

# ACADEMIC INTEGRITY POLICY 2022

The Academic Board as delegate of the Senate of the University of Sydney, adopts the following policy.

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Name:	Professor Jane Hanrahan
Position:	Chair, Academic Board

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## **PART 1 PRELIMINARY**

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### **1 Name of policy**

This is the Academic Integrity Policy 2022.

### **2 Commencement**

This policy commences on 20 February 2023.

### **3 Policy is binding**

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

### **4 Statement of intent**

This policy:

- (a) reflects the University's commitment to supporting and encouraging academic integrity;
- (b) states the University's unequivocal opposition to, and intolerance of, breaches of academic integrity;
- (c) sets out the principles underpinning the University's approach to academic integrity;



- (d) identifies individual responsibilities for promoting the principles of academic integrity; and
- (e) provides for a transparent process for handling allegations of academic integrity breaches by students enrolled in coursework award courses.

## 5 Application

- (1) This policy applies to:
  - (a) all coursework award courses;
  - (b) coursework units of study in higher degrees by research;
  - (c) all staff and affiliates;
  - (d) all students;
  - (e) former students who were enrolled at the time the conduct occurred; and
  - (f) non-award students, exchange students and study abroad students in a unit of study at the University.

## PART 2 DEFINITIONS

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### 6 Definitions

- (1) In this policy:

**academic integrity**

means acting with honesty, truthfulness and fairness, and adhering to professional and ethical standards in all academic matters.

**Note:** See subclause 8(2)

**acknowledgement of sources**

means identifying, in accordance with the conventions of the discipline, at least:

- the authors of a work;
- the place from which the work or part of it was sourced;
- the date of publication or access; and
- indicating direct quotation through quotation marks, indentation or other appropriate means.

**assessment**

has the meaning given in the [Learning and Teaching Policy 2019](#). At the date of this policy that is:

means the process of measuring the performance of students (as in examinations, assignments and other assessable work) that enables students to monitor their progress and contributes to their academic results in a unit of study.



<b>automated writing tools</b>	means digital tools that improves writing, including by checking grammar, paraphrasing, improving writing style, clarifying expression, and generating and formatting references, footnotes and endnotes and bibliographies, but does not include word processing, formatting tools and tools that are restricted to correcting spelling.
<b>collusion</b>	means presenting work as independent or individual work when: <ul style="list-style-type: none"><li>• it has been produced in whole or in part with others (within or external to the University); and</li><li>• with the knowledge of the parties involved.</li></ul> <b>Note:</b> See clause 12.
<b>contract cheating</b>	means engaging in any of the conduct described in clause 13, for payment or otherwise, without acknowledgement in the work or the permission of the examiner or unit of study coordinator.
<b>copy-editing and proof reading</b>	means identifying errors in, and correcting, the presentation of a text so as to conform with standard usage and conventions. This may include line editing and detailed correction or advice on language, style or substance of a piece of work.
<b>coursework</b>	means a program of learning in which the dominant mode of instruction is through a program of classes, lectures, tutorials, practical sessions, online tasks and other modes of instruction that are not supervised research.
<b>coursework award course</b>	has the meaning given in the <a href="#">Learning and Teaching Policy 2019</a> . At the date of this policy that is: <p>means a course approved by the Academic Board and endorsed by the Senate that leads to a degree, diploma or certificate and is undertaken predominantly by coursework. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses, Sydney Professional Certificates, graduate certificates, graduate diplomas and those Masters degrees that comprise less than 66% research are coursework award courses.</p>
<b>dean</b>	means, as appropriate, any of: <ul style="list-style-type: none"><li>• the Executive Dean of the Faculty of Medicine and Health;</li><li>• the Dean of a faculty; or</li><li>• the Head of School and Dean of a University school.</li></ul> <b>Note:</b> See <a href="#">University of Sydney (Governance of Faculties and Universities Schools) Rule 2016</a>
<b>editor</b>	means any person (whether or not accredited by an external organisation) undertaking paid or unpaid copy editing or proof reading.

<b>Educational Integrity Coordinator</b>	means the academic staff member to whom the relevant dean has given responsibility for coordinating and reporting on allegations of academic integrity breaches within the faculty.
<b>exam cheating</b>	means any attempt to gain an unfair academic advantage in, or causing disruption to, an examination.  <b>Note:</b> See clause 14
<b>examiner</b>	means the person responsible for assessing a student's work.
<b>faculty</b>	means, as appropriate, any of: <ul style="list-style-type: none"><li>• a faculty;</li><li>• a University school; or</li><li>• a board of studies</li></ul> <b>Note:</b> See <a href="#">University of Sydney (Governance of Faculties and Universities Schools) Rule 2016</a>
<b>file-sharing</b>	means the exchange, transfer, and trading of notes, lectures materials, or assessment tasks, including assessment questions and answers with others, including to online platforms.
<b>group work</b>	has the meaning as provided in the <a href="#">Coursework Policy 2021</a> , which at the date of this policy is:  a formally established project to be carried out by a number of students working together that results in a single piece of assessment or a number of associated pieces of assessment.
<b>higher degree by research</b>	means any degree governed by the <a href="#">University of Sydney (Higher Degree by Research) Rule 2011</a> . These are: <ul style="list-style-type: none"><li>• Masters degrees by research;</li><li>• Doctorates by research (including the Ph.D.); and</li><li>• Higher Doctorates by research.</li></ul>
<b>investigation</b>	means, for the purposes of this policy, an investigation undertaken in accordance with either or both of: <ul style="list-style-type: none"><li>• the <a href="#">University of Sydney (Student Discipline) Rule 2016</a>; or</li><li>• the <a href="#">Research Code of Conduct 2023</a></li></ul>
<b>legitimate cooperation</b>	means any constructive educational and intellectual practice that aims to facilitate optimal learning or research outcomes through interaction between students, provided that it meets the requirements specified in clause 15 of this policy.
<b>nominated academic</b>	means an academic staff member responsible for handling academic integrity breaches, nominated by the relevant dean.
<b>Office of Educational Integrity</b>	means the office established within the portfolio of the Deputy Vice-Chancellor (Education) to provide University-wide oversight of academic integrity and the implementation of this policy.



<b>plagiarism</b>	means presenting another person's work as one's own by presenting, copying or reproducing it without appropriate acknowledgement of the source.  <b>Note:</b> See clause 11.
<b>procedures</b>	means the <a href="#">Academic Integrity Procedures 2022</a>
<b>recycling</b>	means, for the purposes of this policy, resubmitting for assessment work that is the same, or substantially the same, as work previously submitted for assessment in the same or another unit of study.  <b>Note:</b> See clause 10.
<b>research misconduct</b>	has the mean given in clause 20 of the <a href="#">Research Code of Conduct 2023</a> .
<b>student misconduct</b>	means conduct which, if proven, would constitute student misconduct under the <a href="#">University of Sydney (Student Discipline) Rule 2016</a>
<b>text-based written assignments</b>	means assignments that use prose as the main, or as a significant, method of presenting an answer.
<b>work</b>	means any or all of ideas, findings, or written or published work.

## PART 3 ACADEMIC INTEGRITY

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### 7 General principles

- (1) The role of the University is to create, preserve, transmit and apply knowledge through teaching, research, creative works and other forms of scholarship. The University is committed to academic excellence and integrity as the cornerstones of scholastic achievement and quality assurance.
- (2) The academic integrity of the University and its activities requires:
  - (a) scrupulous ethical behaviour from individuals;
  - (b) a collective culture that champions academic honesty and is fostered by all staff, affiliates and students;
  - (c) effective education and authentic assessment; and
  - (d) an effective framework of education, prevention, detection and record keeping that enables the University to monitor and respond to threats to academic integrity.
- (3) The University is opposed to, and will not tolerate, breaches of academic integrity.



- (4) It is the responsibility of all students to:
  - (a) ensure that they act honestly and with integrity in all academic matters;
  - (b) ensure that they do not commit or collude with another person to commit plagiarism or breach academic integrity requirements;
  - (c) provide all relevant information to the University as soon as possible in relation to any allegation or determination of an academic integrity breach; and
  - (d) comply with this policy and the procedures.
- (5) The University will treat all breaches of academic integrity seriously, in accordance with this policy, the procedures and, where appropriate, misconduct proceedings under the [University of Sydney \(Student Discipline\) Rule 2016](#).
- (6) If the University becomes aware of further relevant information during, or after concluding, an assessment or investigation of an academic integrity breach, it may consider that information and as appropriate do any or all of:
  - (a) vary the allegations made;
  - (b) reclassify the severity of the breach; or
  - (c) impose a different or additional penalty.

## 8 Fostering academic integrity

- (1) Fostering academic integrity within the University is an essential element of ethical education and culture.
- (2) The University's approach to academic integrity is based on the following strategies.
  - (a) **Clear expectations.** University policies, procedures and faculty local provisions should clearly document what is expected of students and set out fair processes for dealing with allegations of academic integrity breaches.
  - (b) **Education in academic honesty and discipline specific requirements.** Faculties are responsible for providing students with education in the academic writing and referencing conventions of their discipline and academic integrity requirements at an early stage in the first semester of the award course in which they are enrolled.

**Note:** See [Learning and Teaching Procedures 2016](#)
  - (c) **Support in understanding the importance and value of academic honesty.** Faculties and academic staff are responsible for supporting students in learning the value and importance of academic honesty as a basis for university scholarship and research-enriched learning.
  - (d) **Well designed assessment which encourages demonstrated academic achievement, including academic integrity.** Assessment should encourage scholarship, creativity and originality in ways consistent with research-enriched learning.
  - (e) **Effective detection.** Assessment processes should detect academic integrity breaches, correct errors and poor referencing, and deter dishonesty.



- (f) **Systematic record keeping.** The Deputy Vice Chancellor (Education) through the Office of Educational Integrity must establish and maintain appropriate records to monitor the University's goal of maintaining a high standard of academic integrity.

**Note:** See also [Recordkeeping Policy 2017](#).

- (g) **An open culture** in which staff, students and affiliates champion academic integrity and in which information is shared appropriately and acted upon.

**Note:** See also [Privacy Policy 2017](#) and [Privacy Procedures 2018](#).

## **PART 4 TYPES OF ACADEMIC INTEGRITY BREACHES**

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### **9 Academic integrity breaches generally**

- (1) An academic integrity breach involves any conduct that undermines the integrity of the University's academic work and standards. Conduct may range from inadvertent and unintended failures to comply with academic standards or policies to intentional acts to gain an academic advantage by unfair or dishonest means.
- (2) Academic integrity breaches include, but are not limited to:
- (a) recycling;
  - (b) plagiarism;
  - (c) collusion;  
**Note:** See clause 12.
  - (d) contract cheating;  
**Note:** See clause 13.
  - (e) fabricating data, information or sources;
  - (f) assisting another student to obtain an academic advantage by dishonest or unfair means;
  - (g) inappropriately publishing, uploading or sharing an assessment, or part of an assessment, including responses to University assessment questions, to a website, or a file-sharing or other online platform;
  - (h) inappropriately publishing or uploading University teaching or course material to a website, or a file-sharing or other online platform;
  - (i) exam cheating;  
**Note:** See clause 14.
  - (j) inappropriately using digital or information technology to complete an assessment task, including but not limited to:
    - (i) generating content using artificial intelligence; or
    - (ii) using paraphrasing or translation software to disguise plagiarism, collusion, contract cheating or other academic integrity breach.



## 10 Recycling

- (1) Work which builds on work previously submitted in the same, or in a previous, unit of study will not constitute recycling if:
  - (a) it is permitted by the examiner or unit of study coordinator, and the previous work and the extent and nature of its use is acknowledged; or
  - (b) it constitutes appropriately referenced prior research in a research thesis or publication.
- (2) A student who is repeating a unit of study must obtain permission from the unit of study coordinator before resubmitting all or part of any assessment.

## 11 Plagiarism

- (1) Plagiarism includes presenting work for assessment, publication, or otherwise, that:
  - (a) uses phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the internet) without appropriate acknowledgement of the source;
  - (b) presents direct extracts without quotation marks or other appropriate indication;  
**Note:** It is not sufficient simply to acknowledge the source.
  - (c) copies the same or a very similar idea from a published or unpublished work without appropriate acknowledgement;
  - (d) changes the order of words taken from source material but retains the original idea or concept without appropriate acknowledgement;
  - (e) copies or uses, without appropriate acknowledgement, any material from non-written work including, but not limited to, visual and digital media, images, computer code, musical notation, recording or composition, performance or oral presentations; or
  - (f) uses the work of another student without appropriate acknowledgement in a way that exceeds the bounds of legitimate cooperation.
- (2) Presenting work which contains any of the elements in subclause 11(1) constitutes plagiarism.
- (3) Plagiarism is unacceptable in academic work, even where it arises from any or all of:
  - (a) poor referencing;
  - (b) error;
  - (c) inability to paraphrase; or
  - (d) inhibition about writing in the student's own words.
- (4) The author's intention is not relevant to whether or not a work involves plagiarism.

## 12 Collusion

- (1) Collusion may include any or all of:
  - (a) submitting work which is the same as, or substantially similar to, another student's work for the same assessment task;
  - (b) accepting assistance from another student with the production of an assessment task; or
  - (c) inappropriately assisting another student with the production of an assessment task, including sharing answers or providing drafts or completed copies of an assessment task.
- (2) Producing work with other students or persons external to the University through legitimate cooperation will not constitute collusion.

**Note:** See clause 15.

## 13 Contract cheating

- (1) Subject to subclause 13(2), contract cheating may include:
    - (a) engaging or enabling a third party to complete or contribute to all or part of an assessment;
    - (b) submitting work for assessment that has been completed by a third party, or to which a third party has made a contribution;
    - (c) accessing a completed assessment task or answers from an online service or file-sharing platform;
    - (d) inappropriately uploading an assessment or examination question, or request for help, to a contract cheating service or online platform;
    - (e) deriving an answer from another person or a service, including contract cheating service or online platform;
    - (f) engaging a third party to attend a required learning activity or complete a required assessment task in place of a student;
    - (g) completing or contributing to all or part of an assessment for a student;
    - (h) attending or completing a learning activity or assessment in place of a student;
    - (i) submitting an assessment which has been generated in whole or part by artificial intelligence.
  - (2) Students who have approved adjustments, or accessible examination and assessment arrangements, may take actions consistent with those adjustments or arrangements, even if those actions are described in subclause 13(1).
- Note:** See Part 14, Clause 85 of the [Coursework Policy 2021](#).
- (3) Students undertaking coursework units of study, whether as part of a coursework award course or a higher degree by research:
    - (a) should retain working notes, drafts and other research materials for one year following completion of the unit of study; and
    - (b) may be requested to submit these materials if it is alleged they have engaged in contract cheating.

- (4) Students in higher degrees by research must retain drafts, research data, primary materials and research records in accordance with the [Research Data Management Policy 2014](#) and any applicable research data management plan.

## 14 Exam cheating

- (1) Exam cheating may include any or all of:
- (a) possessing prohibited materials in an examination such as textbooks, notes, unapproved calculators, headphones or electronic devices;
  - (b) attempting to communicate, or communicating, with another person during an examination;
  - (c) copying from another student during an examination;
  - (d) inappropriately using electronic devices to access information during an examination;
  - (e) allowing another person or a service, to complete or contribute to all or part of an examination;  
**Note:** This includes permitting another person to impersonate a student during an examination.
  - (f) breaching exam conditions.

## PART 5 ACCEPTABLE PRACTICES

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### 15 Legitimate cooperation

- (1) Legitimate cooperation includes any or all of:
- (a) researching, writing or presenting joint work;
  - (b) discussing general themes and concepts;
  - (c) participating in informal study or discussion groups provided they do not discuss current or future assessment tasks;
  - (d) strengthening and developing academic writing skills through peer assistance provided that the writing is not part of an individual assessment; and
  - (e) working collaboratively as part of a group work assessment.
- (2) Cooperation is not legitimate if:
- (a) it unfairly advantages a student or group of students over others; or
  - (b) the resulting work fails to acknowledge the origin of research ideas, discoveries, data or research findings.
- (3) Students are expected to work collaboratively and contribute equitably to group work, projects and other learning experiences and ensure their contributions are their own authentic work.
- (4) Unless explicitly permitted in the relevant unit of study outline, a student must not collaborate with others to complete an individual assessment task, including jointly preparing study notes, writing, results, reports or completing problem sets with other students or any other party.

- (5) Tutoring is an appropriate means of seeking help and can be an important part of a student's learning process. It should foster independent learning and help students understand at a theoretical level rather than provide explicit instruction on how to complete work beyond the boundaries of legitimate cooperation.

**Note:** See subclause 15(1)

- (6) A student must acknowledge in writing all persons who contributed to any piece of assessment, even if the work has been a group assignment intended to be collaboratively prepared.
- (7) If a student makes an inequitable contribution to a group assignment and effectively claims credit for the work of others, this may be considered to be an academic integrity breach.

## **16 Allowable assistance, including proof reading and editing**

- (1) The development of writing skills is an important part of a student's learning, which may be impeded by using an editor.
- (2) If the unit of study outline expressly permits it, a student may use an editor or proof-reader (including automated writing tools) in completing written assignments, consistently with this and other University policies and procedures.
- (3) If a student uses an editor for any purpose they must provide the editor with a copy of these this policy and the procedures.
- (4) An editor may only be used for:
- (a) copy-editing and proof-reading;
  - (b) providing advice about:
    - (i) matters of structure (the need to structure and reword, deletions, additions);
    - (ii) conventions of grammar and syntax;
    - (iii) using clear language;
    - (iv) logical connections between phrases, clauses, sentences, paragraphs and sections;
    - (v) voice and tone; and
    - (vi) avoiding ambiguity, repetition and verbosity.
- (5) Students must acknowledge any assistance provided in preparing work submitted for assessment, including, but not limited to:
- (a) any feedback from other people (or for group work, people outside the group) on drafts of written work, whether or not that feedback resulted in changes;
  - (b) any copy-editing or proof-reading (including automated writing tools);

- (6) Acknowledgment must:
- (a) be made in writing on the front of the work submitted for assessment, or in an appropriate footnote or other reference; and
  - (b) state:
    - (i) the name of the person or software;
    - (ii) a brief description of the nature of the assistance, including whether it constituted editing or proof-reading; and
    - (iii) the person's current or former area of academic specialisation or expertise if this is related to the topic of the assessment item.

## **PART 6 ACADEMIC INTEGRITY FRAMEWORK IN COURSEWORK AWARDS**

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### **17 Handling academic integrity breaches**

- (1) Academic integrity breaches in coursework awards and units of study will be categorised as follows:
- (a) minor breach;
  - (b) major breach; or
  - (c) student misconduct.
- (2) The severity of an academic integrity breach will be determined based on consideration of relevant contextual factors, including:
- (a) level of study;
  - (b) any prior record of academic integrity breaches;
  - (c) the type and extent of the failure to meet academic integrity requirements; and
  - (d) any mitigating factors deemed relevant by the decision maker.

### **18 Minor breaches**

- (1) Minor breaches are instances of poor academic practice which may reasonably be attributed to:
- (a) inadvertence;
  - (b) a failure to fully understand referencing requirements or acceptable academic practice;
- (2) Minor breaches may include, but are not limited to:
- (a) not including quotation marks around, or otherwise appropriately identifying, a direct quotation;
  - (b) incorrect referencing;



- (c) poor paraphrasing;
  - (d) incorrect direct quotation;
  - (e) minor breaches of examination conditions.
- (3) Conduct may be considered a minor breach if:
- (a) it involves a student who is in their first year of study; or
  - (b) the unattributed content is trivial or insignificant; or
  - (c) the conduct does not provide a significant unfair academic advantage.
- (4) A further minor breach will constitute a more severe academic integrity breach unless the conduct occurred before the student was informed of the initial breach.
- (5) The unit of study coordinator is responsible for determining whether minor breaches have occurred and responses to them, consistently with the procedures.
- (6) Students found to have committed minor breaches must be directed to undertake approved mandatory development activity.
- (7) Additional responses to minor breaches may include minor mark reductions or other penalties as prescribed in the procedures.
- (8) The unit of study coordinator must record all instances of minor breaches in the central reporting system.
- (9) The Office of Educational Integrity will review the central reporting system to identify repeated breaches or other conduct which may constitute a more serious breach of the policy.
- (10) Repeated minor breaches may constitute a more serious breach, and will be managed as such, consistently with this policy.

## **19 Major breaches**

- (1) Major breaches are instances of inappropriate academic practice which involve:
- (a) a second or subsequent failure to understand referencing requirements; or
  - (b) show persistent or reckless disregard for appropriate academic practice; or
  - (c) involve a moderate or high volume of unattributed content, as prescribed in the procedures.
- (2) Major breaches may include, but are not limited to:
- (a) making a limited attempt to paraphrase or acknowledge source material appropriately;
  - (b) making no attempt to acknowledge source material appropriately or accurately;
  - (c) citing sources which have not been read without acknowledging the secondary source from which the information has been obtained;
  - (d) fabricating citations;
  - (e) demonstrated wilful or reckless disregard for academic standards;
  - (f) misrepresenting work, or attempting to avoid detection, including falsification of data, information or sources;
  - (g) exam cheating;
  - (h) repeated minor breaches.



- (3) The Educational Integrity Coordinator or nominated academic is responsible for:
  - (a) investigating and managing allegations of major breaches;
  - (b) determining if an allegation of major breach has been substantiated; and
  - (c) if so, determining penalties to be applied.
- (4) Major breaches may be dealt with as minor breaches if the student:
  - (a) is in their first year of study; and
  - (b) has no prior record of academic integrity breach.
- (5) Penalties for major breaches are prescribed in the procedures.
- (6) The Educational Integrity Coordinator or nominated academic may refer repeated instances of major breaches to the Registrar for further investigation, and if substantiated, determination of an appropriate penalty.

## 20 Student misconduct

- (1) Academic integrity breaches which may constitute misconduct include, but are not limited to:
  - (a) contract cheating;
  - (b) repeated major breaches; and
  - (c) breaches deemed by the decision maker to warrant a penalty exceeding those specified in the procedures for major breaches.
- (2) The Registrar is responsible for managing allegations of student misconduct, consistently with the [University of Sydney \(Student Discipline\) Rule 2016](#).

## PART 7 COURSEWORK AWARD COURSES - ASSESSMENT REQUIREMENTS AND DETECTING BREACHES

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### 21 Requirements for assessment tasks

- (1) Faculties and unit of study coordinators must:
  - (a) design the assessment for each award course and each unit of study to eliminate or minimise opportunities for students to gain unfair advantage through breaches of academic integrity;
  - (b) design assessment tasks to minimise the possibility of contract cheating going undetected; and
  - (c) review the assessment for each unit of study each time the unit is offered, including redesigning assessment tasks to prevent recurrence of any previously identified academic integrity breaches.
- (2) Assessment tasks must not be reused in a way that enables students with knowledge or prior experience of those tasks to gain an unfair advantage for themselves or others.

- (3) Examination questions and assignment questions must not be reused except if the unit of study coordinator is satisfied that reuse will not:
  - (a) jeopardise the academic integrity of the assessment; or
  - (b) create unfair advantage.

**Note:** See [Academic Integrity Procedures 2022](#)

## 22 Compliance statements

- (1) Students must submit a signed statement of compliance with each piece of work submitted for assessment, presentation or publication.

**Note:** Signature may be manual or by an electronic submission.

- (2) Where students are required to submit frequent assignments, the relevant unit of study coordinator may permit a single compliance statement covering an entire unit, or an entire group of assessment tasks, to be used.

## 23 Detecting breaches

- (1) The principles of fair and transparent assessment (as set out in the [Coursework Policy 2021](#)) require that plagiarised work not be given credit.

**Note:** See Part 14 of the [Coursework Policy 2021](#)

- (2) Identifying breaches of academic integrity is fundamentally a judgement made by an examiner who is aware of the responsibilities involved in the task of academic assessment. Web search and similarity detecting software, and other such means, should be regarded only as tools assisting an examiner to make that judgement.
- (3) The University has authorised and mandated the use of text-based similarity detecting software for all text-based written assignments.
  - (a) Faculties must inform students of this in introductory courses, unit of study outlines and informational material provided to them.
- (4) Similarity detecting software may also be used for non-text-based work if the faculty or unit of study coordinator determines that this will assist in ensuring academic integrity.
  - (a) If such software is used, faculties must inform students in introductory courses, unit of study outlines and informational material provided to them.
- (5) The unit of study coordinator must require all text-based written assignments to be submitted electronically and checked with the applicable similarity detecting software during the assessment process.
  - (a) Faculties may permit students to have access to the results of similarity detecting software before the assignment deadline.
  - (b) Any such allowance must be clearly stated in the unit of study outline.
- (6) The unit of study coordinator may stipulate assessment requirements, including but not limited to:
  - (a) file submission type; and
  - (b) submission of work-in-progress, including draft documents.



- (7) For work that is not a text-based written assignment, unit of study coordinators must take all reasonable steps to design an assessment matrix that:
  - (a) eliminates or minimises the possibility of academic integrity breaches; and
  - (b) as far as possible provides confidence that:
    - (i) the assignment is the student's own original work;
    - (ii) the work of others is appropriately acknowledged;
    - (iii) the assignment has not been previously submitted; and
    - (iv) the input of others does not exceed the bounds of legitimate cooperation.
- (8) Where plagiarism or other forms of academic integrity breach are suspected by an examiner, or the possibility is detected by similarity detecting software, the examiner should employ all reasonable means to clarify whether the relevant work contains such material.
- (9) Where, as a result of a student's performance in another assessment task within a unit of study, an examiner forms the reasonable suspicion that an assessment may not be a student's own unaided work (excluding legitimate cooperation), the examiner must report the matter consistently with this policy and the procedures.
- (10) Computer and systems records, including details of access to the Learning Management System, and other student online activity may be reviewed to identify or substantiate potential academic integrity breaches.
- (11) The examiner or unit of study coordinator may, after outlining their concerns, may require a student to discuss or explain components of their assessment tasks to determine the authenticity of their submission.

## **PART 8 COURSEWORK AWARD COURSES - MANAGING BREACHES**

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### **24 Procedural fairness**

- (1) The process for managing and determining allegations of academic integrity breaches by coursework students is set out in the procedures.
- (2) A faculty may only impose a penalty for an academic integrity breach consistently with this policy and the procedures.
- (3) The University is committed to dealing with breaches of academic integrity by students in accordance with the principles of procedural fairness, including the rights of students to:
  - (a) be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond to them;
  - (b) have a reasonable period of time within which to respond to the allegations;
  - (c) have the matter resolved in a timely manner;
  - (d) be informed of their rights under this policy, the procedures and, where applicable, the [University of Sydney \(Student Discipline\) Rule 2016](#);



- (e) invite a support person or student representative to any meeting regarding an alleged academic integrity breach;
- (f) be treated impartially in any enquiry or investigation process; and
- (g) be treated with an absence of bias by the decision maker.

## 25 Reporting concerns

- (1) Any staff member, examiner or assessor who reasonably believes that a student has breached academic integrity requirements must report it to the relevant unit of study coordinator, Educational Integrity Coordinator or nominated academic.
- (2) Students who are aware of an academic integrity breach including the conduct of another student should report the suspected breach.
- (3) Any other person who reasonably believes that a student has breached academic integrity requirements may also report that belief.
- (4) The methods by which reports may be made are set out in the procedures.

## 26 Preliminary assessment

- (1) If a unit of study coordinator, Educational Integrity Coordinator or nominated academic becomes aware of an alleged academic integrity breach, they must, in consultation with the examiner:
  - (a) formulate a clear expression of the alleged conduct; and
  - (b) form a preliminary view of whether it would constitute a minor, major breach or student misconduct.
- (2) If the decision maker forms the view that the alleged conduct could not constitute:
  - (a) any academic integrity breach; or
  - (b) student misconduct;then:
  - (c) they will record 'no breach' as the outcome; and
  - (d) the work must be assessed according to its academic merit without penalty and according to the advertised criteria.

**Note:** See Part 3 of the [Academic Integrity Procedures 2022](#)
- (3) An allegation that is dismissed will be recorded but not considered as an occurrence of academic integrity breach.
- (4) If the decision maker forms the view that the alleged conduct constitutes a minor breach, they will:
  - (a) record 'minor breach' as the outcome;
  - (b) refer the student for additional development; and
  - (c) apply any, or no, further penalty, consistently with the procedures.

- (5) If the decision maker forms the view that the alleged conduct may constitute a major academic integrity breach, they must then determine whether the matter should be:
- (a) referred to the Director of Research Integrity and Ethics Administration for investigation as potential research misconduct or code breach under the [Research Code of Conduct 2023](#);
  - (b) referred to the Registrar for investigation as potential misconduct under the [University of Sydney \(Student Discipline\) Rule 2016](#); or
  - (c) investigated by the faculty under this policy.
- (6) The Educational Integrity Coordinator or nominated academic must refer to the Registrar any credible allegation that:
- (a) involves commissioning or delivering contract cheating;
  - (b) involves repeated major breaches; or
  - (c) would, if proven, warrant a penalty more serious than failure in the relevant unit of study.
- Note:** See Part 3 of the [Academic Integrity Procedures 2022](#)
- (7) The Educational Integrity Coordinator or nominated academic must refer to the Director of Research Integrity and Ethics Administration any credible allegation that would, if proven, constitute:
- (a) a breach of the [Research Code of Conduct 2023](#); or
  - (b) research misconduct.
- Note:** The [Research Code of Conduct 2023](#) applies to coursework students engaged in research activities as defined in the Code, including research where human or animal ethics approvals have been granted, or as part of an externally funded research project.
- (8) The unit of study coordinator, Educational Integrity Coordinator or nominated academic must inform the student in writing of any decision to refer to another decision maker under this policy.

## 27 Determining allegations of major breach

- (1) The Educational Integrity Coordinator or nominated academic is responsible for undertaking faculty level investigations and making the resulting determination about allegations of major level breach.
- (2) The Educational Integrity Coordinator or nominated academic must:
- (a) inform the student of the allegation; and
  - (b) provide instructions on how the student should respond.
- (3) The Educational Integrity Coordinator or nominated academic may request the student to do either or both of:
- (a) attend a meeting; or
  - (b) submit a written response.



- (4) If an allegation concerns group work, the steps required by this policy must be undertaken separately for each student involved. In particular:
  - (a) separate allegations must be formulated for each student;
  - (b) separate notifications must be provided to each student;
  - (c) each student must be the subject of separate consideration;
  - (d) students must not be interviewed together; and
  - (e) a determination made about one student must not be taken into consideration when determining allegations against another.
- (5) The Educational Integrity Coordinator or nominated academic will determine if the allegation has been substantiated, taking into consideration:
  - (a) the allegation as formulated;
  - (b) any supporting material including evidence (copies of which must be supplied to the student); and
  - (c) any submissions made, or information provided, by or on behalf of the student.
- (6) The Educational Integrity Coordinator or nominated academic maker must make one of the following determinations in relation to each allegation:
  - (a) that no breach has occurred;
  - (b) that a minor breach has occurred;
  - (c) that a major breach has occurred; or
  - (d) that there has been potential student misconduct.
- (7) The consequences of each determination are specified in the procedures.

## 28 Appeals

- (1) Subject to clause 28(3), students may appeal against an academic decision made under this policy in the manner provided in the [University of Sydney \(Student Academic Appeals\) Rule 2021](#).
- (2) Students may appeal the outcome of a matter referred to the Registrar in the manner provided in the [University of Sydney \(Student Discipline\) Rule 2016](#).
- (3) The decision to refer a matter to the Registrar is not an appellable decision.

## PART 9 COURSEWORK AWARD COURSES - RESPONSIBILITIES

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### 29 Staff and affiliate responsibilities

- (1) Demonstrating and embedding academic integrity is the responsibility of all members of the University community.

- (2) **The Deputy Vice-Chancellor (Education), through the Office of Educational Integrity** is responsible for:
- (a) overseeing the maintenance of academic integrity in all courses;
  - (b) coordinating the work of faculties, Educational Integrity Coordinators and other decision makers to ensure consistency of practice and standards in education, detection and penalties;
  - (c) developing and regularly updating online academic integrity education for students in the early stages of the first semester of their award course;
  - (d) maintaining University-wide systems and practices for prevention, detection and recordkeeping in relation to the maintenance of academic integrity;
  - (e) developing and publishing guidelines about good academic integrity practices and appropriate penalties for different types of academic integrity breaches;
  - (f) taking action to mitigate foreseeable risks;
  - (g) making development courses available to all students which:
    - (i) build on education provided by faculties and online modules; and
    - (ii) provide additional education where problems are detected in student work that fall short of a major integrity breach;
  - (h) reporting to the relevant Educational Integrity Coordinator the results of any student required to undertake further development courses;
  - (i) providing information from the central reporting system about allegations and findings of academic integrity breaches to the Educational Integrity Coordinators, for reporting to faculties and the Academic Board.
    - (i) This information must be provided in a manner consistent with the University's privacy obligations.
- Note:** See [Privacy Policy 2017](#)
- (3) **The Registrar** is responsible for:
- (a) conducting investigations under the [University of Sydney \(Student Discipline\) Rule 2016](#); and
  - (b) making arrangements for University administered examinations that eliminate or minimise the possibility of academic integrity breaches;
- (4) **The Academic Board** is responsible for:
- (a) monitoring academic integrity throughout the University;
  - (b) considering reports from faculties on academic integrity breaches; and
  - (c) making appropriate recommendations to faculties, the Vice-Chancellor and relevant senior executives.
- (5) **Faculties** are responsible for:
- (a) monitoring and overseeing the implementation of this policy and the procedures within the faculty;
  - (b) promoting good practice for all units of study and award courses which they administer;
  - (c) responding to requests for information from the, the Office of Educational Integrity, the Academic Board and relevant senior executives;



- (d) providing to all students, during the early stages of the first year of all award courses, formal education (including tutorial exercises and scaffolded writing tasks) about:
    - (i) principles and practices of academic integrity;
    - (ii) appropriate acknowledgement;
    - (iii) paraphrasing;
    - (iv) developing effective written communication; and
    - (v) avoiding plagiarism and other breaches of academic integrity;
  - (e) establishing and maintaining processes to require, and monitor, that all students successfully complete any online academic integrity modules endorsed by the Office of Educational Integrity;
  - (f) monitoring and overseeing unit of study coordinators' development and review of assessment requirements within each unit of study to provide academic integrity processes within the faculty that are consistent, aligned and effective;
  - (g) reporting to the Academic Board on steps taken to support academic integrity within the faculty, based on reports of breaches provided by the Office of Educational Integrity.
- (6) **Deans** are responsible for:
- (a) developing and supporting academic integrity within their faculty;
  - (b) monitoring and overseeing the implementation of this policy and the procedures within their faculty;
  - (c) appointing an Educational Integrity Coordinator within their faculty;
  - (d) assigning appropriate duties to professional staff to implement this policy; and
  - (e) appointing, as appropriate, one or more additional nominated academics.
- (7) **Educational Integrity Coordinators** are responsible for:
- (a) monitoring and reporting on instances of academic integrity breaches within their faculties, as required by this policy and the procedures;
  - (b) responding to major breaches within their faculties consistently with this policy and the procedures;
  - (c) maintaining consistent decision making and high standards of academic integrity within their faculty, consistently with guidelines from the Office of Educational Integrity;
  - (d) reporting to the faculty board and Academic Board on allegations of academic integrity breaches, as required by this policy and the procedures.
- (8) **Nominated academics** are responsible for working with the Educational Integrity Coordinator to maintain consistent decision making and high standards of academic integrity within their faculty, consistently with guidelines from the Office of Educational Integrity.
- (9) **Unit of study coordinators** are responsible for:
- (a) developing and supporting the academic integrity of assessment within the units of study for which they are responsible;



- (b) designing and reviewing the assessment matrix of a unit of study each time it is offered to:
    - (i) embed academic integrity; and
    - (ii) eliminate or minimise opportunities for plagiarism or other breaches of academic integrity, taking into account any breaches that occurred when the unit was previously offered.
  - (c) providing unit of study outlines, through the Learning Management System, for each unit of study which:
    - (i) give clear information about the University's policies and procedures on academic integrity; and
    - (ii) where appropriate, provide discipline or subject specific examples;
  - (d) reporting instances of suspected breaches of academic integrity;
  - (e) responding to minor breaches and applying outcomes;
  - (f) applying disciplinary outcomes for substantiated breaches; and
  - (g) implementing the requirements for assessment specified in this policy and the procedures, including the use of similarity detection software.
- (10) **Teachers, including examiners**, are responsible for:
- (a) educating students about academic integrity, consistently with the plans of the faculties and unit of study coordinators;
  - (b) advising students on academic integrity;
  - (c) maintaining academic integrity in all activities relating to learning and assessment;
  - (d) identifying potentially plagiarised work; and
  - (e) reporting breaches of academic integrity consistently with this policy.

### **30 Student responsibilities**

- (1) **Students** are responsible for ensuring academic integrity in all learning and work completed by them.
- (2) Students undertaking group work who become aware of a potential breach of academic integrity in their group's work should make all reasonable attempts to:
  - (i) remedy the breach before the work is submitted; or
  - (ii) report the issue to the unit of study coordinator.
- (3) Students who are aware of an academic integrity breach by another student should report the suspected breach in the manner prescribed in the procedures.

## PART 10 REPORTING

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### 31 Reporting to faculty and Academic Board

- (1) Each Educational Integrity Coordinator must report annually to the faculty, including any appropriate faculty committees, about:
  - (a) the number of allegations of plagiarism and academic integrity breaches received by the faculty during the previous year, organised according to:
    - (i) enrolment type (part time/ full time);
    - (ii) international or domestic status;
    - (iii) gender
    - (iv) award course; and
    - (v) year of award course.
- (2) In April each year, faculties must report information specified in subclause 32(1) to the Academic Standards and Policy Committee of the Academic Board, along with a summary of any further steps taken to promote academic integrity.

## PART 11 HIGHER DEGREES BY RESEARCH

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### 32 Research activities

- (1) The obligations of higher degree by research students undertaking research activities are set out in the [Research Code of Conduct 2023](#).
- (2) Allegations of breaches of the [Research Code of Conduct 2023](#) will be managed as appropriate under the provisions of any of all of:
  - (a) the [Research Code of Conduct 2023](#);
  - (b) the [University of Sydney \(Student Discipline\) Rule 2016](#); and
  - (c) this policy and the procedures.
- (3) Conduct that is found not to constitute research misconduct may still be found to constitute one or more of:
  - (a) a code breach under the [Research Code of Conduct 2023](#);
  - (b) major breach of this policy;
  - (c) student misconduct.

### 33 Coursework

- (1) A higher degree by research student enrolled in a coursework unit of study is subject to this policy and the procedures.
- (2) Allegations of academic integrity breach relating to coursework undertaken by higher degree by research students will be managed under this policy.



## PART 12 RESCISSIONS AND REPLACEMENTS

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### 34 Rescissions and replacements

This document replaces the *Academic Honesty in Coursework Policy 2015* which is rescinded as from the date of commencement of this policy.

#### NOTES

##### Academic Integrity Policy 2022

Date adopted:	15 November 2022
Date commenced:	20 February 2023
Date amended:	16 March 2023 (administrative amendments) 19 June 2023 (administrative amendments) 2 February 2024 (administrative amendments)
Owner:	Deputy Vice-Chancellor (Education)
Review date:	20 February 2028
Rescinded documents:	Academic Honesty in Coursework Policy 2015
Related documents:	University of Sydney Act 1989 (as amended) University of Sydney (Student Academic Appeals) Rule 2021 University of Sydney (Student Discipline) Rule 2016 Coursework Policy 2021 Learning and Teaching Procedures 2016 Research Code of Conduct 2023 Academic Integrity Procedures 2022

#### AMENDMENT HISTORY

Provision	Amendment	Commencing
18(3)(a)	Replace 'and either' at end of subclause with 'or'	16 March 2023
2	Amended date of commencement to read '20 February 2023'	16 June 2023
32(3) – (5)	renumbered as 32(1) – (3)	16 June 2023



<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
32(1); 32(2); 32(2)(a); 32(3)(a)	Replaced 'Research Code of Conduct 2022' with 'Research Code of Conduct 2019'	16 June 2023
6; 26(5)(a); 26(7)(a); 26(7)(a) note; 32(1); 32(2); 32(2)(a); 32(3); related documents	Replaced 'Research Code of Conduct 2019' with 'Research Code of Conduct 2023'	2 February 2024