KAARTDIJIN OASIS

Academic Integrity Policy and Procedure

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Version Control

Version	V1.0
Review	The Board will review this Policy in accordance with Kaartdijin Oasis (KO) *Policy Documents Review Schedule*.
Approving Body	Board
Approval and Effective Date	28 October 2025
Policy Custodian	Director
Policy Contact	Director
Related Document	Glossary of Terms Ethics Clearance Policy and Procedure Scholarly Activity and Academic Freedom Policy Learning and Teaching Plan Human Resource Management Policy Intellectual Property Policy Staff Code of Conduct Student Code of Conduct Student Grievance Management Policy and Procedure

1. Preamble

1.1. Purpose

The purpose of the Academic Integrity Policy and Procedure ('the Policy') is to ensure that all students and staff uphold academic integrity standards with a view to ensuring the integrity of course and units and promoting an honest and ethical culture across Kaartdijin Oasis ('KO').

1.2. Definition

For definitions, please refer to the *'Glossary of Terms'*.

2. Scope

This Policy applies to all students and academic staff of KO.

3. Policy Statement

KO students and staff are expected to conduct themselves in their academic work honestly and ethically and carefully acknowledge the work of others in all their academic activities. Failure to maintain academic integrity requires corrective and disciplinary action as mandated in this Policy.

4. Policy Principles

4.1. KO considers the development of students' academic integrity as central to educational success and student attainment of the KO's Graduate Attributes. In undertaking academic activities, the KO expects students and academic staff to:

  4.1.1. take responsibility for their own work;

  4.1.2. acknowledge and reference the work of others they have used in their work;

  4.1.3. follow instructions as specified in unit outlines while submitting any assessment tasks;

  4.1.4. provide accurate and truthful information, for example medical certificates for special consideration or results of research projects;

  4.1.5. keep information confidential as appropriate; and

  4.1.6. encourage others to act with academic integrity.

4.2. The KO provides consistent guidance and opportunity for students to understand and

develop integrity in their coursework and assessment tasks to help them in acting with academic integrity andhonesty in their studies.

4.3. The Director will ensure that assessment tasks are designed to minimise opportunities for academic misconduct. Strategies for minimising plagiarism in assessments includes: no recycling ofexam assessment items to be regularly updated, requiring an early low-risk assessment task for students, requiring a group report detailing individual contribution to assessmentsubmissions and SPARK moderation to be conducted to identify individual grades.

4.4. An assessment text matching software will be used as an educational tool for students in promoting appropriate acknowledgement practice, and as a detection tool for staff in identifying potential cases of academic misconduct.

4.5. In the case where the academic integrity of a student's work is in question, the KO will follow a consistent and fair process of establishing and penalising academic misconduct as described in this Policy.

5. Responsibilities

5.1. *e-Library & Learning Support Manager: e-Library & Learning Support Manager is the Academic Conduct Officer who is responsible for identifying and reporting possible academic misconduct activity and educating students about scholarly practice and academic integrity.*

5.2. *Director*: The Director is responsible for monitoring all academic integrity matters in order to identify areas of risk and improve practices in teaching and learning and approves appropriate courses of action. TheDirector, in conjunction with the Academic Board, also considers recommendations of student expulsion.

5.3. *Academic Staff* are responsible for ensuring their own academic integrity in line with this Policy and Procedure

5.4. *Students* are responsible for adopting an integrity-based approach to academic work and assessment.

6. Academic Misconduct

KO takes all cases of academic misconduct seriously. The students and staff are subject to penalties for committing academic misconduct. Academic misconduct/misdemeanor at the KO is inclusive but notlimited to the following:

6.1. Plagiarism

Plagiarism means presenting work of others without acknowledging the original source of the work. Itmay occur when:

6.1.1. other students' work is copied either in full or partially;

6.1.2. phrases and passages are copied without quotation marks and/or without a reference to the author or a web page;

6.1.3. lecture notes are reproduced without due acknowledgement.

6.2. Recycling

Recycling involves submitting (or resubmitting) work without clear self-referencing identifying previously submitted text.

6.3. Fabricating information

Fabrication involves making up information for research-focused assessment tasks, such as experimental or interview data. It can also include inventing sources of data, evidence or ideas by including citations to publications that are incorrect or that simply don't exist. Fabricating answers through use of artificial intelligence (AI) tools to write assignments.

6.4. Artificial Intelligence Tools

KO strives to uphold principles of academic integrity while actively addressing the opportunities and challenges presented by Artificial Intelligence (AI) in higher education. The goal of utilising AI tools is to assist students in learning and creating while promoting responsible usage. In select classes, students may use generative AI tools to deepen their understanding of unit content and reflect on the ethical and responsible use of these tools.

In each unit, the assessment task description outlines whether the use of AI tools is permitted for that assessment, ensuring students are aware of the limitations and expectations. Unless otherwise specified by the lecturer, the use of AI is not permitted for assessments that require students to demonstrate their own original work.

Utilising Artificial Intelligence Tools, such as ChatGPT, to generate assignments through AI tools instead of relying on one's own knowledge and skills is considered academic misconduct. Any breaches will be addressed according to this Policy.

6.5. Dishonest behaviour

6.6. Any act that impairs the learning or study of others

6.7. Any act that is conflicting to study or assessment instructions

6.8. Reusing own work (self-plagiarism)

The KO reserves the right to require a student who are identified as potentially committing academicmisconduct to attend an in vivo of defence of their submission.

7. Non-academic Misconduct

Non-academic Misconduct includes, but is not limited to, a student:

- submitting fraudulent documents to gain admission
- behaving inappropriately in an activity under the administration or supervision of KO
- placing others or themselves at potential risk in relation to health and safety.
  - o altering or defacing any document or record belonging to KO.
  - o misusing, altering, stealing, destroying or damaging any property (including computer, records andcommunications facilities)
  - o willfully disobeying or disregarding any order, direction, rule, penalty or condition made by KO.
  - o interfering with the freedom of others to pursue their studies or for staff to carry out their work-related functions at KO.
  - o harassing or intimidating another because of race, ethnic or national origin, sex, gender, marital status, sexual preference, disability, age, religious beliefs or political conviction or for any other reason.
  - o being in possession of, using or supplying prohibited substances on KO premises.

For further information on non-academic misconduct, see the *Student Code of Conduct.*

8. Procedure

Any kind of allegations of academic misconduct must be based on material evidence. If an academic staff member identifies a case of suspected academic misconduct by a student, the following procedure applies:

8.1. The academic staff will report their concerns by completing *Academic Misconduct Report Form,* evidenceto support their concern and unit assessment task description in writing to

the student, Academic Conduct Officer and their Academic Director within two days of the assessment submission.

8.2. The Academic Conduct Officer will review submissions of alleged academic misconduct along with theAcademic Director and enter the allegations into the Academic Misconduct Register (AMR).

8.3. In cases of suspected academic misconduct, while the matter is under review by the Academic ConductOfficer, academic staff must refrain from marking the assessment.

8.4. The Academic Conduct Officer will send a first email notification to the student, copying the academicstaff, Academic Director, and Deputy Director, and provide an opportunity for the student to respond within five (5) working days.

8.5. If the student fails to respond to allegations of academic misconduct within five (5) working days, the Academic Conduct Officer will issue a second email notification with a fair decision as per this policy.

8.6. In the event of confirmed misconduct, the Academic Conduct Officer will action the penalty in accordance with the KO guide to Level of Academic Misconduct (see Appendix I).

8.7. All decisions will be entered in the AMR against the student's ID except where the Academic ConductOfficer is satisfied that the allegation is unproven.

8.8. Penalties for academic misconduct will be communicated in writing to the student and student will beinformed that the misconduct has been recorded in the AMR.

8.9. All students will be informed of their right to appeal decisions on academic misconduct within five (5)working days of notification using the process outlined in the *Student Grievance Management Policy andProcedure.*

8.10.All students registered on the AMR will receive mandatory referral to appropriate learning support services and clarify good practice contributing to academic integrity.

8.11.A copy of the email notifications and details of when it was sent will be kept in the student's record by the Academic Conduct Officer for confirmed misconduct.

9. **Academic Misconduct Offences and Penalties**

9.1. *First Offence*

KO acknowledges that first offence occurs possibly due to poor understanding of academic practice. In such circumstances, the Academic Conduct Officer will record the incident in the Academic Misconduct Register and will choose an appropriate outcome to educate the student on correct academic practice. This may include one or more of the following:

i. A warning to the student or a penalty.
ii. Requiring the student to do (or re-do) the academic integrity module on oasis
iii. Requiring the student to attend learning support classes as available
iv. Requiring the student to resubmit the assessment, possibly with a cap imposed on the maximum possible mark.

9.2. Second Offence

If a student is found to have a pre-existing record of academic misconduct or warning registered on KO AMR, marks will be deducted based on the severity of the misconduct (e.g. as identified through text matching technology).

The matter is recorded in AMR. The student is informed that he or she risks an outcome of unsatisfactory academic progression. Students may be required to attend mandatory referral mentioned above.

9.3. Third Offence

If a student has two (2) prior records of academic misconduct or warnings recorded in the AMR. The outcome may result in a grade of zero for the assessment item, zero for the course, exclusion for a specified period or termination from study and, the case of an international student, the cancellation of the student's visa.

Note: If the period of exclusion or suspension is greater than a semester, in order to be considered for re-enrolment, the student must first submit an application for re-admission for the next semester where the outcome is determined by the Director.

10. Staff Misconduct

Misconduct by staff includes, but is not limited to:

- Falsifying qualifications and experience to obtain a position or a promotion at KO
- Plagiarising or falsifying data in teaching and learning or research and publication contexts

- Accepting bribes from students for admission or grades
- Falsifying student results

KO staff that engage in misconduct will receive a warning, demotion, or have their contract terminated, depending on the severity of the incident.

11. Appeals

Students and staff may appeal against a decision made under this Policy. The appeal will be dealt with in accordance with the KO's grievance handling procedures outlined in the *Student Grievance ManagementPolicy and Procedure and Human Resources Management Policy.*

Appendix I: Guide to Level of Academic Misconduct

Minor Academic Misconduct	Intermediate Academic Misconduct	Major Academic Misconduct
Isolated instances of: a. direct copying (few sentences, one paragraph, one (minor) graphic or other form of output); b. inadequate referencing or attribution or has numerous minor errors or inappropriate paraphrasing.	Frequent instances of: a. failure to reference and/or cite adequately. b. Copying short segments of another student's assignment work. c. Copying fragments of material from websites, book, or other publications (two or three paragraphs or a segment of the work, or small component of other form of output) d. Recycling parts of previous assignments, where this contravenes the declaration in an Assignment Cover Sheet, or instructions given by a staff member. e. Falsely indicating contribution to group work	a. Extensive or wholesale plagiarism (Large blocks of text are copied; or significant appropriation of ideas or artistic work; or multiple pages or sections of text or graphics, or other output, copied). b. Cheating in an exam. c. Fabricating references or citation. d. Submitting purchased assignments. e. Stealing others' work. f. Collusion.
a. Evidence suggests misconduct is due to lack of skill, knowledge or understanding. b. may be no explicit advice in assessment task description about what to avoid. c. Student may be in first semester of first year.	a. Evidence suggests misconduct is due to carelessness, (rather than lack of knowledge) b. advice in assessment task description about conventions may be inadequate or obscure. c. Students have discussed a topic, or shared results or information, without adequate reworking of the material or adequate citation of each other's contributions. This appears to be due to misunderstanding of limits of collaborative work, rather than collusion. d. Student may be in second or later year.	a. No evidence that misconduct is due to lack of knowledge, or due to mere carelessness. b. Advice in Unit Outline may be full and clear. c. student may be in second or later year.

Appendix II: Level of Academic Misconduct and Associated Penalties

Experience of the identified student	Minor Academic Misconduct	Intermediate Academic Misconduct	Major Academic Misconduct
New student First year student, first semester undergraduate and graduate students who has not attemptedthis type of assessment before. Cultural considerations/ mitigating circumstances e.g. noprior instruction or unclear instructions given.	• Provide counselling to students. • Re-do Academic Integrity Module (AIM) on OASIS. • Award no marks for plagiarised components of assessment item in question.	Require resubmission of the assessment item in question (one opportunity to revise and resubmit their work in accordance with the advice given: or Downgrade the mark for the assessment item in question.	• Refer to Director as well as Learning and TeachingCommittee. • May specify maximum mark 50% or satisfactory in the relevant unit; or Mark Zero for the assessment item in question.
Limited experienced Students after first semester of course but before final year, aftercompletion of known instruction in avoiding plagiarism or academicmisconduct	Require resubmission of the assessment item in question (one opportunity to revise and resubmit their work in accordance with the advice given); or Downgrade the mark for the assessment item in question.	Downgrade the mark for the assessment item in question	• Refer to Director as well as Learning and TeachingCommittee. • Mark zero for the assessment item in question; or • Impose a 'Fail' grade in the relevant unit.
Experienced Final year, experienced student. Here students are expected to fully understand and exhibit academic integrity.	Downgrade the mark for the assessment item in question.	• Refer to Director • Mark zero for the assessment item in question; or Impose a 'Fail' grade in the relevant unit.	• If a student has two (2) prior records of academic misconduct or warnings recorded in the AMR, they will be referred to the Director andLearning and Teaching Committee. • The outcome may result in a penalty of zero for the assessment item, zero for the course, exclusion for a specified period or termination from study and, the case of an international student, the cancellation of the student's visa.

Appendix III: Academic Misconduct Register

Date	Student Name	Student ID	KO Course of Study	Telephone Number	Email Address	Unit Code	Assessment Item Number	Academic Misconduct	Decision/ Penalty