

POLICY ON ACADEMIC INTEGRITY

1) Introduction

This document outlines the policy for academic integrity and replaces the Policy Academic Dishonesty, and any previous policies and procedures that may have been adopted.

This policy will be reviewed every two years.

2) Purpose

Land Search and Rescue Academic Integrity Policy is written to help prevent and manage academic misconduct, and to support the credibility of student credentials. Land Search and Rescue will adhere to sound educational practice consistent with legislative requirements, the regulations of external accrediting agencies and NZQA best practice guidelines.

3) Policy

General Principles

Academic integrity is the basis for ethical decision-making and behaviour in an academic context. It is reflected in norms of acceptable academic practice and is informed by the following values:

- Honesty in learning, teaching, research, and service.
- Trust to support the free exchange of ideas.
- Responsibility for personal actions.
- Fairness including transparent expectations, standards and practices.
- Respect for diverse opinions.
- Courage to translate values into action.

Land Search and Rescue is committed to:

- Upholding a culture of academic integrity; staff, tutors and students are expected to engage in teaching, assessing, learning, and related activities in a manner consistent with the values of academic integrity.

- Acknowledging Te Tiriti o Waitangi by working in partnership with Māori. The spirit of tikanga is to seek resolutions to disputes and complaints in a manner that encourages a facilitated open exchange of views, with a view to seeking consensus and acceptance from all parties.

Academic Misconduct

Land Search and Rescue take academic misconduct and plagiarism very seriously. We use a variety of methods to detect plagiarism and dishonesty on all assessments submitted for marking.

Plagiarism

Plagiarism is to be distinguished from inadequate and/or inappropriate attempts to acknowledge the words, works or ideas of someone else, for example when a student makes a genuine attempt to reference their work, but has very poor referencing skills.

A student plagiarises if they give the impression that the ideas, words, or work of another person are the ideas, words or work of the student.

Plagiarism includes, but is not limited to:

- Copying any material from books, journals, study notes or tapes, the Web, the work of other students, or any other source without indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source by footnote or citation.
- Rephrasing ideas from books, journals, study notes or tapes, the Web, the work of other students, or any other source without acknowledging the source of those ideas by footnotes or citations. This could include material copied from a source and acknowledged but presented as the student's own paraphrasing.
- Copying unacknowledged passages from textbooks.
- Reusing in whole or in part the work of another student.
- Obtaining materials from the Web and submitting them, modified or otherwise, as one's own work; or
- Submitting work which is derived in whole or in part from the work of another person, but which has been changed in superficial respects possibly by mechanical or electronic means.

Cheating

A student cheats if they do not abide by the conditions set for a particular learning experience, item of assessment or examination.

Cheating includes, but is not limited to:

- Falsifying data obtained from activities, surveys, or similar activities.
- Copying the answers of another student in an assessment or allowing another student to copy answers in an assessment.
- Taking unauthorised materials into an assessment.
- Sitting an assessment for another student or having another person at an assessment on behalf of a student.
- Removing an assessment question paper from an assessment room where this is contrary to instructions.
- Being in possession of an assessment question paper where this is contrary to instructions.
- Improperly obtaining and using information about an assessment before an assessment.
- Returning an assessment for re-marking after adjusting the answers, claiming that it was not correctly marked.

Collusion

A student colludes when they work without permission with another person or persons to produce work that is then presented as work completed independently by the student. For work handed in for assessment, the work must be the student's own work and not work done by others or with assistance from others. Students must not seek or accept inappropriate assistance from others and must not offer inappropriate assistance to others.

Collusion includes, but is not limited to:

- Writing the whole or part of an assignment with another person.
- Using the notes of another person to prepare an assignment.
- Using for an assignment the resource materials of another person that have been annotated or parts of the text highlighted or underlined by that person.
- Allowing another student, who must submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting their assignment.
- Be in possession of or use any material that is not intended for student use, for example, material produced only for the use of directing staff (usually identified by being printed in blue ink).
- Be in possession of assessment material other than for its intended use, for example, assessment material in the possession of a student outside the assessment period.
- Breach copyright regulations applicable to publications.

- Use modems to link their computer to any other computer.
- Exchange passwords between students for computer-based training, or
- Use another student's computer without their permission.

Dishonesty

Dishonest activities will not be tolerated and may result in disciplinary action being taken against offending students. Students are not to:

- Lie,
- Be evasive in their attitude or actions, or
- Steal.

A breach of the above may result in the recommendation for termination of the offending student's attendance on the course.

Artificial Intelligence (AI)

All AI systems and applications utilised must be used in a responsible manner, aligning with the values, objectives, and legal requirements of Land Search and Rescue. AI technologies may not be used to undertake assessment activities, where an individual or teams knowledge and/or skills are being assessed. See the policy on AI for more information.

Staff, Tutors and Student Responsibilities

The fostering and maintenance of a culture of academic integrity within Land Search and Rescue relies upon the actions and commitment of staff, tutors and students, as per the following responsibilities.

It is the responsibility of the Land Search and Rescue to:

- Establish and enact policies and procedures relating to academic integrity.
- Ensure equitable and consistent application of such policies and procedures.
- Provide relevant learning support for students as detailed in the Land Search and Rescue Student handbook.
- Maintain easily accessible information on academic integrity for staff, tutors and students on the Land Search and Rescue website, tutor guide, student handbook and relative course material.
- Assist staff and tutors in the resolution of suspected academic misconduct.
- Design assessment tasks with attention to reducing the potential for academic misconduct.

It is the responsibility of tutors to:

- Ensure they are familiar with current policies and procedures with respect to academic integrity and apply them consistently.
- Clearly communicate to students the assessment methods and expectations relating to academic integrity before assessment takes place. This includes providing appropriate conditions for group work and make clear to students the distinction between group work, levels of legitimate co-operation and collaboration, and requirements for individual work.
- Be aware of and responsive to different cultural backgrounds of students, especially in relation to the use of the work of others and to academic literacy and writing skills.
- Provide students with early notification and fair warning if they believe any individual or group may be at risk of breaching academic integrity standards.
- Consistently monitor students' work for possible breaches of academic integrity.

It is the responsibility of the students to:

- Use their knowledge of academic integrity and acceptable academic practice in completing and submitting assessment.
- Seek additional assistance if in doubt about assessment expectations and academic integrity.
- In some courses students are required to work in groups for assessment, with all learners contributing. Contribution must be written by the student alone, unless they are explicitly instructed to write as a group, and all submit the same work for certain tasks.
- Make sure they follow the instructions for the assessment carefully for group assessments.

4) Procedures

Breaches of Academic Integrity Guidelines

Cases of alleged breach of academic integrity will be dealt with by procedures that ensure:

- Equity
- Consistency
- Procedural fairness
- Timely resolution of the case
- Achievement of appropriate and effective outcomes

Process to Review Allegations of Breaches of Academic Integrity

Where a tutor detects or becomes aware of a possible breach in academic honesty the following actions will be taken:

- The tutor will arrange a discussion with the student, preferably in person.
- Where, after discussion, nil breach was committed, no further action required.
- *Minor Breach*. Where a breach occurred, but without dishonesty, the tutor will advise the student, by explaining, the conditions around the minor breach referencing the Academic Integrity Policy. The tutor may then:
 - Reassess the student as per procedures outlined in the Tutor Guide, and Policy on Programme/Course Assessment; or
 - Award the student as Not Achieved and follow the procedures outlined in the Policy on Programme/Course Assessment.

The tutor must document details of breach and measures taken in the course/event Project Activity Report (PAR);

- *Serious Breach*. Where it is clear that a breach occurred with dishonesty, the breach will be considered as 'serious'. The tutor will advise the student, by explaining, the conditions around the serious breach, referencing the Academic Integrity Policy, and inform the student the matter will be referred to the Academic and Compliance Manager who will review the breach within 10 working days. The tutor will then notify and refer the matter to the Academic and Compliance Manager. The tutor will provide all supporting evidence a serious breach has occurred, and the tutors course of action taken.

The Academic and Compliance Manager will:

- Review all material provided within 10 working days of receiving the allegation and consult with the Training Management Team.
- After due consultation, if the Academic and Compliance Manager considers the evidence does not support the allegation of a *serious breach*, they may either dismiss the allegation or refer to the process of a *minor breach*.
- After due consultation, if the Academic and Compliance Manager considers that the allegation has substance, they will notify the student in writing of the nature of the allegation[s], providing them with a copy of the Academic Integrity Policy, and an opportunity to submit a written response.
- Unless otherwise specified, the student's response should be lodged within 20 working days of notification of the alleged breach.
- The Academic and Compliance Manager will decide on the matter within 20 working days from the receipt of a response from the student, or from the due date for a response if no response is received.

5) Audience

Land Search and Rescue staff, students and contracted tutors.

6) Implications

Academic dishonesty policy will ensure Land Search and Rescue:

- Deals with learners fairly and equitably.

7) Relevant compliance and Related procedures/documents

- Education and Training Act 2020, section 452 (1) (c)
- Land Search and Rescue Policy Student guidance and support
- Land Search and Rescue Policy Student discipline
- Use of Artificial Intelligence (AI) Policy
- Land Search and Rescue Tutor Guide
- Land Search and Rescue Student Handbook

8) Document management control

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