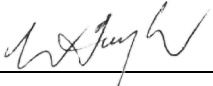


Policy Name	ACADEMIC HONESTY POLICY
Policy Number	A016_PO_HE (Academic)
Purpose	<p>The purpose of this policy is to outline the following regarding Academic Honesty at the Whitehouse Institute of Design, Australia (Whitehouse):</p> <ul style="list-style-type: none"> • expectations for academic integrity on the part of students and staff in their academic practice and • expectations of staff responsibilities in promoting academic integrity and in investigating suspected cases of academic misconduct.
Scope	This policy applies to all academic Higher Education staff and students at Whitehouse.
Policy Statement	<p>Whitehouse upholds that academic honesty is an essential component in the foundation of scholarship and learning and is committed to fostering and maintaining a culture of academic honesty and integrity.</p> <p>All students and staff are expected to adhere to the provisions of relevant legislation, and to the rules, policies, regulations, procedures and guidelines at Whitehouse, the accepted ethical practices of the higher education community in Australia, and the standards of relevant academic disciplines and professional practice.</p> <p>Students and academic staff of Whitehouse should at all times in their academic studies and engagement conduct themselves honestly and ethically and are expected to carefully acknowledge the work of others in their academic activities and creative endeavors, in the production of knowledge through research, scholarship and teaching.</p> <p>Confidentiality is a vital element of all processes related to academic misconduct, as an accusation may result in disruption or failure of student studies, in that person being unable to practice their profession or with serious consequences for an individual's reputation and employment prospects. Therefore confidentiality is essential in any matters relating to a suspicion of academic misconduct. Any person suspecting a student of a breach of this policy should ensure that they have read the policy thoroughly and must maintain confidentiality at all times.</p> <p>All records of information, proceedings and outcomes will be maintained with care as to their security and will be provided only to those who have a bona fide reason to know about them.</p>
Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • TEQSA Guidance Note – Academic Integrity (Beta v 2.0 at 19 August 2016) • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • Copyright Act 1968 (Cwlth) and the Copyright Amendment (Digital Agenda) ACT 2000 (Cwlth) • Telecommunications Act 1997 (Cwlth) and associated Acts • Crimes Act 1914 (Cwlth)

	<ul style="list-style-type: none"> • Broadcasting Services Act 1992 (Cwlth) and associated Acts • Privacy Act (Cwlth) 1988 • Privacy and Personal Information Protection Act 1998 (NSW) • Information Privacy Act 2000 (Victoria) • State Records Act 1998 (NSW) • The Equal Opportunity Act 2010, (Victoria)
<p>Key Related Documents</p>	<p>Academic Misconduct Procedure (HE)</p> <p>Access and Equity Policy (HE)</p> <p>Access and Equity Procedure (HE)</p> <p>Academic Grievance and Appeals Resolution Policy (HE)</p> <p>Academic Grievance and Appeals Resolution Procedure (HE)</p> <p>Privacy Policy (HE)</p> <p>Privacy Procedure (HE)</p> <p>Student Progression and Exclusion Policy (HE)</p> <p>Student Progression and Exclusion Procedure (HE)</p> <p>Quality Assurance and Continuous Improvement Policy</p> <p>Quality Assurance and Continuous Improvement Procedure</p> <p>Academic Grievance Policy</p> <p>Academic Grievance Procedure</p> <p>Academic Grievance Form</p> <p>AQF handbook</p> <p>Code of Conduct</p> <p>Staff Handbook</p> <p>Student Handbook</p>
<p>Definitions</p>	<p>Academic misconduct: is behavior that contravenes the values of academic integrity, which breaches rules, policies, direction and guidelines at Whitehouse in relation to project submissions and assessment and which normally includes action taken with the intention of gaining an unfair advantage. It includes, but is not limited to, plagiarism, collusion, cheating and fraud.</p> <p>Cheating: is improper conduct in assessment tasks. It includes, but is not limited to copying from another student; submitting own work for another student; re-submitting work that has been prepared for one subject by presenting it as original work for another subject or re-presenting work previously submitted for an incomplete or failed subject unless specific permission is given and/or the assignment is re-worked and presenting a false reference list or bibliography.</p> <p>Collusion: is a type of plagiarism that includes, but is not limited to, presenting the product of unauthorised collaboration to an assessor as independent work. Collusion also occurs when a person knowingly allows his or her work to be copied and passed off as the work of another person</p> <p>Fraud: is a form of cheating that includes, but is not limited to, creating false data and falsifying collected data from systematic enquiry and research investigations.</p>

	Plagiarism: is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work		
Responsible Officer	Academic Director		
Approval Authority/ Authorities	Executive Directors Academic Board		
Date Approved	10/04/2017		
Date of Commencement	11/04/2017		
Date for Review	11/04/2020		
Documents superseded by this Procedure	Academic Honesty Policy and Academic Misconduct Procedure November 2012		
Amendment History	<p>05/2018 Re-branding – Header & Footer only</p> <p>12/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments Hyperlinks updated</p>		
Signed and dated for Whitehouse Pty Ltd	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Signature </div> <div style="text-align: center;"> <hr/> Les Taylor Name </div> <div style="text-align: center;"> <hr/> 30/05/2018 Date </div> </div>		

INFORMAITON FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff Students