



# ACADEMIC INTEGRITY POLICY

## ACIPC FOUNDATIONS OF INFECTION PREVENTION AND CONTROL and OTHER ONLINE CERTIFICATE COURSES

### DOCUMENT MANAGEMENT

Version	Date	Submitted By	Position	Signature
1.0 draft	September 2019	Jackie Miley	Education Manager	
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## 1. BACKGROUND

The Australasian College for Infection Prevention and Control (ACIPC) is the peak body for Infection Prevention and Control professionals in the Australasian region. We are the



voice for infection prevention and control professionals focused on providing leadership and promoting education and evidence-based practice outcomes for a healthy community.

Education and research are key focus areas of ACIPC and our educational programs and events enable members and non-members to undertake education and identify areas for research that will lead to increased knowledge, evidence-based education and practice and improved health care worker safety and importantly patient outcomes.

The purpose of this policy is to ensure ACIPC takes a consistent approach to academic integrity among students to protect and enhance the College's reputation and academic standards.

## 2. SCOPE

This policy applies to students enrolled in all online Courses, including Foundations of Infection Prevention and Control Course.

## 3. DEFINITIONS

Academic integrity	The moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner
Academic misconduct	Conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course or unit of study and includes, cheating, collusion and plagiarism. It may be intentional or reckless.
ACIPC	Australasian College for Infection Prevention and Control
Cheat/Cheating	To seek to obtain an unfair advantage in an assessment, written, oral or practical work, required to be submitted or completed for assessment in a Course or unit of study and includes the resubmission of work that has already been assessed on another unit
Collusion	Unauthorised collaboration on assessable written, oral or practical work with another person or persons.
Course	Foundations of Infection Prevention and Control or other Online Certificate Courses
EMT	Executive Management Team (comprising ACIPC President, Past President and President-Elect)
FIPC	Foundations of Infection Prevention and Control Course



Online Certificate Course	Any course delivered online over two or more sessions and provides a Certificate of Completion
Plagiarism	To take and use another person's ideas and/or manner of expressing themselves and to pass it off as one's own by failing to give appropriate acknowledgement including the use of material from any source, staff, students or the Internet, published and unpublished works.
Student	Any person enrolled into FIPC or other Online Certificate Course

#### 4. LEGAL AND POLICY FRAMEWORK

This policy will be published in relevant Student Guide for each course and on the ACIPC website. All course students must agree to abide by this policy upon enrolment in a course.

A statement of academic integrity will be mandatory in the relevant Moodle Course and must be electronically agreed to within the Course prior to the learning materials being available to the student.

A cover sheet is required for written assessment submissions. A coversheet will be submitted with the first of shorter online posts explicitly noting that it applies to further submissions in the Course for the study period. (See Appendix A).

#### 5. POLICY STATEMENT

The Centre for International Academic Integrity defines academic integrity as a commitment to "six fundamental values: honesty, trust, fairness, respect, responsibility and courage" (2014). ACIPC is committed to upholding standards of academic integrity and honesty. Therefore, students are expected to

- Undertake studies and assessments with honesty and integrity.
- Ensure that no academic work is in any way falsified.
- Seek permission to use the work of others where required.
- Acknowledge appropriately the work of others.
- Take reasonable steps to ensure that other students are unable to copy or misuse their work.

ACIPC Staff involved in learning and teaching are expected to display leadership in academic integrity and use a range of approaches to educate students to practice honesty in their academic work.

Plagiarism, collusion, and cheating, including assisting others to cheat, are unacceptable and will be fully investigated by the Education Manager.



## 6. CONFLICT OF INTEREST

An ACIPC staff member dealing with a case of student academic misconduct has a responsibility to ensure that there is no actual or perceived conflict of interest. Where necessary, matters should be escalated to EMT, who may choose to delegate the matter to another appropriate person.

## 7. USE OF TURNITIN

**‘Turnitin’ is an anti-plagiarism software that is widely used and** encourages original work, investigates authorship and deters students from submitting assignments which may compromise ACIPC’s integrity. Assignments will be submitted through Turnitin. Students will be encouraged to use Turnitin as a learning tool, checking for similarity with other texts, prior to submission of the final assignment, providing the opportunity to amend, cite or reference their work correctly. Students will have access to Turnitin tutorials on how to submit and interpret a Turnitin report prior to assignment submission.

## 8. INVESTIGATION OF ALLEGATIONS

The purpose of the investigation in all cases is to make an independent evidence-based determination of whether it can be established, on the balance of probabilities, that the misconduct did occur; and whether there are any associated extenuating circumstances. The Investigator (ACIPC Education & PD Committee Chair or their delegate) follows the conventions of natural justice, and:

- proceeds fairly without bias, and without preconceived notions of culpability,
- makes inquiries and takes actions to determine the facts of the matter based on sound reasoning and relevant evidence,
- commences and completes the investigation without undue delay
- informs the student/s concerned of the general substance of the allegation and the range of possible consequences if the investigation results in the allegation being substantiated
- provides the student/s concerned with the opportunity to respond to and put forward evidence or arguments in their favour, and
- provides opportunity for the student/s concerned to make a case concerning why a particular consequence should not follow in the event that the allegation is substantiated
- ensures the process for investigation of allegations of misconduct and determination of appropriate penalties is detailed in the associated procedures.

## 9. CATEGORISATION OF MISCONDUCT

Instances of student academic misconduct in courses are classified by the degree of seriousness of the misconduct: Minor and Major.

Examples of Minor breaches include:



- instances of plagiarism that, after investigation, is deemed to be a consequence of a student's lack of knowledge of, or skill in, the conventions of academic writing or arising from carelessness rather than a deliberate act of deception, or

All other instances of student academic misconduct in coursework and coursework programs are regarded as Major breaches.

Examples of Major instances include (but are not limited to):

- plagiarism that, after investigation, is deemed to not be a consequence of a student's lack of knowledge or, or skill in, the conventions of academic writing or arising from carelessness
- collusion

## 10. SIMILARITY INDEX

All assignments and Turnitin reports will be reviewed by Education Manager and/or other assigned markers to determine the extent and nature of the similarity between the assignment and the matched texts.

### 10.1 High Similarity Index for a draft assignment.

If, in the experience of the Education Manager that the match rate is excessively high, or certain texts, papers or guidance have been copied and presented without appropriate citation/references, then the student will be invited to have a phone discussion, highlighting the nature of the concern, and identifying the student's position. The student will be directed to the relevant Referencing resources, and the correct citation and referencing convention options will be highlighted. It is suggested for the student to amend the draft and represent to Turnitin for a report.

### 10.2 High Similarity Index for a final assignment.

All assignments and Turnitin reports will be reviewed to determine the nature and existence of any breach of academic integrity. Investigated by the Education Manager in the first instance, significant breaches will result in paper being 'failed' and allowed resubmission following written feedback and a phone conversation. Resubmission capped at 50%. Assignment needs to be amended and presented with a similarity index within the expected range (Education Manager decision). If the problem persists in the resubmitted assignment then failed and sent to Education Committee for ratification and review. A final determination will be made and communicated to the student.

## 11. PENALTIES

Educational/Remedial activities and one or more of the following penalties may be applied, depending on the seriousness of the offence and other determining factors.

Minor breaches:

- (a) The student is given a formal written warning or reprimand



- (b) The student is required to resubmit the assessment task, and the mark awarded for the work will not exceed 50 percent
- (c) The student is required to undertake a substitute assessment task, and the mark awarded for the work will not exceed 50 percent.

Major breaches Any of the above, or:

- (d) The student is awarded a mark of zero for the assessment task in which the misconduct occurred (which may or may not result in a failing grade for the course)
- (e) The student is awarded a failing grade for the course
- (f) The student is withdrawn from the course by ACIPC
- (g) The student is immediately excluded from enrolling in ACIPC courses for one calendar year
- (h) The student is immediately expelled from ACIPC

## 12. CONFIDENTIALITY

All information associated with reports, investigations and outcomes associated with individual instances of student academic misconduct must be treated as confidential and not released to any third party or external agency unless required by law or the student expressly consents to its release in writing.

## 13. APPEAL

Students may appeal any aspect of this policy. Appeals are to be in writing by email to The President, ACIPC to [office@acipc.org.au](mailto:office@acipc.org.au) and should provide full explanation and supporting material where appropriate. Appeals must be made no later than 10 working days following release of assessment marks and final course grade results being released.

The EMT or the Education and Professional Development Committee will decide the outcome of an Appeal. The decision of the EMT or Committee will be final. No further correspondence will be entered into.

## 14. RECORD KEEPING AND REPORTING

All relevant records at all stages of an investigation must be captured by staff and should provide reliable and accurate evidence of business decisions and actions. All relevant records must be captured in an approved records management system, in line with the ACIPC governance requirements.





**ASSESSMENT COVER SHEET**  
**ACADEMIC INTEGRITY STATEMENT**

**STUDENT DETAILS**

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Student name:

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Student email:

**ASSESSMENT DETAILS**

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Essay Title:

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Word Count:

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Due Date:

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Date Submitted:

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Extension Form Submission Date:

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**DECLARATION- I declare that**

I declare that all of the work submitted in this Assignment is my own work, except where the work of others it appropriately cited and referenced.

I declare that no part of this assessment has been copied from another student's work or from any other source without citation.

I declare that no part of this assessment has been submitted by me in another (previous or current) assessment, without citation and with the prior permission of the ACIPC Education Manager.

I declare that no part of the assessment has been written for me by any other person.

I have kept a copy of this assessment in case the original is lost or damaged.

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To be read in conjunction with the ACIPC Academic Integrity Policy available in the Course Student Guide.

## STUDENT'S SIGNATURE

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**Note: Assessment will be not be marked unless this cover sheet has been signed and submitted.**

