually enough to prevent plagiarism. Careful and conscious paraphrasing supports this process. Without careful paraphrasing of words, terms and concepts, student writing may be classified as plagiarism.

### **Cheating**

The College encourages peer collaboration and support. Cheating can be avoided by individually being prepared for an assessment or acknowledging and following up the need for further support. Cheating means someone is acting dishonestly to gain an advantage. Examples of cheating include but are not limited to:

- Presenting any work completed in whole, or in part by any individual or group other than oneself, as though the work is the student's own.

- Copying information from another student during an assessment in which the student is not expressly permitted to work jointly (in pairs or in a group) with others.
- Copying from a previous assessment, either someone else's or one that has already been submitted.
- Obtaining external answers during a Test/Exam, for example through the use of concealed devices, notes or physical coding.

#### **Falsification that relates to attendance**

Falsifying, attempting to falsify or fabricating data, records, or any information relevant to academic achievement including but not limited to enrolment and attendance records, graded exercises of any kind, or information or documents intended to excuse the student from participation in any academic activity or assessment.

#### **There are initial procedures that relate to when a breach of academic integrity is suspected or reported.**

- The student/staff is advised that a potential act of academic dishonesty is to be investigated and informed of the nature of the allegation.
- The act of academic dishonesty is investigated and decided by the Principal and then followed up by the Management Team, as required.

#### **Consequences of confirmed academic dishonesty**

- For inaccurate referencing in-text or in a separate references list, the student will lose marks on the Assessment Marking Grid and may be awarded a FAIL grade.
- The Principal notifies the staff and/or student of the outcome of an investigation and any consequences within two weeks during the academic term.
- For confirmed breaches of academic integrity, which is generally reserved for a first instance of inaccurate referencing or insufficient paraphrasing and/or Semester one/Year one students:
  - The student will be referred to Academic Clinic (with attendance recorded), followed by a RESIT/Resubmission of the assessment awarded a maximum grade of 50%.
  - The student may be required to attend academic writing upskilling tutorials at their own cost.
  - The student may fail the assessment.
  - The student may fail the course.
- On severe or repeated occasion of plagiarism, which is generally reserved for repeated intentional and/or serious one-off intentional acts, the Management Team reserves the right to suspend or expel the student in question from the College.
- Notes are made on students /staff files *only* where there has been a confirmed breach of academic integrity.
- Consequences of the breach of academic integrity are communicated to third parties as required by law.
- Where a student/staff believe any of the following issues have occurred, they may appeal to the Academic Board in writing; handing their communication to Reception in a sealed, labelled envelope:
  - a. The investigation was not conducted fairly,
  - b. Further supporting evidence has become available,
  - c. The penalty is excessive.

#### **Associated documentation for the Academic Integrity Policy**

The following documentation and forms relate to this policy

**Plagiarism Investigation Form  
Appeal Form**

**Definitions**

**Academic integrity**

Scholarly activity that is conducted in a manner that is open, honest, and responsible (Penn State University, 2004)

**Academic dishonesty**

An act that may be accidental or deliberate, in which a student/staff misrepresents their scholarly activity.

**Plagiarism (literary theft)**

The deliberate and/or unskilful act of plagiarising where paraphrasing, summarising and/or inaccurate referencing indicates lack of skills in knowledge, comprehension, application and/or how to draw on external images and sources and in which the staff or student:

- a. Passes off words or text of another author as the student's own,
- b. Uses someone else's production of ideas without crediting the source,
- c. Presents an idea or text derived from an existing source as new and original.

**Examples of plagiarism:**

- Referencing inaccurately for example, failing to use proper paraphrasing, accurately citing in-text throughout an assessment and/or completing an accurate reference list in accordance with the conventions of the referencing style utilised by Wellpark College.
- Direct quotes may not be used with or without parentheses as though they are original to the assessment work. Direct quotes are rarely used in Wellpark assessment work and are only used when the words, terms or sentences are so pertinent that no other paraphrasing will do. In order for the exact meaning of the original wording or paragraph to be preserved in the assessment, jargon terms may be left intact in parentheses. Enclosing more than two words, terms or a sentence in the exact order, meaning and/or format from another source in parentheses and accurate referencing constitutes as plagiarism.
- Insufficient attempts at paraphrasing for example, copying words or ideas from someone else without altering words in a sentence or paragraph or copying the sentence structure of a source without relevant context to the source, or for that matter, even writing a unique order of words or sentence from another source and using it in the student's own writing constitutes as plagiarism.
- Percentage of quotes for example, copying so many words or ideas from a source that it makes up more than 10% of the submitted assessment, whether acknowledgement is provided or not constitutes plagiarism.
- Secondary source citations for example, if the text or image is referenced via a secondary source in a text or publication, the student must endeavour to cite the original source and only use a secondary source where accessing the original is not possible.

- Turning in someone else's ideas as the student's own writing for example, giving incorrect information about the original source of a citation, lists or ideas obtained from any publication or website. Even if the words are changed around, they are still another person's ideas.
- There are differences between plagiarism of text and fair use of images. In the case of images, knowing what the creator or publisher requires when re-using their work in an academic context is important. That is, care must be taken to determine copyright restrictions associated with images prior to them being reproduced in PowerPoints, presentations and/or alternative assessment forms. Copying an image from a text or article or pasting an image that was located on the internet into PowerPoints, presentations and/or alternative assessment forms without permission of the creator or publisher when necessary constitutes plagiarism.

## References

Merriam-Webster. (2015). Merriam-Webster Online Dictionary. Retrieved from <http://www.merriam-webster.com/dictionary/plagiarize> (Please note: The Merriam Webster dictionary uses the US spelling of plagiarise (plagiarize). The College uses NZ/UK academic version).

Penn State University. (2014). Defining plagiarism and academic integrity. Penn State University, Pennsylvania. Retrieved from <http://tlt.psu.edu/plagiarism/student-tutorial/defining-plagiarism-and-academic-integrity/>