Academic Honesty Procedures

UP International College New Zealand expects all students to complete coursework, examinations and assessments with integrity and honesty. Such integrity maintains the reputation of the College.

UP International College New Zealand will not tolerate cheating/plagiarism or assisting others to cheat/plagiarise in any Programme, Training Scheme or course. The College views cheating/plagiarism as a serious academic offence. To ensure that the standard of all assessments/examinations is maintained, students and staff have a responsibility to prevent, discourage and report cheating/plagiarism.

Students will be informed at Orientation that the College has zero tolerance for cheating/plagiarism. At orientation all students are required to agree to an Academic Honesty Declaration.

Students are responsible for ensuring that all work submitted for assessment is authentic.

Any academic misconduct is a breach of the College Code of Conduct.

Teachers will ensure principles and expectations of academic honesty are conveyed to all students.

Authenticity Expectations

1. Academic integrity is defined as the commitment to and demonstration of honest and moral behaviour in an academic setting. This is most relevant at the university level as it relates to providing credit to other people when using their ideas. In simplest terms, it requires acknowledging the contributions of other people.

2. Plagiarism is defined as copying another person's ideas, words or writing and pretending that they are one's own work. It can involve violating copyright laws. Writers who plagiarise commit serious legal and ethical violations.
3. There is a difference between collaborative group work (the same work presented by everyone in the group) and plagiarism or copying.
4. Teachers have tools they can use, in any order, at any time, to look at student's work. This includes:

    - **SafeAssign** software compares submitted assignments against other academic papers to identify what is the same, between the submitted assignment, and other written works on the internet.
    - **Turnitin** software which is an originality checking and plagiarism service that checks a student's writing for citation mistakes or copying. When a student submits an assignment, Turnitin compares it to text in its worldwide database of student work, and other websites, books, articles, etc.

5. **Individual interviews** for suspected plagiarism, is when one or two teachers ask a student questions, about what they wrote, how they wrote it, what references they used. There can also be questions about the vocabulary, sentences and meaning.

6. Colleges will have in place documented procedures for checking authenticity of student work. These must be communicated to students.
7. Students are responsible for ensuring that all work submitted for assessment is authentic (based on the student's individual and original ideas) with the work of others fully and correctly acknowledged with the formal referencing system of their College. This formal referencing systems supports the same system that they will be using at their partner University
8. If there is reason to suspect that part or the whole of a student's work may not be authentic, that work may not be accepted for assessment and/or a grade may not be awarded. The teacher will have a conversation with the student, which will be recorded in the Liaison tab in Artena
9. An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged through academic referencing. Therefore, all assignments, written or oral, completed by a student for assessment must use the student's own ideas. Where sources are used or referred to, whether in the form of direct quote or paraphrase, each source must be fully and appropriately acknowledged through academic referencing.
10. Websites, email messages, and any other electronic media must be treated in the same way as books and journals including dates of access.
11. The sources of all photographs, maps, illustrations, data, graphs, audio-visual and similar material must be acknowledged if they are not the student's own work.
12. Paraphrasing is the use of another person's words presented in a new style and integrated grammatically into the writing. It is a legitimate way to use a source. However, it is still necessary to acknowledge the source.
13. Passages that are quoted verbatim must be enclosed within quotation marks and references provided. They should not contribute to the word count limit of the assignment.
14. Students must not engage others to complete assessments/sit examinations as this may impact on their enrolment at the College

Authenticity Monitoring

The authenticity of student work will be monitored using a combination of the following practices:

1. Close supervision of all assessments and examinations.
2. Individual interviews
3. For project, research or extended investigations, students are to submit plans, drafts, work sheets and logbooks as requested to ensure that data is authentic. Teachers should sign these off with comments, as appropriate, to indicate whether students are meeting predetermined milestones. Such comments may be used as evidence in cases where a student does not achieve a standard because of incomplete work or failure to meet the deadline.
4. Explicit clarification of what is meant by **plagiarism** and what is acceptable referencing. There can be no case for appeal if a mark is not awarded because of plagiarism.
5. Checkpoints of work at various stages of the development process.
6. Research undertaken outside the classroom. The assessment completed in an invigilated lesson.

7. Oral questioning of students to explain the process of developing the required work. Where there are serious concerns about the authentication of work a record of the discussion should be retained. It is recommended that another staff member be present at the discussion and that documentation be signed by both the staff members and the student.

8. Student acknowledgement of all resources used in appropriate format as requested by the assessment task, e.g., bibliographies, copies of original documents used, websites/URLs visited.

9. Staff must also clearly explain to students processes and procedures relating to the requirements of authenticity.

10. Attendance at lessons may be a requirement to allow signposting for authenticity purposes.

11. While some form of assistance such as discussion of a topic for an internal assessment is acceptable, students must be aware that an undue amount of input from others will jeopardise the student's work and could bring the grade into question.

Student Outcomes

1. If there is objective proof of cheating/plagiarism, then the student will receive zero for the assessment. If multiple students are involved in an instance of cheating, they will all receive zero.
2. The student will be informed, at the same time, of any appeals process.
3. This determination will be made by the teacher, HOF, HOC based-on evidence obtained.
4. The student will be informed in writing of the outcome.
5. Information relating to the incident will be recorded in Artena under the Liaison' tab.

REQUIREMENTS

These Procedures should be read in conjunction with UP International College New Zealand Policies and UP Education relevant Group Policies:

https://upeducation.bamboohr.com/files/

UPICNZ Assessment, Moderation and Reporting Policy

https://teams.microsoft.com/_#/school/files/General?threadId=19%3Ab4c9980984924ea09f2995f8a24676b3%40thread.tacv2&ctx=channel&context=Policies%2520and%2520Procedures&rootfolder=%252Fsites%252FUPICNZPoliciesandProcedures%252FShared%2520Documents%252FGeneral%252FPolicies%2520and%2520Procedures

https://teams.microsoft.com/_#/school/files/General?threadId=19%3Ab4c9980984924ea09f2995f8a24676b3%40thread.tacv2&ctx=channel&context=Policies%2520and%2520Procedures&rootfolder=%252Fsites%252FUPICNZPoliciesandProcedures%252FShared%2520Documents%252FGeneral%252FPolicies%2520and%2520Procedures

Review

The Senior Leadership Team will have the responsibility for reviewing this Procedure every two years unless a change in requirements requires an earlier review. In the absence of a review, this Procedure will remain current in its present format.

Ratification Date	5 May 2021
Next review date	5 May 2023
Procedure Approved By	SLT

April 2021