

Academic Integrity		FSA Policy	
Approval	Senior Management Team	Date of approval	9 August 2021
Policy Owner	Te Kaihāpai	Effective Date:	9 August 2021
		Review Date:	January 2023

1. PURPOSE

Future Skills Academy (FSA) is committed to principles of academic integrity and expects that its students and staff will undertake all assessments with honesty, fairness, respect, trust and responsibility. Academic integrity is essential to the principles of high-quality education and to the values and reputation of FSA.

This policy serves to define the expectations and responsibilities of FSA staff and students with regards to the fostering of academic integrity and to send a clear message that cheating (as outlined below) and other dishonest behaviours are unacceptable.

2. DEFINITIONS

Plagiarism

Includes the deliberate or unintentional practice of taking someone else's work or ideas and incorporating them into your own without the consent or full acknowledgement of the author. Plagiarism is one form of cheating that breaches academic integrity.

Te Kaihāpai

In this policy the term conveys the meaning of an advocate and supporter and refers to the Academic Director (or delegate) exercising the Chief Executive's delegated authority to resolve academic appeals, complaints, and student disciplinary matters not resolved at a lower level.

Days

Where days are referenced, refer to working days (not including weekends and public holidays).

3. POLICY

- Cheating can take many forms and may occur when completing any academic requirements of FSA. This may include, but is not restricted to:
 - plagiarism,
 - sitting an examination for someone else,
 - using notes during closed-book examinations,
 - purchasing an essay,
 - submitting an assessment prepared by another person,
 - receiving notes by cell phone,
 - knowingly allowing personal work to be copied by others,
 - inventing case studies,

- fabrication or falsification of information or student identity.
2. Academic integrity is compromised when cheating occurs. Cheating of any kind is a serious matter and, where proven, will not be tolerated and may result in disciplinary action.
 3. Student assessment will be checked through an electronic plagiarism detection service or system like Turnitin.com.
 4. Students are expected to follow the principles of academic integrity in all assessment activities and are expected to:
 - a. Provide written acknowledgement for each assessment verifying that the assessment is their own personal work or group work where this is part of assessment requirement.
 - b. Acknowledge all sources of information used in the preparation of their assessments by using the style of referencing required in their Programme Handbook.
 - c. Receive academic counselling when cheating is unintended such as an unacknowledged reference. Where cheating is repeated after counselling the student may face disciplinary action.
 5. Academic staff will:
 - a. Support students to reference sources appropriately, providing formative learning opportunities and materials to assist in developing an understanding of all aspects of correct referencing.
 - b. Follow the process detailed in this policy when they have doubts about the authorship of student work, on the basis of observed copying or illicit exchange of information, absent referencing, differences in level of language, recognition of previously published text, or any other indicator.
 - c. Use FSA's designated electronic plagiarism detection service or systems to monitor plagiarism.
 - d. Moderate student assessments as part of FSA's internal checking system, where there may be concerns around plagiarism or cheating,
 - e. Ensure serious cheating or repeated plagiarism is managed according to the procedures and processes outlined in this policy.
 - f. Remain up to date with variants of cheating that emerge with technology and changing learner context.
 6. Academic Managers/HODs are responsible for ensuring that Programme Handbooks contain the conditions and guidelines regarding authenticity, referencing, plagiarism, copying, cheating and copyright.
 7. All allegations of suspected cheating will be managed in a fair and transparent manner in accordance with the procedures and processes outlined in this policy.

PROCEDURES

Investigation

1. All instances where cheating is suspected or evidenced, will be brought to the notice of the relevant academic teaching staff if they are unaware of this and then to the Academic Manager/ HOD.
2. Where cheating is suspected, the assessment(s) will be processed through turnitin.com or similar and/or internally moderated where required.
3. The academic staff member will assess the level/amount of suspected cheating, prepare evidence,

and discuss with the Academic Manager/HOD who in the first instance will invite the student to a meeting to discuss concerns raised by the evidence. The student is invited to bring a support person with them.

4. The student(s) must be informed of the concerns raised before the meeting and given the opportunity to respond to the evidence.
5. Where the intention of the student is considered clearly innocent, the work will be assessed as is. If appropriate, advice on academic integrity will be provided by the Academic Manager/HOD to the student.
6. Where doubt persists, or the cheating is repeated or is serious, the Academic Manager/HOD must discuss the situation with the Te Kaihāpai along with the evidence and context. The documented evidence will be provided to the student before the meeting with the Te Kaihāpai. The Te Kaihāpai may decide to speak to the student alone with their support person or with the relevant staff present including the student's lecturer/tutor, Academic Manager/HOD and external personnel if required. The student is invited to bring a support person with them to the meeting and be given the opportunity to discuss the evidence. The student will also be advised of who will be attending the meeting.

Cheating is established.

7. Where cheating is established as a:
 - a. **Minor first offence:** student is reminded about academic integrity and given a verbal warning of the consequences of plagiarism or cheating. Where the offence is minor, the student may resubmit that assessment but will only receive a C- grade should they pass an achievement base assessment. Where the student passes a unit standard assessment, they may receive an Achieved. Registry is informed of the decision.
 - b. **Second offence or serious first offence:** student will fail the assessment but may be eligible for re-enrolment to complete the assessment with payment of any required fees. The student will receive a written warning in the form of a disciplinary letter with a copy placed on the student's enrolment file.
 - c. **Third offence or serious cheating:** a decision will be made as to whether a re-enrolment opportunity will be permitted or, to cancel enrolment by way of involuntary withdrawal. The student will also be Issued with a final disciplinary letter based on the final decision.
8. Where an instance of serious first offence, second offence, third offences or serious cheating is established:
 - a. A result of Not Achieved will be entered against the student's record and the NZQA Record of Achievement no later than 10 days from when the final decision was made (subject to receiving notice of an appeal as set out below made within 7 days).
 - b. If the result has already been entered and reported to NZQA, NZQA will be notified of the amended result.
9. The Academic Manager will document the final decision and provide the student with a copy of the decision and the evidence. A copy of the decision will be attached to the student's enrolment file.

Appeal

10. A student may appeal the outcome by writing to the Te Kaihāpai within seven (7) days of the final decision, outlining the grounds for the appeal. The Te Kaihāpai may uphold the appeal, investigate

the matter further, or reject the appeal. The student will be informed in writing of the decision along with Registry, student's lecturer/tutor and Academic Manager/HOD. The Academic Manager/HOD will note the complaint in the Complaints Register and the final outcome. Records and evidence of the complaint are kept 5 years after the student has graduated or is withdrawal.

11. If the student remains dissatisfied following this review, they may make a complaint to the Commerce Commission, or the Privacy Commission, or New Zealand Qualifications Authority (NZQA), or under section 13(1) of the Ombudsman Act 1975, or take legal action.
12. An international student who is dissatisfied with the Te Kaihapai's decision can contact NZQA via their website <https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/> or emailing risk@nzqa.govt.nz

3. PROCESSES

Responsibilities	Action	Comments
When cheating is suspected the assessment(s) will be processed through turnitin.com or similar and/or internally moderated where required.		
Lecturer/Tutor	- Assess the level/amount of suspected cheating, prepare evidence, and discuss with the Academic Manager/HOD. - Establish whether this is a 1st, 2nd or 3rd or serious instance of cheating.	
Academic Manager/ HOD	- Arrange a meeting with the student/s, student support person/s, lecturer/tutor and Academic Manager / HOD to present the cheating allegation, documented evidence and to provide the student/s with an opportunity to respond to this. - Where the intention of the student is considered clearly innocent, inform the lecturer/tutor to assess the work as is and provide advice on academic integrity to the student. - Where cheating is established, make a decision in line with the process set out below.	Within seven (7) days of cheating being identified.
Academic Manager/HOD	Where doubt persists, or the cheating is repeated or is serious, discuss the situation with the Te Kaihāpai along with the evidence and context.	Within seven (7) days of the first meeting.
Te Kaihāpai	- Decide whether to speak to the student alone with their support person or with the relevant staff present including the student's lecturer/tutor, Academic Manager/HOD and external personnel if required. - Invite the student to bring a support person with them to the meeting and give them the opportunity to discuss the evidence. Also advise the student who will be attending the meeting.	
Lecturer/Tutor or	Take notes of the discussions at meetings as required and place in	Note that

Academic Manager/HOD	students' enrolment file/s.	student/s can request a copy of these notes.
When cheating is established:		
Academic Manager/ HOD	Minor First offence: - Remind student/s about academic integrity, give <u>verbal warning</u> of the consequences of plagiarism or cheating. - Fail the assessment/s and inform the student/s that they may re-submit in that assessment. - Arrange for academic support and a resubmit opportunity. - Inform Registry of the decision. Second or first serious offence: - Fail the assessment/s and inform the student/s that they may re-enrol in that assessment with payment of required fees. - Issue a <u>written warning</u> in the form of a disciplinary letter and place a copy on the students' enrolment file/s. - Inform Registry of the decision. Third offence or serious cheating: - Consult with Te Kaihāpai to decide whether a re-enrolment opportunity will be permitted or, to cancel enrolment by way of involuntary withdrawal. - Issue a <u>final disciplinary letter</u> based on the final decision. - Inform Registry of the decision.	Within seven (7) of the meetings held. Standard Discipline letters
Registry	For first serious, second and third offences: - A result of Not Achieved will be entered against the student's record/s and the NZQA Record of Achievement. - If the result has been already entered and reported to NZQA, NZQA will be notified of the amended result.	Within seven (7) days of final decision.
If student appeals the final decision, Te Kaihāpai	- May uphold the appeal, investigate the matter further, or reject the appeal. - Inform the student in writing of the decision along with Registry, student's lecturer/tutor and Academic Manager/HOD.	Within seven (7) days of the final decision
Academic Manager/HOD	- Note the complaint in the Complaints Register and the final outcome. - Provide the student with a copy of the decision and the evidence.	
If the student remains dissatisfied following this review	- They may make a complaint to the Commerce Commission, or the Privacy Commission, or New Zealand Qualifications Authority (NZQA), or under section 13(1) of the Ombudsman Act 1975, or take legal action. - An international student who is dissatisfied with the Te Kaihāpai's decision can contact NZQA via their website https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/ or emailing risk@nzqa.govt.nz	

4. STATUTORY COMPLIANCE

- The Education Act 1989
- NZQF Programme Approval and Accreditation Rules 2018 (Version 3)

Other policies & documents

1. Assessment and Moderation Policy

Version Control

Version	Effective Date	Created/Reviewed by	Reason for review/Comment
1	2021	Quality Manager	New policy

APPROVED

Sign:



Name: Sam Alavi (Group Chief Executive)

Date: 9/09/2021
