



WELLPARK

Leading Natural Therapies

Wellpark Policy: A/03 Academic Integrity Policy

Category	Academic
Approved by	Academic Board
Last Approved Revision	August 2015
Review Date Scheduled	October 2018
Responsible Officer	College Manager

Purpose

The purpose of this policy is to:

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

Definitions

Academic integrity is scholarly activity that is carried out in a manner that is:

- Open
- Honest
- Responsible (Penn State University, 2004)

Academic dishonesty: an act (accidental or deliberate) in which a student/staff misrepresents their scholarly activity. Most (although not all) acts fall into one of the following categories:

1. **Plagiarism:** Presenting work, words, images, ideas, or theories derived in whole or in part from a source external to oneself as though they are one's own. Examples of plagiarism include, but are not limited to:
 - a. **In-text citations:** Failing to use proper in-text citations as acknowledgment of the true source of information. For example, copying lists or ideas you obtain from any publication or website.
 - b. **Direct Quotation:** Failing to put a direct quotation or part quotation in parentheses. Quotations are rarely used in academic subjects and are only used when the words themselves are so pertinent that no other word or paraphrasing will do.
 - c. **Paraphrasing:** Changing words but copying the sentence structure or general meaning of a source without acknowledging the source.

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- d. **Images:** Copying images from any publication or website, without permission from the Publisher.
2. **Cheating:** Acting dishonestly to gain an advantage. Examples of cheating include, but are not limited to:
- a. Presenting any work, completed in whole or in part by any individual or group other than yourself, as though the work is your own.
 - b. Copying information from another student during an assessment in which the student is not expressly permitted to work jointly with others.
 - c. Obtaining external answers during an examination, for example: devices; notes; physical codes.
3. **Other Academic Dishonesty:** Falsifying or fabricating data, records, or any information relevant to academic achievement. Examples of academic dishonesty include, but are not limited to:
- a. Falsifying (or attempting to falsify) attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.
 - b. Knowingly furnishing false information (or facilitating the furnishing of false information) to Wellpark College.
4. **Related matters:** Students will lose marks (and may be awarded a fail grade) for the following:
- a. Secondary sources: Giving incorrect information about the original source of a citation for example, if the idea is referenced via a second source in the text or publication, where possible cite that you have read the original source. E.g. "The cat sat on the mat" (Smith, 2003 cited in Jones, 2004. p. 203). It is important that you go back to the original source of information and only use a secondary source where accessing the original is not possible.
 - b. References: Failing to complete an accurate reference list in the style requested on the assessment instructions.
 - c. Percentage of quotes: Copying so many words or ideas from a source that it makes up more than 10% of your work, whether you give acknowledgement or not.

Application

This policy applies to:

- a) Students.
- b) Staff.

Rights and Responsibilities of Wellpark College

The College:

- a) Will inform students and staff of the Academic Integrity Policy.
- b) Will inform students and staff of the consequences of academic dishonesty at Wellpark College.
- c) Will provide students and staff with information about APA referencing to avoid academic dishonesty.

- d) Will monitor academic dishonesty through appropriate software and Wellpark College processes.
- e) Will ensure appropriate and fair processes for dealing with academic dishonesty.
- f) Will uphold academic rigour and integrity to ensure compliance with Wellpark College and regulatory bodies requirements.
- g) Has the right to determine a breach of academic integrity and proceed with the consequences of this as outlined by this policy.
- h) Has the right and obligation to inform affected third parties of academic dishonesty that includes but is not limited to: NZQA, other academic institutions, Study Link, Immigration, other government and official agencies, other students, staff.

The Rights and Responsibilities of Staff

Staff will:

- a) Actively monitor and discourage academic dishonesty.
- b) Report any cases of academic dishonesty to the College Manager through Wellpark College processes.
- c) Adhere to policies and procedures related to academic integrity.

The Rights and Responsibilities of Students

Students:

- a) Are responsible for reading and ensuring they understand the Academic Integrity Policy.
- b) Are responsible for abiding by the Academic Integrity Policy.
- c) Are responsible for reporting all acts of academic dishonesty to Wellpark College.
- d) Will adhere to the consequences of breaches of academic integrity as advised by Wellpark College.

Procedures

Wellpark College provides a range of access and tools for staff and students to uphold the Academic Integrity Policy.

1. Moodle Writing and Referencing Clinic (electronic resource available on Moodle - <http://moodle.wellpark.co.nz/course/view.php?id=24>)
2. Advice from Librarian (in person or by email)
3. Academic Clinics (face to face sessions with the Education Advisor held weekly at the college during term time, see reception for days, times and location)
4. Course Outline Documents
5. Assessment instructions
6. Marking Grids
6. Turnitin
7. Perrin, R. (2015). *Pocket guide to APA style* (5th ed.). Boston, MA: Wadsworth Cengage Learning.
8. PD101 – Wellpark Study Skills and PD103 – Essential Academic Skills
9. Tutor, Programme Leader and Academic Leader

When a breach of academic integrity is suspected or reported:

1. The student/staff is advised that a potential act of academic dishonesty is being investigated and is informed of the nature of the allegation.
2. The act of academic dishonesty is investigated by the Academic Leader and followed up by the Management Team as required.
3. The student/staff is notified of the outcome of the investigation and any consequences within two weeks during the academic term.
4. Notes are made on students /staff files only where there has been a breach of academic integrity.

The consequences of academic dishonesty will take into account: the act itself; the intent behind the act; the history and experience of the student. The consequences of academic dishonesty will be decided by the college and communicated to the student.

Consequences of academic dishonesty may include but are not limited to:

- Referral to Academic Clinic (with attendance recorded) followed by a resubmission/re-sit of the assessment with a maximum grade of 50% awarded. *Generally reserved for the first instance of incorrect referencing and/or semester one year one students.*
- Failure of assessment.
- Failure of the course.
- Attend writing upskilling sessions at own cost.
- Suspension or expulsion from Wellpark College. *Generally reserved for intentional and/or serious intentional acts.*

Consequences of the breach of academic integrity will be communicated to third parties as required by law and recorded on student/staff files.

Where a student/staff believe any of the following have occurred they may appeal to the Academic Board in writing by handing this communication to reception in a sealed, labeled envelope:

- The investigation was not conducted fairly.
- Further supporting evidence has become available.
- The penalty is excessive.

Documentation

The following documentation/forms relate to this policy:

- a) Plagiarism Investigation Form (utilised by Markers where plagiarism is suspected).

Penn State University. (2014). Defining Plagiarism and Academic Integrity. Penn State University. Pennsylvania. Retrieved 18th August 2015, from <http://tlt.psu.edu/plagiarism/student-tutorial/defining-plagiarism-and-academic-integrity/>