Pacific Adventist University
EDUCATE TO SERVE

Academic Integrity Policy

Prepared by: Deputy Vice-Chancellor – Academic
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Policy Owner: Deputy Vice-Chancellor – Academic

1.   Scope

This policy applies to all staff employed by Pacific Adventist University and to all students enrolled at the University. It also applies to adjunct, visiting, and emeritus appointments; and to anyone undertaking research on University premises or in the name of the University.

2.   Policy

The University encourages ethical scholarship and this policy informs staff and students about the standards of academic behaviour expected of them in learning, teaching and research. The University is committed to acting honestly, fairly, transparently, and with professionalism and integrity while upholding the highest ethical standards in all matters. The University expects staff and students to act with integrity and to maintain the highest standards of academic integrity in their academic work.

2.1   Academic Integrity

Academic Integrity is the moral code of academia. It involves using, generating and communication information in an ethical, honest and responsible manner. Academic Integrity is a core value of PAU. The University is committed to upholding the highest standard of Academic Integrity across its community. To this end, the university supports students and staff to develop Academic Integrity awareness and skills and provides educative resources and tools that support best academic practices.

Academic Misconduct occurs when a member of the University does not maintain the values and principles of Academic Integrity. PAU considers Academic Misconduct unacceptable because it undermines the University's core values, the quality of student learning, research and graduate attributes.

2.2   Plagiarism

2.2.1   The University has adopted the following definition of plagiarism:

Plagiarism is the act of misrepresenting the ideas, interpretations, words or creative works of another as one's own. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group; and includes material or ideas found both in print and/or electronic media or generated by Artificial Intelligence (AI).

2.2.2 The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source does not occur:

    a. Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;

    b. Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence without quotation marks around the copied text – even if a reference is given;

    c. Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;

    d. Paraphrasing, summarising or simply rearranging another person's words, ideas, etc. without changing the basic structure of the text;

    e. Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;

    f. A 'cut and paste' of statements from any source(s);

    g. Presenting as independent, work done in collaboration with others;

    h. Copying or adapting another student's original work into a submitted assessment item.

    i. Submitting the same assessment item for multiple subjects.

    j. Assignments generated by AI.

2.2.3 Plagiarism is divided into unintentional plagiarism and intentional plagiarism. Careless or inadequate referencing, or failure to reference (unintentional plagiarism) will be considered "poor academic practice" and a demonstration of carelessness in research and presentation of evidence. In these cases, marks may be deducted for that part of the assessment that has been plagiarised and/or correction of the error may be required. Intentional plagiarism will be treated as academic misconduct.

2.3 Research Misconduct

2.3.1 Research misconduct includes – but is not limited to:

    a. The fabrication of data: claiming results where none have been obtained;

    b. The falsification of data including changing records;

    c. Plagiarism, including the direct copying of textual material, the use of other people's data and/or ideas without acknowledgment;

    d. Misleading ascription of authorship including the listing of authors without their permission, attributing work to anyone who has not contributed to the research, and the lack of appropriate acknowledgment of work produced by others;

    e. Falsely claiming ownership;

    f. Other practices that seriously deviate from those commonly accepted within the research community for proposing, conducting or reporting research. For example, failure to comply with legal requirements or official University processes (e.g. ethics compliance).

    g. Work generated by AI

2.3.2 Research misconduct does not include genuine errors or differences in interpretation or judgments of data.

2.4 Other Forms of Academic Misconduct

2.4.1 Academic Misconduct also includes, but is not limited to:

    a. Cheating: behaving deceitfully or dishonestly in examinations, in the preparation of assessable items and during in-class tests;

    b. Fabrication: intentional falsification or invention of any information or citation in an academic exercise;

    c. Collusion: engaging in illegitimate cooperation with one or more other student to complete assessable work. This is different to working on group assignments that are set by lecturers. Examples of illegitimate cooperation include working with a friend or group of friends to write an essay or report that is meant to be an individual piece of work. It can also include sharing quiz or test questions and answers with other students, as well as written assignments like reports and essays.

    d. Intentionally encouraging or facilitating academic dishonesty in others;

    e. Providing an assessment item, or providing access to an assessment item to others, either directly or indirectly, in circumstances where it is reasonably foreseeable that that it will be used dishonestly.

    f. Fraud: deceitful behaviour by which it is sought to gain some unfair or dishonest advantage either for yourself or for another person;

    g. Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students;

    h. Misrepresenting data or information incorrectly, improperly or falsely;

    i. Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources;

    j. Submission of one's own work that has been earlier submitted to satisfy the requirements for another course without appropriate acknowledgement (self-plagiarism);

    k. Using unauthorised equipment or material in an assessment item;

    l. Contract cheating and impersonation: contract cheating is a type of illegal commercial cheating. It involves getting someone else to complete part or all of your work and then submitting the work as if you had completed it yourself. This can include asking someone else to sit an exam for you or having them write an essay, report or some other kind of assignment, which is sometimes referred to as 'ghost-writing'.

    Actions that support illegal contract cheating services are also considered breaches of academic integrity.

2.5 Management of Alleged Academic Misconduct

2.5.1 The University will take action in response to all allegations of academic misconduct to ensure that:

    a. the values of Academic Integrity are upheld;

    b. staff and students who observe the principles of Academic Integrity are not put at a disadvantage; and

    c. the University's reputation and standards are protected and upheld.

2.5.2 Allegations of academic misconduct by a student undertaking coursework must be managed in accordance with the Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework.

2.5.3 Allegations of research misconduct (including academic misconduct) by a Postgraduate Research Student or an academic staff member must be managed in accordance with the Research Misconduct Policy.

2.5.4 The Flowchart for dealing with plagiarism and cheating list the processes to deal with any suspected case of misconduct.

3.   Responsibilities

3.1   Student Responsibilities:

Students have a responsibility to:
a. Act with academic integrity;
b. Submit only work which properly acknowledges the ideas and words of others and which is otherwise their own work;
c. Avoid lending original work to others for any reason;
d. Be clear about assessment guidelines;
e. Be clear about the appropriate referencing and assessment practices in their field of study; and
f. Discourage others from plagiarising or any form of academic misconduct.

3.2   Academic Staff Responsibilities:

Academic staff have a responsibility to:
a. Inform all commencing students of appropriate referencing techniques in their fields of study and provide clear examples of what is acceptable.
b. Clearly explain academic expectations and what constitutes plagiarism to students.
c. Set realistic assessment loads and vary assignments and questions from semester to semester.
d. Set appropriate conditions for group work and make clear the distinction between group work and individual work.
e. Model academic integrity in their teaching and research activities.
f. Cultivate with students a climate of respect for authorship and for acknowledging the source of ideas;
g. Actively seek to detect plagiarism; and
h. Identify and act whenever plagiarism or other forms of academic misconduct is suspected.

4.   Associated Policies and Documents

- Unit Outline Policy
- Academic Bulletin
- Student Handbook
- Flowchart for Dealing with Plagiarism and Cheating
- Assessing Plagiarism Checklist Coursework
- Assessing Plagiarism Checklist Research

Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	18 November 2015	Council	Approval of original document
2.00	21 November 2019	Council	Reviewed
2.10			Review

Appendix A – Flowchart for Dealing with Plagiarism and Cheating

Flowchart for
dealing with plagiar

Appendix B – Assessing Plagiarism Checklist Coursework

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Appendix C – Assessing Plagiarism Checklist Research

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Flowchart for dealing with plagiarism and cheating

Potential plagiarism or cheating identified by teaching staff

Is staff member the Subject Coordinator (SC)? — **No** → Staff member provides Subject Coordinator with original assignment and a statement as to why he/she believes it was plagiarised.

Yes

SC speaks to student to ascertain how plagiarism occurred and whether there are grounds for believing it was intentional

SC must decide whether there was intention to obtain unfair advantage. He/she asks:
- *Were the students in this cohort given information on how to acknowledge the work of others?*
- *Has the student signed an assessment cover sheet?*
- *Has the student already received feedback on similar assignments?*
- *Is this a first-year student?*
- *Is this his/her first case?*
  SC may
    - Consult with the School Dean
    - Consult with the Registrar

SC makes a judgement on severity and intention

Intentional

Unintentional but substantial

Unintentional and minor

Unintentional but substantial:
- SC arranges counselling appointment
- At meeting, gives warning letter to student
- Records name in Faculty meeting
- Forwards warning letter to Registrar for file

Unintentional and minor:
- SC gives feedback to student
- Makes an appropriate reduction of marks
- Record incident in Faculty meeting

End of matter

Is student already on Faculty Plagiarism and Cheating Register? — **Yes** →
- SC refers student to School Dean
- Sends original piece of assessment to School Dean

No

- SC disallows work
- Provide a written notice to disallow work, and
- Forward notice to Registrar

School discipline hearing

Did the student appeal? — **Yes** →

SC is informed of outcome. If charge of cheating is not upheld, student work must be assessed

No

End of matter

Student may appeal on procedural grounds.