

## ACADEMIC INTEGRITY POLICY

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| <b>Section</b>        | Academic   |
| <b>Contact</b>        | Provost    |
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### Purpose

Massey University is committed to pursuing and upholding academic integrity as a core academic value of the University. This *Policy* sets out the principles, responsibilities, and practices that underpin the University's commitment to academic integrity. The *Policy* encourages an educative approach towards establishing a culture of integrity and a learning community at the University in which our staff and students conduct themselves with integrity, honesty, trust, responsibility, and respect. This Policy should be read together with Paerangi: Massey University Learning and Teaching Plan, which puts the student at the centre of a framework of aspirational goals and values.

### Scope

This *Policy* applies to all Massey University staff and students.

### Academic Integrity Statement

The University expects that staff and students will conduct themselves in an honest and ethical manner, and respect the intellectual work produced by themselves and others. Academic integrity, as a core University value, ensures respect for the academic reputation of the University, its students, staff, and the qualifications it confers. Academic integrity is a fundamental principle of learning and teaching, and also an assurance that others' intellectual work is treated honestly. Therefore, all academic work produced and submitted by staff and students, whether tangible or not, must be their own work, and all sources of information drawn upon must be appropriately acknowledged. Most commonly, this means:

- citing the sources of any text, data, ideas, or material included in scholarly and student works.
- collaborating with others, including artificial intelligence, only in ways that are explicitly allowed and acknowledged.
- complying with relevant instructions ethically, responsibly, and in line with policy and other obligations.
- never using unauthorised external assistance in the creation of academic work, including from other persons or commercial services, or through generative artificial intelligence.

It is the responsibility of staff and students to act with integrity, and to seek advice about anything that is not clear.

Appendix 1 provides some examples, as contextual guidance for staff and students of behaviours that may typically be regarded as breaches of academic integrity.

## Academic Integrity Principles

1. The University is committed to excellence of learning experiences and outcomes for staff and students and to maintaining high academic standards and expects students and staff to conduct themselves in a manner which is consistent with the values and principles of academic integrity, particularly when undertaking assessment and research.
2. The University aims to provide a learning environment that instils a culture of academic integrity, and to that end will provide educative resources, support, and guidance for students and staff.
3. The University recognises that responsibility for maintaining academic integrity is shared by all members of the University community, including all staff and all students.
4. The University supports a proactive educative approach to ensuring and managing academic integrity where such an approach is appropriate and possible but recognises that a disciplinary response may be required in some instances.

## Framework

The University's commitment to the development of a culture of academic integrity is expressed through an educative approach which seeks to teach students skills and practices related to information literacies, ethical behaviour, and academic integrity, and to develop staff's ability to integrate the principles of academic integrity and information literacy into their teaching. The academic integrity framework that underpins this commitment is based on five focus areas:

### 1. Education

Education about the value of academic integrity for the University and for its staff and students, and the skills and behaviours required to uphold academic integrity, continues throughout a student's studies. This occurs via several channels, including the University's webpage, integrated and embedded course activities and materials, and other available resources, such as those available through the library and student academic support services. Communication related to academic integrity issues occurs for staff primarily through the Academic Integrity Officers (AIOs) and through online communication portals. A range of resources, academic workshops and tutorials are available to staff and students to assist them with understanding the conventions of academic writing, information literacy and academic integrity, and the development of appropriate skills and values in accordance with the University's Graduate Profile.

### 2. Prevention

The University supports a preventative approach that proactively reduces opportunities for breaches of academic integrity. Broadly, this may be done as far as is reasonably possible through monitoring and restricting access to known sources of academic cheating; providing appropriate assessment design; communicating expectations (including for referencing, in assessment rubrics and/or marking guides); providing information around possible consequences for breaching academic integrity; and limiting the recycling of assessments.

### 3. Detection

The University is committed to strengthening the ability of its staff to detect breaches of academic integrity. This includes creating detection and proctoring capacity and techniques, using staff's professional judgement, and providing staff access to appropriate tools, including text-matching software and other digital cheating detection tools.

#### 4. Governance

In order to maintain a culture of academic integrity and an environment within which suspected breaches of academic integrity are managed proactively, educatively, fairly, and consistently, the University publishes relevant policies, procedures, regulations, and guidelines. The University also records and reports on confirmed breaches of academic integrity, but does so while upholding relevant rights to privacy, confidentiality, and natural justice.

#### 5. Administration

**Academic Integrity Officers (AIO):** All staff have access to AIOs for guidance and support in matters pertaining to academic integrity. The University will provide capacity, resources, guidance, and initiatives to support AIOs and staff in respect of academic integrity and the management of suspected breaches of academic integrity.

**Registers:** The University will record information relating to all cases where students have been found to have committed a Minor Breach or Academic Misconduct in a Misconduct Register.

**Reporting:** The University will periodically report internally on academic integrity and may use information recorded in the Misconduct Register for this purpose. Where information from this register is used for reporting, the information will be aggregated in such a way that it will not include any personally identifiable information of any student. The University may in some instances be required to disclose personal information relating to a student from those registers, where lawfully required to do so or where the student consents to disclosure to a third party.

### Policy

1. Staff and students are required to uphold the principles and values of academic integrity as a shared responsibility across all learning, teaching, and research activities at the University.
2. Where appropriate and possible, staff and students should always seek an educative approach to dealing with concerns around academic integrity. However, it is acknowledged that in some cases it may be appropriate or necessary to impose a disciplinary response.
3. All work submitted by students for assessment purposes must be their own independent work or, where approved, of groups of students, to demonstrate their proficiency in course and programme objectives and their achievement of learning outcomes. Assessment of those works must be done based on evidence of learning related to those objectives and outcomes.
4. The University will provide clear guidance and assistance to staff and students to ensure that they understand the requirement to maintain academic integrity, and that they are aware of the possible consequences of failure to maintain academic integrity.
5. The *Academic Integrity: Procedures for Managing Student Breaches* sets out the procedures to be followed where a breach of academic integrity by a student is suspected.
6. The *Code of Responsible Research Conduct* articulates the principles, standards and responsibilities that underpin research integrity at the University and sets out the procedures to be followed where research practices do not comply with the standards expected of researchers at the University. That *Code* should be read with this *Policy* and the *Procedures*, as well as the *Code of Ethical Conduct for Research, Teaching and Evaluations Involving Human Participants* and the *Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching*.
7. Processes that deal with suspected breaches of academic integrity must be fair, transparent, respectful, and conform to the rules of natural justice and procedural fairness and must respect the privacy of all parties.

8. The University provides staff and students who make an allegation of a breach of academic integrity, or about whom an allegation is made, the opportunity to formally present their cases. The University will not tolerate any discrimination, harassment, or victimisation as a result of raising an allegation in good faith.
9. Suspected breaches of academic integrity by students must be dealt with, in accordance with the *Procedures*, as **Poor Academic Practice**, **Minor Breach**, or **Academic Misconduct**.
10. Suspected breaches of academic integrity by staff who are not students must be dealt with under the provisions of the relevant staff member's employment agreement. To the extent that it may be reasonable and feasible, and in alignment with applicable employment agreements, the criteria for determining the applicable category of a suspected breach as applies to students may be used for staff.
11. In order to determine the applicable category of a suspected breach and the applicable process to be followed, the experience of the student, the nature of the breach, and the extent of the breach, must be considered.

## Responsibilities

### The University

The University, including the Colleges, has a responsibility to:

- a) provide guidance and resources to staff and students, including training opportunities, primarily to facilitate and assess learning, and to support broad understanding of academic integrity and the behaviours that might impact on it, but also where appropriate to deter, detect, and manage breaches of academic integrity.
- b) take proactive action to educate, prevent, and mitigate against risks to academic integrity.
- c) take steps to ensure timely investigation of suspected breaches of academic integrity.
- d) provide students with access to an appeal process for decisions involving academic misconduct.
- e) maintain, monitor, and act on academic integrity data for the purpose of quality assurance and improvement.

### Staff

Staff have a responsibility to:

- a) uphold the University's policies and procedures in relation to academic integrity.
- b) engage with professional development opportunities supporting academic integrity in learning and teaching.
- c) model academic integrity in their professional practice.
- d) provide instructions to students about expectations of academic integrity.
- e) provide students with learning opportunities, guidance, and feedback on academic integrity, including opportunities to engage in active learning about academic integrity rather than relying on passive discovery.
- f) design assessment tasks that minimise the potential for breaches of academic integrity.
- g) report suspected breaches of academic integrity consistently and in accordance with this *Policy*.
- h) undertake research which meets the requirements of academic integrity.
- i) provide clear assessment instructions, including in relation to the use of generative artificial intelligence.

### Students

Students have a responsibility to:

- a) familiarise themselves with the University's academic integrity policies, procedures, and expectations, and in particular with the instructions and expectations relevant to specific programmes, courses, and assessments.
- b) meet any University requirements for students to undertake academic integrity education or training.
- c) submit work for assessment which meets the requirements of academic integrity.
- d) act in accordance with the values and principles of academic integrity and avoid any acts which could be considered a breach of academic integrity.
- e) actively participate in course activities and learning opportunities offered to them.

## Definitions

Academic integrity: a guiding principle of academic life, which refers to acting with the values of honesty, respect, trust, responsibility and fairness in all academic activity, outputs, and relations with others.

Academic Integrity Officer (AIO): Staff who are appointed by their respective Pro Vice-Chancellor or the Dean: Research, with delegated authority to manage suspected breaches of academic integrity, support staff with advice and assistance in all matters pertaining to academic integrity and ensure that rules pertaining to academic integrity are applied consistently and fairly.

Academic Misconduct: a breach of academic integrity when:

- any one or more of the criteria used to categorise the breach, namely the experience of the student, the nature of the breach or the extent of the breach, is higher than in the case of a Minor Breach; or
- none of the criteria used to categorise the breach is higher than in the case of a Minor Breach, but the cumulative impact of a combination of any of those three criteria are considered to be higher than a Minor Breach.

Allegation: refers to a stated concern that a student or staff member has possibly breached academic integrity.

Any reference to the *Policy* means the Academic Integrity Policy.

Any reference to the *Procedures* means the Academic Integrity: Procedures for Managing Student Breaches.

Any reference to the *Regulations* refers to the Student Disciplinary Regulations.

Artificial intelligence: refers to the simulation of human intelligence processed by machines or computer systems. It includes the ability of a computer, or a robot or software controlled by a computer, to do tasks that are usually done by humans because they require human intelligence and discernment, such as the ability to reason, discover meaning, generalise, or learn from past experiences.

Balance of Probabilities refers to the standard of proof used to determine whether an alleged breach of academic integrity has occurred. It means that the decision-maker must be satisfied, on the evidence, that the alleged behaviour or event was more likely than not to have occurred.

Contract Cheating involves students outsourcing their academic work (e.g. coursework, assessments, tests, exams) to a third party, whether that is a commercial provider, current or former student, family member or acquaintance, to complete on their behalf (in whole or in part), and which they then submit as if they created it themselves. It includes unauthorised use of file-sharing sites and arranging for another person to take an examination for the student.

Generative artificial intelligence: a non-human adaptive tool or mechanism that can autonomously generate text, images, audio, video, or anything else that resembles human created content.

Investigation: means the process of identification, collection, and analysis of relevant evidence to assess whether a breach of academic integrity may have occurred, and to inform appropriate next steps.

Minor Breach: a breach of academic integrity when any of the criteria used to categorise the breach, namely the experience of the student, the nature of the breach or the extent of the breach, is higher than in the case of Poor Academic Practice but none reach the threshold of Academic Misconduct as set out in the *Procedures*.

Misconduct Register: a centrally held, confidential register of all cases where students have been found to have committed a Minor Breach, Academic Misconduct, or Non-academic Misconduct. Access to the Misconduct Register is restricted to authorised staff only, who will provide specific information to an AIO or the University Proctor, upon request, regarding any record in respect of a particular student who has been found to have committed a Minor Breach, Academic Misconduct, or Non-academic Misconduct, in order for the AIO or University Proctor to take that record into account when determining an appropriate outcome in the subsequent case.

Poor Academic Practice: an inadvertent and minor deviation from appropriate academic integrity practice or convention, below the level of Minor Breach or Academic Misconduct, where there is no or little discernible intention to deceive or derive an unfair advantage, and which could be suitably addressed through an educative intervention, including an adjustment to the assigned marks for the applicable assessment.

Staff or staff member includes any person who is engaged by Massey University as an employee or worker and/or who holds a university office or post, as well as any person to whom the University makes available any of the privileges or facilities normally afforded to its employees. This includes academic visitors and other classes of temporary, honorary, and volunteer staff, and applies to graduate students, whether paid or unpaid, when teaching or undertaking teaching-related duties at the University.

Student in this policy refers to:

- a) a person who is enrolled in a programme of study (including courses, specialisation, qualifications, short courses, and micro-credentials) at the University.
- b) a person who was a student at the time of any alleged breach of academic integrity.
- c) a person who is seeking admission or enrolment at the University.
- d) a person who became a student after having allegedly done so by misleading or false means.
  
- e) a person who has consented in writing to be subject to the statutes, regulations, and policies of the University as a student.
- f) a person who is on suspension or leave of absence from or who has deferred enrolment in a programme of study (including courses, specialisation, qualifications, short courses, and micro-credentials) at the University.

University Proctor: the person who is designated by the University to provide advice and support to staff in relation to Academic Misconduct and Non-academic Misconduct, and to investigate cases of possible Academic Misconduct or Non-academic Misconduct when such an Investigation is referred to the University Proctor.

## Procedures

The *Academic Integrity: Procedures for Managing Student Breaches*, set out, amongst others:

- Criteria for determining the category of a suspected breach of academic integrity, being:
  - the experience of the student.
  - the nature of the breach; and
  - the extent of the breach
- Procedures to be followed in relation to:
  - Poor Academic Practice
  - Minor Breach
  - Academic Misconduct
- Possible outcomes, including the process for appeals.
- Record keeping requirements.



**Audience:**

All staff and students

**Relevant legislation:**

Official Information Act 1982  
Privacy Act 2020  
Public Records Act 2005

**Related policies and procedures:**

Code of Ethical Conduct for Research, Teaching and Evaluations Involving Human Participants  
Code of Ethical Conduct for the Use of Animals for Research, Testing and Teaching  
Code of Responsible Research Conduct  
Intellectual Property Policy  
Kaupapa Here Aratohu/Code of Student Conduct  
Paerangi: Massey University Learning and Teaching Plan  
Academic Integrity: Procedures for Managing Student Breaches  
Student Disciplinary Regulations  
Tā te Taura Kirimana/Student Contract  
University Graduate Profile  
Use of Artificial Intelligence in Assessment Policy

## Appendix 1: Examples of breaches of academic integrity

Examples of breaches include but are not limited to:

- Plagiarism. This is defined by the University as:
  - Copying of sentences, paragraphs, computer files, research data, and/or creative products that are the works of other persons or sources, without appropriate acknowledgement.
  - Closely paraphrasing sentences, paragraphs, or themes without appropriate acknowledgement.
  - Submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement and approval.
  - Submitting material obtained from internet-based essay depositories, 'homework' and file-sharing websites or other similar sources when not permitted.
  - Submission of work overly reliant on model answers or sample solutions provided in the course materials.
- Cheating in any examination or test. For example, unauthorised use of crib cards, electronic devices, cell phones, or study notes, or uploading or otherwise sharing questions to online and/or social media communities, seeking unauthorised assistance with answering, using translation software/devices when not permitted.
- Submitting work as one's own for assessment, which work has been done in whole or in part by someone other than the student or which has been created artificially, for example by a machine or through generative artificial intelligence. This includes work completed for a student by a peer, family member or friend or which has been produced, commercially or otherwise, by a third party (e.g. Contract Cheating or ghost writing). It also includes submitting all or part of an assessment item which has been produced using generative artificial intelligence and claiming it as the student's own work.
- Citing references that have not been read or reviewed, or that have been falsified, to give credibility to the assignment or show evidence of research.
- Presenting data with respect to laboratory work, clinical placements, practica, field trips or other work, that has been copied or falsified.
- In the case of collaborative projects, falsely representing the individual contributions of the collaborative partners.
- Presenting data obtained improperly (e.g. data collected without prior approval of the relevant ethics committee or ethical considerations).
- Any misrepresentation in relation to authorship, academic achievement, or records.
- Any inappropriate assistance given to a current student to be dishonest or fraudulent with academic assessment, including selling or providing previously completed assignments to a current student.
- Sharing or assigning student works or scholarly works in which the University owns Intellectual Property in a way that does not comply with the University's *Intellectual Property Policy* (e.g. inappropriately sharing assessments or course material).
- Any breach of the *Code of Responsible Research Conduct*.