

Policy Name	ACADEMIC INTEGRITY POLICY
Policy Number	A016_PO_HE (Academic)
Purpose	The purpose of this policy is to outline the key principles and processes regarding student academic integrity at the Whitehouse Institute of Design, Australia (Whitehouse): • expectations for academic integrity on the part of students in their learning and assessment • responsibilities of staff in promoting academic integrity and in investigating and resolving suspected cases of academic misconduct.
Scope	This policy applies to all academic Higher Education enrolled students and staff at Whitehouse.
Policy Statement	Whitehouse upholds that academic integrity 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. 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. Students must always 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 authentic learning, research, scholarship, and avoid breaches of academic integrity related to plagiarism, self-plagiarism, cheating, collusion, fabrication, fraud or unauthorised use of GenAI technologies. Student breaches of the policy result in disruption to their studies and learning progression, may adversely affect their personal relationships and have other serious consequences for their reputation and standing, suffer financial loss, and jeopardise future professional work or employment prospects. Therefore, students must avoid any form of academic misconduct, as defined by this policy. GENERATIVE AI (and its many variants) pose a serious challenge to educational institutions (as well as to business, enterprises, individuals, and communities in general) and are becoming pervasive throughout society and cannot be ignored. At the same time, GenAI presents opportunities for students to engage with GenAI in a meaningful and authentic manner to support and enhance their learning and success, when used responsibly and ethically, in line with the Policy. Within a Framework and Action Plan of academic integrity policy and practice, GenAI can be incorporated in student learning, assessment and explicit teaching as an enabling tool, alongside other, existing methods, and tools, such as, but not limited to: • formative and summative learning activities and assessment tasks for feedback and learning progress during class work. • Re-designed assessment briefs with specific parameters vis technique(s), form, colour, materials, methods, personal statement, and grading rubrics detailing how GenAI may be used and how it will be assessed against specific learning outcomes and assessment criteria.

- Assessment types/methods that involve a scaffolded approach arising out of class-based activities over time with connected and interdependent components signed off by the teacher leading to a final product, that may also include a *viva voce* (as in end of Trimester exam panel assessments).
- A systematic approach to designing the curriculum, the teaching and assessment that spans the whole of subject / specialisation / course outcomes continuum.
- Teaching methodologies (on campus, face-to-face delivery, or mixed mode) and in smaller lecture, atelier workshop settings that are the principal mode of course delivery at Whitehouse.
- Evidenced (acknowledged) use of and referencing scholarship and body(ies) of knowledge, and
- Systematic use of accepted academic referencing system(s) (e.g. Harvard) in academic writing, and other tools, (e.g. Grammarly), and how to bibliograph, annotate / reference and acknowledge the use of AI.

The use of GenAI technologies by students to produce and submit “entire” assessments as if it were their own is strictly prohibited and is considered the same as contract cheating where students outsource work to a third party.

Permitted use of GenAI, as defined by the policy, and clearly specified in an assessment brief/scope and grading rubric, must not displace student’s own work *per se*, who must still produce and show originality (authorial voice) in their work that is demonstrably their own, and **not** the work of others, where it is “contracted/paid for”, the result of “fraud” or “collusion”, “fabrication” or solely generated by AI.

Suspected student breaches of the policy will be investigated and resolved, as detailed in the Procedure and accompanying Whitehouse *Guide for students and staff in addressing student breaches of academic integrity*. This latter document details the categories of breaches (minor, major, unintentional / intentional, and the corresponding penalties.

Proven cases will have consequences, depending on the individual circumstances and severity of the breach for a proportional (risk managed) response, ranging from a non-punitive, educative response to a more serious approach involving censures and / or penalties that include, for example a Fail result in an assessment task(s) or subject(s); re-submit an assessment or repeat a subject; course suspension, deferment or cancellation, or the facing of criminal charges ¹.

Suspected (alleged) cases of academic misconduct are resolved in accordance with this policy and procedure and Whitehouse’s Privacy policy and procedure. Minor breaches are resolved by senior academic leaders. Major breaches are referred to the Whitehouse Executive and, in some cases, (e.g. contract cheating) the police.

For academic breaches, students can appeal a decision, in accordance with the Academic Grievance and Appeals Resolution Policy and Procedure.

For non-academic breaches, students can appeal a decision, in accordance with the Non-academic Grievance and Appeals Resolution Policy and Procedure.

Students can also appeal a decision to an external body, for example the National Student Ombudsman: <https://www.nso.gov.au/>

¹ Serious “contract cheating” breaches are classed as criminal offenses and can result in heavy penalties and / or imprisonment.

All records of information, proceedings and outcomes will be kept secure in the Student Administration System, in accordance with Whitehouse's [Privacy policy](#) and relevant legislation.

**Relevant
Legislation**

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#), section 1.4 (assessment), section 5.2 (academic integrity), and core principles, section 2.2
- [Prohibiting Commercial Academic Cheating Services Bill \(2019\)](#) (accessed June 2024)
- [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 \(Cwlth\)](#)
- [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, \(Victoria\)](#)
- The Queensland [Information Privacy Act 2009](#) (the Act)
- National Student Ombudsman <https://www.nso.gov.au/>
- [Commonwealth Ombudsman](#), international student complaints.
- Administrative Review Tribunal (ART): <https://www.art.gov.au/>
- Australian Human Rights Commission <https://humanrights.gov.au/>

References / Resources	TEQSA RESOURCES: PROTECTING ACADEMIC INTEGRITY • Higher education good practice hub Brings together resources and information on a range of topics, including artificial intelligence and assessment design, to support good practice across the sector. • What is academic integrity • Understanding academic integrity (for students) TEQSA-developed resources for students, including translated information and materials to support communications with students. • Understanding academic integrity: Frequently asked questions and answers (FAQs) • Academic integrity in the creative arts Advice for providers and academics in the creative arts on strengthening and upholding academic integrity. GENERATIVE ARTIFICIAL INTELLIGENCE (TEQSA) <i>“Resources [that] aim to assist higher education providers and their staff to meet new challenges and benefit from opportunities afforded by advances in generative artificial intelligence (AI). In addition to resources developed by TEQSA, ...also included [are] good practice advice from other sources”.</i> • Artificial intelligence: advice for students • TEQSA Good Practice Note • Lodge, J. M., Howard, S., Bearman, M., Dawson, P, & Associates (2023). Assessment reform for the age of Artificial Intelligence. Tertiary Education Quality and Standards Agency.
Key Related Documents	Academic Integrity procedure Whitehouse Guide for students and staff in addressing student breaches of academic integrity Whitehouse Library Harvard Referencing Guide for students, and Whitehouse library student portal Code of Conduct (Students) Assessment policy and procedure Supporting Students policy and procedure Academic Grievance and Appeals procedure Privacy policy and procedure Student Progression and Exclusion policy and procedure Quality Assurance and Continuous Improvement policy and procedure.
Definitions	Academic integrity: <i>‘the expectation that teachers, students, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility.’</i> (TEQSA: What is academic integrity?) Breaching academic integrity is also known as ‘academic misconduct’ or ‘academic dishonesty’. Academic misconduct: is behavior that contravenes the values of academic integrity, which breaches rules, policies, directions, 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, unauthorised use of GenAI, re-cycling or resubmitting work, cheating and fraud. Types of academic misconduct: 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, i.e. without acknowledging, citing, or referencing the original source of the work, whether it's intentional or unintentional. Cheating: is improper conduct in assessment tasks. It includes but is not limited to copying from another student; impersonation in submitting own work for another student; engaging illegal contract commercial cheating services (e.g. "ghost writing" as advertised on websites) Collusion: is a type of plagiarism that includes, but is not limited to, presenting and/or sharing the product of unauthorised collaboration to an assessor as independent work. Collusion also occurs when a person knowingly allows their work to be copied and passed off as the work of another person. Recycling or resubmitting work: involves submitting or resubmitting work that has been submitted and assessed (graded and returned) previously. It is a form of self-plagiarism. Fraud: is a form of cheating that includes, but is not limited to, creating false data and falsifying collected data from systematic enquiry, experiment, research investigations, citing scholarship that does not exist (fabrication). Notes: Above definitions reference the TEQSA resource: What is academic integrity? GenAI: "Generative AI, allows users to input a variety of prompts to generate new content, such as text, images, videos, sounds, code, 3D designs, and other media. It "learns" and is trained on documents and artifacts that already exist online". https://www.coursera.org/articles/what-is-generative-ai (accessed 04/06/2024)
Responsible Officer	Senior academic staff Manager, Student Administration
Approval Authority/ Authorities	Academic Board
Date Approved	30/06/2024
Date of Commencement	01/07/2024
Date for Review	30/07/2027
Documents superseded by this Procedure	Academic Honesty Policy and Academic Misconduct Procedure November 2012

Amendment History	06/2026		
	Updated the policy statement vis the Independent Review of Whitehouse’s governance, 2024, Report Recommendation 24.a (i-iii)		
	Checked URLs and updated the Relevant Legislation section.		
	Updated the Key Related Documents section.		
	06/2024		
	Changed policy title to Academic Integrity		
	Updated policy statement		
	Updated policy statement regarding use of Generative AI		
	Checked and updated Key Legislation and links, Key related documents and Definitions sections		
	Added a References / Resources section		
	06/2021 - Re-approval		
	05/2018		
	Re-branding – Header & Footer only		
	12/2016		
	Policy and Procedures separated, and HE and VET documentations separated. Updated formatting and minor amendments		
	Hyperlinks updated		
Signed and dated for Whitehouse Pty Ltd		Leanne Whitehouse	03 06 2024
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Students Academic Board Executive Management Learning, Teaching and Assessment Curriculum Committee Academic Staff Administration Staff