

# ACADEMIC INTEGRITY POLICY AND PROCEDURE

**Effective Date: December, 2024**

## Objectives

The objective of this policy is to:

- Ensure that students and staff of The Performance College (TPC) uphold the highest standards of academic integrity.
  - Foster an environment where honesty, trust, fairness, respect, and responsibility are central to the academic experience.
  - Educate students and staff on the importance of academic integrity and its role in achieving academic and professional success.
  - Provide clear guidelines on what constitutes academic misconduct, including plagiarism, cheating, and the misuse of artificial intelligence.
  - Establish procedures for reporting, investigating, and addressing breaches of academic integrity.
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## Scope

This policy applies to:

- All students seeking admission and those currently enrolled at TPC.
- All staff involved in the design, approval, preparation, delivery, and administration of courses, as well as research activities.
- Any student who has completed or engaged in academic work at TPC, where allegations of misconduct relate to work done during their time at the institution.

This policy also applies to any third parties engaged in educational or assessment activities with TPC.

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## Definitions

- **Academic Integrity:** The commitment to honesty and ethical behavior in academic and research activities, upholding values such as honesty, trust, fairness, respect, responsibility, and courage.
- **Academic Misconduct:** Any act of cheating, plagiarism, fabrication, collusion, or other unethical academic behaviors intended to gain unfair advantage or misrepresent a student's work.
- **Plagiarism:** The use of another's work, ideas, designs, or text without proper acknowledgment, presenting it as one's own.
- **Cheating:** Gaining or attempting to gain an unfair advantage during an examination or assessment.
- **Collusion:** Unauthorized collaboration between students in producing work that is meant to be completed independently.
- **Generative AI (Gen AI):** Large language model software capable of creating content (e.g., text, images, audio, or code) based on inputs, often used to assist in completing academic tasks.

- Learning Management System (LMS): The software platform used by TPC for delivering courses and managing academic activities.
  - Academic Manager: Individual responsible for overseeing academic programs integrity.
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## **Policy Details**

### **1. Principles of Academic Integrity**

TPC's academic integrity is founded on ethical, responsible actions in all academic endeavors. All students and staff are expected to conduct themselves with honesty, trust, and fairness, thereby contributing to a culture of academic excellence.

### **2. Academic Integrity as a Learning Opportunity**

TPC views breaches of academic integrity not only as violations but as opportunities to educate. TPC aims to foster a supportive learning environment where students can understand and rectify mistakes, ultimately improving their academic practices.

### **3. Acceptable Academic Conduct**

- Original work in learning, assessments, and research tasks.
- Proper referencing and acknowledgment of external sources.
- Honest and responsible use of collaboration when permitted.
- Students are encouraged to use Generative AI tools for assistance, but the work produced must be their own, and proper acknowledgment is required if AI tools are used.

### **4. Breaches of Academic Integrity**

Common breaches include:

- Plagiarism: Failing to properly acknowledge the work or ideas of others.
- Cheating: Attempting to gain an unfair advantage during an exam or assessment.
- Collusion: Unauthorized collaboration or sharing work.
- Fabrication: Falsifying research data or assessment work.
- Dishonest Assessment: Using prohibited resources, submitting someone else's work, or relying solely on AI-generated content for assessments.

### **5. Consequences of Breaches**

Consequences may include:

- Warnings with or without penalty on assessment items.
  - Resubmission requests or additional assessments.
  - Fail grades for assessments or entire units.
  - Withdrawal from the course for a specified time or permanent exclusion.
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## **Responsibilities**

### **1. Responsibilities of TPC and Staff**

- Promote understanding of academic integrity among students.

- Clearly communicate expectations regarding assessment requirements.
- Educate staff on best practices in academic integrity.
- Monitor and report academic misconduct incidents.
- Implement preventative measures, including plagiarism detection tools.
- Maintain a Register of academic misconduct incidents.

## **2. Responsibilities of Students**

- Adhere to the principles of academic integrity and the Student Code of Conduct.
- Attend any academic integrity training and familiarize themselves with proper referencing methods.
- Ensure that all work submitted is original, with proper acknowledgment of others' contributions.

## **3. Responsibilities of the Academic Team**

- Oversee the implementation of this policy.
- Regularly review cases of academic misconduct and improve strategies to maintain academic integrity.
- Report to the Quality Assurance, Risk, and Ethics Committee (QAREC) on academic integrity practices and misconduct trends.

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## **Procedures**

### **1. Reporting Misconduct**

- Alleged misconduct should be reported by teaching staff to the Academic Manager (AM) via designated email channels.
- Allegations must be based on solid evidence, such as plagiarism detection tools or direct observation.

### **2. Investigating Misconduct**

- The AM will meet with the student(s) to discuss the alleged misconduct, providing them with an opportunity to respond.
- In cases where the student cannot attend a meeting, the allegations will be communicated in writing, and a response will be requested within five working days.

### **3. Consequences of Misconduct**

- Following an investigation, the AM will determine an appropriate outcome within three working days.
- If a breach is confirmed, consequences may include penalties such as assessment grade penalties, resubmission requirements, or a fail grade.

### **4. Appeals**

- Students may appeal against the decision made under this policy within five working days, by submitting a written appeal to the CEO..
- The CEO will review the appeal and respond within three working days.

### **5. Monitoring and Quality Assurance**

- Data related to academic misconduct will be collected and analyzed to ensure the ongoing



improvement of academic integrity practices at TPC.

- Regular risk assessments will be conducted to monitor and mitigate risks to academic integrity.

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## **Confidentiality**

All information regarding academic misconduct investigations is confidential and only disclosed under the following conditions:

- With the student's consent.
- If there are concerns for safety or legal obligations.
- If required for transparency or regulatory compliance.

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## **POLICY REVIEW**

This Policy will be reviewed as part of the TPC's yearly policy review cycle or as required by regulatory changes.

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**Policy Owner: Academic Manager**