Academic Integrity Policy and Procedures

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Current version	Approved by the Academic Board, 10 March 2026
Previous versions	14 March 2023
Scheduled review date	March 2029
Threshold Standard	5.2 Academic Research and Integrity
Responsible person/s	Academic Director
Appendix A	List of amendments

1. Introduction

Adelaide Central School of Art (ACSA) is committed to promoting the shared values of honesty, trust, fairness, respect and responsibility that uphold academic integrity.

2. Purpose

This policy provides a framework for promoting academic integrity at ACSA, outlines the responsibilities of key stakeholders in the academic community to uphold academic integrity, and provides transparent and consistent procedures for responding to suspected breaches of academic integrity.

3. Scope

This policy applies to all members of the academic community. It outlines the expectations of staff and students engaged in ACSA's accredited degree courses, as well as the responsibilities of the institution to uphold academic integrity.

4. Definitions

4.1 Academic Integrity: 'the expectation that teachers, students, researchers and all members of the academic community will act in accordance with honesty, trust, fairness, respect and responsibility.'[1]

4.2 Academic integrity breach: an act or behaviour that contravenes the principles of academic integrity.

5. Policy

5.1 Principles

ACSA is committed to promoting the shared values of honesty, trust, fairness, respect and responsibility that uphold academic integrity.

5.2 Institutional requirements

ACSA is responsible for:

a. promoting a culture of academic integrity and taking preventative action to mitigate risks to academic integrity;

b. providing education, resources, and support to students to act in accordance with the principles of academic integrity;

c. supporting and developing the capacity of staff to embed academic integrity in teaching, learning, and assessment, as well as detect breaches of academic integrity, and

d. ensuring allegations of academic integrity breaches are investigated in an impartial, consistent, transparent, and confidential manner in accordance with this policy and the Student Misconduct Policy.

5.3 Academic staff requirements

Academic staff are responsible for:

a. familiarising themselves with ACSA's academic integrity resources, policy and procedures;

[1] 'What is Academic Integrity', TEQSA Website: https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic-integrity

b. acting in accordance with the values of honesty, trust, fairness, respect and responsibility;

c. engaging in professional development and scholarship on academic integrity in teaching, learning, and assessment;

d. educating students on academic integrity, providing guidance and resources as appropriate, and

e. taking active steps to detect and report academic integrity breaches.

5.4 Student requirements

Students are responsible for:

a. acting in accordance with the values of honesty, trust, fairness, respect and responsibility;

b. submitting work that is original and authentic, and avoiding any action that would constitute a breach of academic integrity;

c. engaging in the mandatory academic integrity education as part of their enrolled course (e.g. referencing workshops).

5.5 Academic Integrity Breaches

5.5.1 Behaviours that undermine the values of academic integrity and constitute a breach include:

- Plagiarism: When a student submits work that is not their own and fails to adequately acknowledge, cite or reference the original source.
- Recycling work: When a student submits work that has previously been submitted and assessed during their enrolment at ACSA.
- Fabricating information: This may include, but is not limited to, the falsification of data, invention of sources, or incorrect attribution of sources.
- Collusion: Cooperating with one or more students to complete an assessment task that should be completed independently.
- Contract cheating and impersonation: When a student outsources their work to a third party, including when a student purchases an assessment task from another person or service.
- Unauthorised or undisclosed use of generative artificial intelligence (Gen AI), including but not limited to the:

  - Use of GenAI tools without acknowledgement or attribution.

  - Use of GenAI tools to disguise other types of academic integrity breaches or misconduct (e.g. plagiarism).

  - Submission of work generated by Gen AI tools (in part or in full) as the student's own.

  - Submission of work generated by GenAI tools (in part or full) without prior approval from ACSA.

Students will be advised by their lecturer of the parameters for acceptable/authorised use of GenAI for relevant assessment tasks. Students are strongly encouraged to discuss their intended use of GenAI with their lecturer prior to commencing an assessment task, to minimise the risk of breaching academic integrity.

5.5.2 Unintentional Breach

An academic integrity breach that is found to be unintentional and resulting from of a failure to understand the academic standards of a course falls under the category of Unintentional Breach. ACSA supports an educative response to Unintentional Breaches, which is further outlined in Item 7.3.

5.5.3 Academic Misconduct

Academic integrity breaches that are found to be wilful and/or serious and/or repeated may constitute Academic Misconduct. While such cases may also warrant an educative response, breaches determined to be academic misconduct will be subject to the academic penalties outlined in the Student Misconduct Policy.

6. Responsibilities

6.1 The Academic Director is responsible for ensuring the Academic Integrity Policy and Procedures are implemented and maintained by ACSA.

6.2 Responsibilities outlined in Item 7 Procedures will be delegated to the Academic Administration Manager in cases where the Academic Director is unavailable.

6.3 Academic staff members are responsible for detecting and reporting academic integrity breaches as per the procedures outlined in Item 7.1.

6.4 The Academic Support Officer is responsible for delivering academic integrity sessions as required.

6.5 ACSA, academic staff, and students are responsible for meeting the policy requirements outlined in Items 5.2, 5.3 and 5.4 respectively.

7. Procedures

7.1 Reporting an Academic Integrity Breach

7.1.1 Academic staff members are required to report a suspected breach in writing to the Academic Director, providing the relevant assessment task and any supporting evidence.

7.1.2 Academic staff members should not contact the student directly regarding the suspected breach.

7.2 Assessing an Academic Integrity Breach

7.2.1 The Academic Director will investigate the report and make one of the following determinations:

a. there is not sufficient evidence or substance to investigate the suspected breach, or

b. the suspected breach warrants further investigation.

7.2.2 Where an investigation is not required, the Academic Director will advise the academic staff member of the decision and, if appropriate, recommend the issue is addressed through assessment feedback.

7.2.3 Where further investigation is required, the Academic Director will notify the student in writing within five business days of receiving the report. The notification will explain the issues in full, provide any relevant information on academic integrity, and provide the student with the opportunity to respond to the allegations by attending a meeting.

7.2.4 Students will be invited to attend a meeting within 5 business days of the suspected breach notification. Students are eligible to bring a support person to the meeting, provided that the support person is not a legal representative acting in a professional capacity unless agreed by all parties involved. Students who do not wish to attend the meeting, may respond to the allegations in writing within the same timeframe.

7.2.5 Once the student has had an opportunity to respond, the Academic Director will make one of the following determinations:

a. the reported incident does not constitute an academic integrity breach;

b. the reported incident is an Unintentional Breach, in accordance with the criteria and definition specified in Item 7.3 of this policy, or

c. the reported incident is Academic Misconduct, in accordance with the criteria and definition specified in Item 7.4 of this policy.

7.2.6 The Academic Director will notify the student of the outcome of the investigation in writing, including any requirements or penalties applied. This notification should occur no more than five business days after the deadline for the student's response to the allegations.

7.3 Unintentional Breach

7.3.1 An Unintentional Breach is when the reported behaviour is found to be unintentional and resulting from of a failure to understand the academic standards of a course.

7.3.2 Factors that might warrant a determination of Unintentional Breach include:

- it is a student's first academic integrity breach;
- the student is in the early stages of their course (e.g. their first year of study and/or undertaking Level 1);

- the student has not received sufficient information or resources to develop an understanding of academic integrity;
- the breach is limited in scope and seriousness and/or could reasonably be assessed as accidental.

7.3.3 ACSA supports an educative response to Unintentional Breaches. Students found to have made an Unintentional Breach will be required to attend an academic integrity session with the Academic Support Officer. This session will focus on developing a student's understanding of academic integrity and capacity to meet the academic standards of their enrolled course.

7.3.4 In consultation with the academic staff member, the Academic Director will also determine the approach to assessing the task that contains the Unintentional Breach, either:

a. The portion of the work that does not breach academic integrity will be assessed, or

b. The student will be asked to address the academic integrity issues and resubmit the work within 10 business days of being notified.

In both cases, the full range of grades will be available.

7.4 Academic Misconduct

7.4.1 Academic integrity breaches that are assessed as wilful and/or serious and/or repeated may constitute Academic Misconduct, as defined in the Student Misconduct Policy.

7.4.2 Factors that might lead to a determination of Academic Misconduct include:

- the student has breached academic integrity on prior occasions;
- the student should reasonably have an understanding of the requirements of academic integrity given the stage of their course and the information/education they have received throughout their studies;
- the scope and/or seriousness of the breach.

7.4.3 When a suspected breach is found to be Academic Misconduct, the Academic Director will determine the penalties to be applied using the Student Misconduct Policy and Procedures.

8. Appealing a decision

8.1 Internal Appeals

A student may lodge an internal appeal against an Academic Misconduct determination, either the finding itself or the penalty imposed, using the procedures outlined in Item 7.5 of the Student Misconduct Policy.

Although an Unintentional Breach does not constitute Academic Misconduct, students who wish to appeal a determination of Unintentional Breach can also follow the procedures outlined Item 7.5 of the Student Misconduct Policy. Students may contest the finding itself or the requirements imposed.

8.2 External Appeals

If not satisfied with the decision made by ACSA under this policy, a student may seek an external review (appeal). A student seeking an external review should submit a written request to Independent Higher Education Australia, who will appoint external reviewers and/or a professional mediation service as appropriate. For an external review to be approved, a student must have exhausted the internal grievances procedures outlined in this policy.

Independent Higher Education Australia (IHEA)

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APPENDIX A: Policy Amendments

1. Version 2: *Unauthorised or undisclosed use of Gen AI* included as a behaviour that undermines academic integrity.