ACADEMIC INTEGRITY AT UBSS

Greg Whateley

Andrew West

Anurag Kanwar

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Table of Contents

Introduction

Academic Integrity has always been a high priority at UBSS. We have evolved (continuous improvement) a best practice strategy that is both compliant with the relevant HESF standards and consistent with the TEQSA guidance note of March 2019.

Academic Integrity relates to a number of **HESF 2015 standards** relevant to UBSS including the following coupled with the Prohibited Academic Cheating Services Bill 2019 (the Bill) –

Standard	Issue
5.2	Policies, action, guidance and training, third party monitoring
6.2	Corporate monitoring and accountability, action to address issues
6.3	Academic bodies responsible for oversight
7.2	Introduction to expectations before acceptance
7.3	Information management and security

Overview of the Framework

Using a framework deduced from TEQSA[1] the following table provides an internal audit of coverage of **key elements** of best practice relating to Academic Integrity and how in turn UBSS rates accordingly –

	Identifier	Evidence	Rating
1	Policies and Procedures	In place and regularly reviewed	✔
2	Accessibility of policies and procedures	Readily available on website and outlined in Offer letter to students (pre-admission); Weeks 0-4; and again in Week 12	✔
3	Appropriate to size of provider	Appropriate	✔
4	Known by staff and students	Readily available on website and outlined in Weeks 0-4 and again in Week 12	✔
5	Demonstrated to be effective	Minutes, reports and records of AIC	✔
6	Mechanisms used to determine effectiveness	Results and benchmarking	✔
7	Preventative action	Regime employed prior to enrolment, in Weeks 0-5, in Week 12 and activities of AIC	✔
8	Monitoring of risk	Risk Register (3.4) and AIC activity	✔
9	Corporate Governance monitoring	Academic Senate Reporting and AIC reporting	✔
10	Processes used to manage	Active AIC	✔
11	Fair treatment	Active and appropriate – AIC oversight	✔
12	Information system to record	AIC minutes, records and reports	✔
13	Used for improvement	Focus of AIC and Academic Senate	✔
14	Appropriate credit transfer	Policy and procedures in place	✔
15	Adequate staff training	Ongoing and appropriate	✔

We deal with each in turn –

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[1] TEQSA Guidance Note: Academic Integrity v1.2, March 2019

1. POLICIES AND PROCEDURES

Academic misconduct has risen to the forefront of the education sector in recent times. This is evidenced by the Federal Government spending $3.9million on a unique Education Integrity Unit. This unit aims to protect the sector from research and intellectual property theft[2]. The new Bill makes it an offence to provide or advertise contract cheating services including websites offering to complete exams, or assignments for a fee.

UBSS has in place a robust, appropriate and benchmarked **Academic Misconduct Policy** –

https://www.ubss.edu.au/media/1820/academic-misconduct-policy-v122.pdf

Current practice is to regularly review and consider this policy prior to the commencement of each trimester. *If changes are required,* the Academic Senate is asked to review and support/adjust. The most recent iteration was August 2020 – prior to commencement of T3, 2020.

It is worth noting changes to academic integrity policy put UBSS above industry practice.

A consideration of some like-minded institutes is of interest by way of comparison[3].

Institute	Name of Policy	Last review date
Kaplan Business School	Academic Integrity and Conduct Policy	September 2020
Kings Own Institute	Student Academic Misconduct Policy	8 November 2019
CIC Higher Education	Student Academic Integrity and Misconduct Policy	February 2019
Australian Institute of Higher Education	Student Academic Misconduct Policy	6 March 2017
The Institute of International Studies	Student Academic Integrity and Honesty Policy	24 March 2016
Top Education Institute	Student Academic Integrity Policy	14 August 2019

The policy is best viewed in context with other related policies including –

- UBSS Credit and Recognition of Prior Learning – https://www.ubss.edu.au/media/1434/credit-and-recognition-of-prior-learning.pdf
- UBSS Grievance and Appeals (Academic) - https://www.ubss.edu.au/media/1738/grievance-and-appeals-policy-academic.pdf and
- UBSS Student Code of Conduct - https://www.ubss.edu.au/media/1454/ubss-student-code-of-conduct.pdf

Further additional (supportive reading) includes –

- Wellbeing and Safety Management at UBSS - https://www.ubss.edu.au/media/1684/wellbeing-and-safety-november-2019.pdf and
- Student Support at UBSS - https://www.ubss.edu.au/media/1772/student-support-at-ubss.pdf

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[2] https://www.abc.net.au/news/2020-06-24/university-integrity-unit-targets-students-cheating/12385460
[3] Note this is from the various websites of the institutes as at 18 September 2020.

2. ACCESSIBILITY OF POLICIES AND PROCEDURES

All policies – including Academic Misconduct (and the associated Code of Conduct) are readily accessible on the UBSS website under 'Policies and Procedures'. These are publicly available with no password requirements. This is part of the transparent approach to UBSS dealings so that not only are current staff and students able to familiarise themselves but so too are future staff and students.

Policies and Procedures

Policies and Procedures

On this page you will find links to information on key UBSS policies, procedures and guidelines.

Academic Misconduct – https://www.ubss.edu.au/media/1820/academic-misconduct-policy-v122.pdf

Code of Conduct - https://www.ubss.edu.au/media/1454/ubss-student-code-of-conduct.pdf
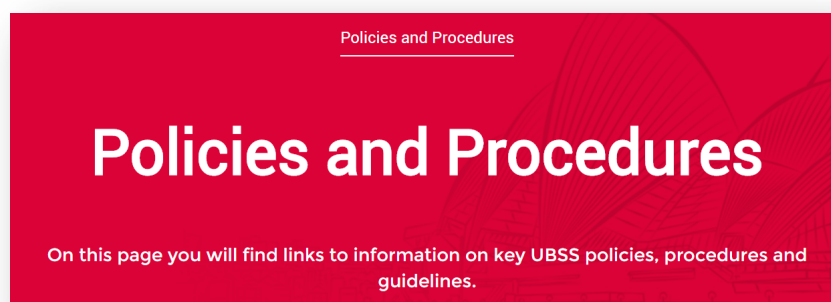
Considerable effort (each trimester) is put into making students (and staff for that matter) aware of these policies and the relevance of such –

Week #0	Staff Professional Development Seminar
Week #0	Student Orientation Sessions
Week #1	All students with focus on subject outlines
Week #2	New students with focus on resources
Week #3	Continuing students with focus on resources
Week #4	All students with UBSS Executive Dean Briefing
Week #5	All students with Chair, UBSS AIC Briefing
Week #12	All students with Chair, UBSS AIC Examination Briefing

3. APPROPRIATE TO SIZE OF PROVIDER

The policies and practices around Academic Integrity are well suited to UBSS with a current population of 1,650 students.

- The regime is best practice.
- The regime is scalable to a larger community of scholars in the future.
- The regime (and associated policies) are benchmarked.

Issues associated with student/staff awareness of Academic Integrity have become part of the DNA of UBSS and is a systemic, embedded element of each trimester.

The model used is best described in the following table (with supporting documentation) –

Timing	Focus	Champion
Prior to commencement of trimester – Academic Misconduct Policy is reviewed and adjusted as required[4]	Currency and relevance	Chair - UBSS Academic Senate
Refreshed policy is published	Currency	Secretary – UBSS Academic Senate

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[4] Academic Misconduct Policy was reviewed at the August 2020 Academic Senate Item #14.3

4. KNOWN BY STAFF AND STUDENTS

STAFF

All staff are aware of related policies and procedures.

Timing	Focus	Champion
Orientation week for staff[5]	Professional Development Day Presentation includes reference to Academic Integrity	UBSS Deputy Dean (Academic) and Program Directors

Academic Integrity is on EVERY professional development agenda. The most recent (T3, 2020) discussion is provided –

- https://www.ubss.edu.au/ubss-reports/
- Slides 14-20 capture the focus.
- All staff are actively involved in the student information sessions in Weeks #1, #2 and #3. The sessions are run during set class slots to ensure transmission and reception.
- All staff receive the Week #4 Briefing from the Executive Dean
- All staff receive the Week #5 and Week #12 Briefings from the Chair, Academic Integrity Committee.

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[5] Trimester 3, 2020 Staff Professional Development Part #3

STUDENTS

Timing	Focus	Champion
Prior to enrolment/admission	Letter of Offer reference to Academic Integrity	GCA Admissions

Prior to admission students are provided with a letter of offer which includes elements around academic integrity –

COLLEGE CODE OF CONDUCT

GCA CODE OF CONDUCT / THE STANDARD OF BEHAVIOUR

- All members of the College should respect themselves, other College members, associated community and the property of the College.
- Each member of the College is entitled to an equal opportunity to relevant resources for their work and learning.
- Students are expected to maintain a reasonable standard of conduct at all times.
  This includes time spent on campus and time spent off campus on college related activities such as sport or excursions.
- All members of the College are entitled to a safe learning and working environment free from racial discrimination, sexual harassment and occupational hazards.
- The College does not tolerate physical, verbal or emotional harassment from any member of the College community.
- Dangerous items, such as knives, flammable and corrosive substances and any other illegal weapons or substances are prohibited on College premises.
- Health laws prohibit smoking anywhere in public buildings.
- Health laws prohibit spitting in buildings and public places. Spitting is forbidden on campus.
- Alcohol and drugs are prohibited on campus. Students found with, or under the influence of any quantity of alcohol, drugs or any illegal substances on campus will be expelled.
- Students will be expelled if they engage in any criminal activity or behave in a manner which endangers the safety of any other student, community or a member of staff at the College.
- Students must act ethically and honestly at all times. Students found cheating during examinations or plagiarising assignments may be expelled.
- The College does not support a discipline policy that includes corporal punishment. At no time will a student be physically punished for breaking any aspect of the Code of Conduct.

The College reserves the right to suspend or expel any student who in any way breaches the College Code of Conduct or any of the associated College rules.

Excerpt pp 14-15 of GCA Letter of Offer.

Once admitted students are formally provided with Academic Integrity advice on an ongoing basis throughout each trimester. T3, 2020 details are provided by way of example –

Timing	Focus	Champion
Orientation Week (Week #0) for new students	Presentation includes reference to Academic Integrity	UBSS Learning Support Coordinator

The presentation is refreshed each trimester for currency.

The specific reference to Academic Integrity can be located at slides 73-76 specifically.

ACADEMIC INTEGRITY IS VALUED AT UBSS

ACADEMIC MISCONDUCT IS UNACCEPTABLE AT UBSS

ACADEMIC MISCONDUCT TAKES MANY FORMS-

Plagiarism	Reproducing the work of someone else without attribution. When a student submits their own work on multiple occasions this is known as self-plagiarism.
Collusion	Working with one or more other individuals to complete an assignment, in a way that is not authorised.
Copying	Reproducing and submitting the work of another student, with or without their knowledge. If a student fails to take reasonable precautions to prevent their own original work from being copied, this may also be considered an offence.
Impersonation	Falsely presenting oneself, or engaging someone else to present as oneself, in an in-person examination.
Contract cheating	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
Data fabrication and falsification	Manipulating or inventing data with the intent of supporting false conclusions, including manipulating images.

ACADEMIC MISCONDUCT AT UBSS IS OVERSEEN BY THE
ACADEMIC INTEGRITY COMMITTEE
THAT WILL APPLY PENALTIES AND SANCTIONS FOR MISBEHAVIOUR

PLEASE ENSURE YOU ARE FAMILIAR WITH THE ACADEMIC MISCONDUCT POLICY
LOCATED ON THE UBSS WEBSITE

Timing	Focus	Champion
Week #1	Students access subject outlines which all contain references to academic integrity and specifically plagiarism[6] Lecturers draw attention to this section as part of the introduction to the subject	UBSS Lecturers

4. Academic Policies

The academic policies and procedures for UBSS apply to this subject. Important policies you need to be aware of and abide by are listed below. These policies are located in your MyGCA Account in the Policies & Procedures section in the document titled "UBSS Academic Polices & Procedures".

4.1 Assessment& Examinations:
The UBSS *Assessment & Examinations: Principles and Guidelines Policy* (Section 3) specifies the requirements for assessments and exams at UBSS. The assessments for this subject are set by the lecturer in accordance with this policy. In general, you are required to achieve a mark of 50/100 to pass the subject overall. Some subjects may require you to pass the final examination in order to pass the subject overall. This is advised in the assessment section above.

4.2   Plagiarism

Plagiarism and penalties for plagiarism are outlined in the *UBSS Polices & Procedures* document *(Plagiarism Policy)*. Penalties vary depending on whether a student is a first, second or third time offender. It is your responsibility to read this policy and ensure you understand what plagiarism is and what penalties apply. If in doubt, speak to your lecturer.

4.3   Copyright Regulations

According to Australian Copyright Regulations 1969 the following rules applies in case of copies:

(a)   In the case of a published work in hardcopy form that is not less than 10 pages and is not an artistic work, 10% of the number of pages, or one chapter, is a reasonable portion;
(b)   In the case of a published work in electronic form only, a reasonable portion is not more than, in the aggregate, 10% of the number of words in the work.

You are strongly advised that copying more than 10% of any textbook is a breach of the Copyright Act (Cth) and UBSS policy. Any copies of the text in breach of the Copyright Act (Cth) may be confiscated and you may subject to disciplinary action for academic misconduct.

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[6] Standard reference in final pages of subject outlines

Timing	Focus	Champion
Week #2	The topic of academic integrity is highlighted with all new students through level 1 undergraduate and postgraduate subjects using selected materials	UBSS Lecturers with the support of Program Directors

Resources for this activity include –

Slides from Student Orientation Session – specifically slides 73-76

Slides from Staff Orientation (professional development) Session – specifically slides 14-20

Resources sourced from the University of South Australia - https://lo.unisa.edu.au/mod/book/view.php?id=252142&chapterid=39187

Timing	Focus	Champion
Week #3	The topic of academic integrity is highlighted with all continuing students through level post level 1 undergraduate and postgraduate subjects using selected materials	UBSS Lecturers with the support of Program Directors

Resources for this activity include –

Slides from Student Orientation Session – specifically slides 73-76

Slides from Staff Orientation (professional development) Session – specifically slides 14-20

Resources sourced from the University of South Australia - https://lo.unisa.edu.au/mod/book/view.php?id=252142&chapterid=39187

Timing	Focus	Champion
Week #4	A memo to all students and staff from the Executive Dean is posted highlighting the UBSS commitment to Academic Integrity	UBSS Executive Dean

UNIVERSAL BUSINESS SCHOOL SYDNEY

Independent MBA Business School

A message from the Executive Dean related to Academic Integrity at UBSS

Dear Students

Throughout the last four weeks I have asked all staff to highlight to you the importance of **Academic Integrity** in all your work.

There is no reason or justification for academic misbehavior at UBSS.

We have in place a clear and well defined policy on such matters - https://www.ubss.edu.au/media/1820/academic-misconduct-policy-v122.pdf

I call on all of you to focus on your personal and academic integrity as a matter of course while you are studying at UBSS.

Emeritus Professor Greg Whateley
Executive Dean, UBSS
Executive Director, GCA

Timing	Focus	Champion
Week #5	A memo is sent to all students and staff highlighting the importance of academic integrity, the components of academic integrity and the penalties and sanctions used	Chair, UBSS Academic Integrity Committee

UNIVERSAL BUSINESS SCHOOL SYDNEY

UBSS

Independent MBA Business School

A message from the Chair of the Academic Integrity Committee

Dear Students

We have commenced Week 5 and by now you should have settled into your studies at UBSS. It is therefore appropriate that I provide a timely reminder of your *obligations* as students in relation to the UBSS policy relating to **Academic Misconduct.**

I would recommend that you renew your understanding of what constitutes academic misconduct in relation to your assessments and possible penalties associated with these areas.

I draw your attention to -

- Contract cheating. - Paying or otherwise engaging a third party to prepare assessments assignments or online quizzes;
- Impersonation. Engaging someone to complete an exam or assessment or quiz for you;
- Plagiarism. Copying the work or material of other authors without appropriate acknowledgement;
- Collaboration. Working in collaboration with other students to prepare online exams, assessments, online quizzes unless permitted in accordance with directions from your lecturer.

A reminder that the **penalties for academic misconduct range for from a zero mark for the assessment or subject undertaken to expulsion from the School for repeat offenders.**

If you have any concerns or do not understand the policy, please discuss with your lecturer or Program Director.

Associate Professor Wayne R. Smithson
Chair, Academic Integrity Committee

Timing	Focus	Champion
Week #12	A memo is sent to all students and staff highlighting the importance of academic integrity in relation to upcoming online examinations	Chair, UBSS Academic Integrity Committee

UNIVERSAL BUSINESS SCHOOL SYDNEY
UBSS
Independent MBA Business School

A Message from the Chair of the Academic Integrity Committee

Re Academic Misconduct in Exams

Dear Students

I am writing regarding the upcoming on-line exams for which you will be sitting.

While the exams are not invigilated, I would like to remind you that the UBSS policy is quite clear on Academic Misconduct during exams. A few issues I want to draw your attention to include -

1. Your submitted exam papers will be subject to review through the Turn it In plagiarism detection system;
2. Marking Lecturers have been advised to be diligent in respect of potential evidence of exam cheating;
3. UBSS will have a team of post exam invigilators to review and inspect any suspected forms of academic cheating including copying and collaboration;
4. If a student is found to have breached the Academic Integrity policy, then the appropriate action will be taken by the Academic Integrity Committee to apply penalties which could include awarding zero marks for the exam paper

Maintaining the Academic Integrity at UBSS is of paramount importance, and I trust that all students will adhere to the Academic Policy on exams.

Finally, good luck to all students in your exams.

Associate Professor Wayne Smithson

Chair, Academic Integrity Committee

5. DEMONSTRATED TO BE EFFECTIVE

The *Academic Integrity Committee (AIC)* was established in 2008 and was reaffirmed in 2015 (**Associate Professor Andrew West**) with a refreshed Terms of Reference and the appointment of a senior staffer as Chair – **Associate Professor Wayne Smithson.**

See https://www.ubss.edu.au/media/1780/active-academic-committees-as-at-june-2020.pdf pp 52-58

The AIC has been keeping records and data since 2008 – and publishing these outcomes by way of minutes, reports, and updates to the Academic Senate.

The 2019-2020 data has been captured in the following formats from the August 2020 AIC Report to the Academic Senate –

Summary for 2019/20				
Table 2				
SCHEDULE OF INCIDENTS	T2 2019	T3 2019	T1 2020	Total
Academic Misconduct	13	7	46	66
Non-Academic Misconduct	13	16	13	42
Total	26	23	59	108
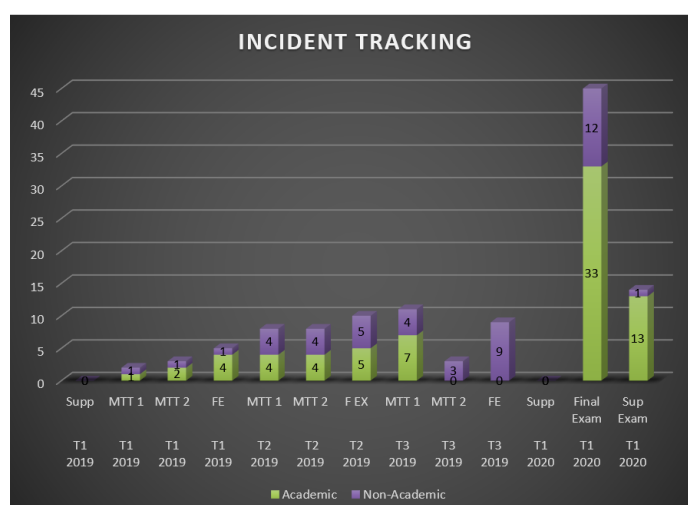
A total of 66 academic misconduct have been examined by the AIC over the two-year period and 13 sessions. In relative (sector) terms the low level of incidents is pleasing. There was a spike in T1 Final Exams (online) that UBSS has explored and put in place some strong security measures including an embedded version of Turnitin. Many of these issues include no submissions, technical difficulties, and file corruption.

The most recent minutes of the AIC (August 27) reporting on T2 suggest a total of 12 incidents (down from 66 in T1, 2020).

The T2, 2020 outcomes suggest management is vigilant and the unusual T1, 2020 spike has been arrested,

6. MEHCANISM USED TO DETERMINE EFFECTIVENESS

The ongoing monitoring of AIC outcomes has provided UBSS with high levels of confidence in the effectiveness of our mechanisms.

We are currently involved in IHEA and HEPP_QN benchmarking activities that embrace academic integrity and provide UBSS with further levels of comfort -

Academic integrity and research integrity [institutional level]

This theme will provide sector level information and evidence on IHEA member institutions' responses to these important measures. The key areas of the review include:

- Processes for monitoring and maintaining academic integrity
- Impact of online exams during COVID-19
- Training for students and academic staff
- Number and types of breaches in academic integrity (including sharing of de-identified examples)
- Processes for monitoring and maintaining research integrity
- Training for students and academic staff
- Number and types of breaches in research integrity (including sharing of de-identified examples)

UBSS and GCA staff have attended several TEQSA organised presentations which have been reported back to Academic Senate and the Course Advisory Committee.

AI is also part of a current HEPP-QN grade distribution benchmarking project. Results will be released in November 2020.

7. PREVENTATIVE ACTION

7	Preventative action	Regime employed pre-enrolment, in Weeks 0-5, Week 12 and activities of AIC	✓

The focus on Academic Integrity from pre-enrolment and throughout the trimester provides ample evidence of preventative action.

The ongoing monitoring of behaviour by lecturing staff, Program Directors and the Chair of the AIC further ensures prevention.

The ongoing activities, reporting and sanctions of the AIC also contributes to the important work of preventative action.

8. MONITORING OF RISK

8	Monitoring of risk	Risk Register (3.4) and AIC activity	✓

Academic Integrity is a line item in the GCA Risk Register –

						progression		
3.4	Regular maintenance of programs, subjects and Academic Integrity	Assurance and re-accreditation	Unlikely	Moderate	Low	Currency of programs and courses maintained Monitoring and management of academic integrity	GW	Annual Reviews conducted Academic Integrity Committee operations

Excerpt from p15

The Audit and Risk Committee monitor 3.4 with its current status at low.

The work of the Academic Integrity Committee (including a standing item at all Academic Senate meetings) provides evidence of ongoing and appropriate monitoring of this area of risk.

9. CORPORATE GOVERNANCE MONITORING

9	Corporate Governance monitoring	Academic Senate Reporting and AIC reporting	✓

GCA has in place a Delegation of Authority that is reviewed regularly.

The UBSS Academic Senate overviews Academic Integrity through a standing committee – the Academic Integrity Committee (AIC).

The AIC provides a standing report at all Academic Senate Meetings and details are recorded in the minutes (with an accompanying report). The Chair of the AIC is a senior academic.

The Chair of the Academic Senate is a member of the GCA Board of Directors.

Academic Senate matters is a standing item on all GCA Board of Directors meetings.

The GCA Risk Register monitors Academic Integrity.

The Risk Register is a standing item at all GCA Board of Directors meetings.

The GCA Board of Directors has in place a Director, Risk.

10. PROCESSES USED TO MANAGE

10	Processes used to manage	Active AIC	✓

UBSS has in place an active Academic Integrity Committee. The AIC membership includes robust academics all of whom sit on various other Institute Boards and Committees. This feeds into best practice for UBSS.

11. FAIR TREATMENT

11	Fair treatment	Active and appropriate – AIC oversight	✓

The Academic Integrity Committee in an informed and active committee.

The Chair of the Academic Integrity Committee is an experienced senior UBSS staffer.

A student representative is included in the membership of the AIC to ensure balance and consideration of the needs and interests of students.

Elements and sanctions associated with Academic Integrity are transparent and evident.

12. INFORMATION SYSTEM TO RECORD

12	Information system to record	AIC minutes, records and reports	✓

The Academic Integrity Committee maintains agenda, minutes, and records of all relevant issues.

The AIC provides a standing report to all Academic Senate meetings.

13. USED FOR IMPROVEMENT

13	Used for improvement	Focus of AIC and Academic Senate	✓

The careful monitoring and managing of Academic Integrity provide UBSS with high levels of comfort.

The regular reporting mechanisms provide evidence of any need to highlight behaviour and/or action further support mechanisms.

UBSS handling of AI is currently best practice.

14. APPROPRIATE CREDIT TRANSFER

14	Appropriate credit transfer	Policy and procedures in place	✓

UBSS has in place an appropriate and benchmarked credit transfer policy –
https://www.ubss.edu.au/media/1434/credit-and-recognition-of-prior-learning.pdf

This policy is regularly reviewed and adjusted for currency and appropriateness as evidenced in the embedded Document Change Control log -

11 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
v12	Amendment to legislative context (Section 2.2)	November 2017	Professor Greg Whateley
v12	Amendment to AQF policy date (Section 3)	November 2017	Professor Greg Whateley
v12	Addition of work experience equivalence for domestic students (Section 5)	November 2017	Professor Greg Whateley
v12	Addition of NAATI reference (Section 6)	November 2017	Professor Greg Whateley
v12	Amendment to timing of credit approvals (Section 9)	November 2017	Professor Greg Whateley
v12	Amendment to timing of response to appeals (Section 9)	November 2017	Professor Greg Whateley
v12.1	Change of review date	June 2018	Jotsana Roopram
v12.1	Recognition of Prior Learning added to policy title	August 2018	Jotsana Roopram
V13	Insertion of section 9 – Credit Transfer and RPL for Domestic and International off-shore students for Online Mode. Recognition of informal learning for post graduate degrees.	June 2019	Associate Professor Ashok Chanda
V13.1	Edit of Section 8 and 9 with addition of blended delivery.	July 2019	Associate Professor Andrew West

The associated practices and procedures are supported by Program Directors and the Deputy Dean (Academic).

The current credit transfer system is appropriate to UBSS.

15. ADEQUATE STAFF TRAINING

15	Adequate staff training	Ongoing and appropriate	✓

Academic Integrity is a universal activity of all staff members – academic and professional.

AI is well documented.

AI is discussed and considered at all professional development sessions.

Staff are encouraged to attend AI related conferences, seminars, and webinars.

AI is valued at UBSS.

Emeritus Professor Greg Whateley is currently Deputy Vice Chancellor, GCA

Professor Andrew West is currently Dean, UBSS

Anurag Kanwar is currently Compliance and Continuous Improvement Director, GCA