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| <b>Document title:</b>      |                     | Academic Integrity Policy  |
| <b>Approving authority:</b> |                     | Board of Directors   |
| <b>Related policies:</b>    |                     | Assessment Marking and Grading Policy<br>Assessment System Policy<br>Course Development and Review Policy<br>Pre-enrolment Information Policy<br>Regulatory Requirements Policy<br>Student Code of Conduct Policy<br>Student Support Services Policy |
| <b>Next review:</b>         |                     | 01/06/2026   |
| <b>Version</b>              | <b>Release date</b> | <b>Comment</b>   |
| V1.0                        | 01/06/2023          | Initial release  |

## 1. Introduction

The Academic Integrity Policy aims to promote honesty, trust, fairness, and respect in the academic environment at ITAC. This policy provides guidelines for staff and students to address issues related to plagiarism, collusion, and other forms of academic misconduct.

## 2. Scope

This policy applies to all students and staff at ITAC, across all courses and programs.

## 3. Purpose

The purpose of this policy is to maintain high standards of academic integrity and to provide clear steps for staff and students to follow in case of breaches.

## 4. Definitions

1. **Academic misconduct:** Academic misconduct refers to any dishonest, unethical, or inappropriate behaviour that breaches the established rules, standards, or expectations of an educational institution. This behaviour undermines the integrity of the academic process and can include plagiarism, cheating, collusion, fabrication or falsification of data, unauthorized collaboration, and other forms of deception or dishonesty in academic or practical work.
2. **Plagiarism:** The intentional or unintentional use of another person's work or ideas without proper attribution, presenting it as one's own.

3. Collusion: Two or more students working together on an assessment intended to be completed individually.
4. Referencing: Referencing is the practice of acknowledging the sources of information and ideas used in a written work. It involves providing a list of cited sources, usually at the end of the document, and using a standardized citation style to present the information. Referencing enables readers to trace and verify the sources, helps to avoid plagiarism, and demonstrates the writer's engagement with existing knowledge in their field.

## **5. Expectations**

1. All students are expected to adhere to high standards of academic integrity and honesty at all times.
2. Students should familiarize themselves with the requirements for referencing and citation, using APA as a preferred method, but at a minimum, providing a link to the relevant website or source.
3. Students may study and complete assessments in pairs or small groups but must submit individual assessments that are unique and represent their true capabilities and understanding of the topic.

## **6. Detection and Reporting**

1. Trainers and assessors are responsible for detecting and reporting instances of plagiarism, collusion, and other forms of academic misconduct.
2. Students who suspect academic misconduct should report their concerns to their trainer or assessor.

## **7. Steps for Addressing Academic Misconduct**

1. First breach: In cases where a student has committed their first instance of academic misconduct, the trainer or assessor should provide feedback and guidance on proper referencing and citation practices. The student will be required to resubmit the assessment.
2. Second breach: If a student is found to have committed academic misconduct for a second time, they may be required to complete additional assessments or undertake assessments under the supervision of an approved invigilator.
3. Subsequent breaches: In cases of repeated or extreme academic misconduct, the student may face disciplinary action, including removal from the course.

## **8. Support and Resources**

ITAC will provide resources and support to help students understand and adhere to academic integrity principles, including guidance on APA referencing and paraphrasing.

Students are encouraged to seek assistance from their trainers or assessors if they are unsure about proper referencing and citation practices.

## **9. Review and Monitoring**

This policy will be reviewed regularly to ensure that it remains current and effective in promoting academic integrity at ITAC.

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## APA Referencing Guidelines for ITAC Students

### Introduction:

Referencing is an important part of academic writing, as it allows you to acknowledge the sources that you have used in your work and demonstrate the credibility of your arguments. APA (American Psychological Association) is one of the most commonly used referencing styles in academic writing. In this list of hints, we will provide you with some tips on how to use APA style to reference your sources correctly.

### Hints:

1. Familiarize yourself with the APA referencing style guide: Before you start referencing your work, take the time to read through the APA style guide. This will give you a good understanding of the conventions of APA referencing, including how to format in-text citations and reference lists.
2. Use in-text citations: Whenever you use information from a source in your work, you should include an in-text citation. This citation should include the author's name and the date of publication, e.g. (Smith, 2021). If the source has multiple authors, include all the surnames in the citation, e.g. (Smith & Jones, 2021).
3. Include a reference list: At the end of your work, include a reference list that lists all the sources you have cited in your work. This should be arranged alphabetically by the author's surname.
4. Format your reference list correctly: Your reference list should be formatted according to APA style. This means that each entry should include the author's name, publication date, title, and publication information.
5. Use online tools: There are many online tools available that can help you with referencing your work in APA style. These tools can help you to format your in-text citations and reference lists correctly.
6. Avoid plagiarism: Remember that simply changing a few words from a source is still plagiarism. When you use information from a source, make sure that you either quote it directly (and include a citation) or rephrase it in your own words (and include a citation).

### Conclusion:

Referencing using APA style can seem daunting at first, but with a little bit of practice, it can become second nature. Remember to use in-text citations, include a reference list, and format your work correctly. If you have any doubts, consult the APA style guide or ask your teacher or tutor for help.