

POLICY TITLE: Academic Integrity

Purpose

The purpose of this policy and procedures is to ensure that academic integrity is understood and fostered at Photography Studies College (Melbourne) (“**the College**”). Academic integrity is integral in an academic environment. Without honesty and trust, true academic discourse becomes impossible, learning is distorted, and the evaluation of student progress and academic quality is seriously compromised.

Definitions

TEQSA (2021) defines “Academic integrity” as: ‘the expectation that teachers, students, (researchers) and all members of the academic community act with: **honesty, trust, fairness, respect and responsibility.**’ These values are expected of both staff and students.

“Academic misconduct” includes breaches of academic integrity. Examples of breaches of academic integrity include:

Breaching the values - Any breach of the values of honesty, trust, fairness, respect and responsibility in the work of staff or students.

Collusion – includes unauthorised collaboration with another to produce work for an assessment and presenting it as your own authored work.

Plagiarism and breaches of copyright – includes:

- ï passing off as your own or without proper acknowledgement, another person’s ideas,
- ï presenting ideas and/or images developed by use of artificial intelligent applications and tools without acknowledging the source of the image or ideas,
- ï presenting as your own the way ideas are or have been expressed by others.
- ï Submitting ideas developed by the use of artificial intelligence and tools without reasonable referencing and explanation for the choice to use said AI technology or any other machine learning generative software in the production of the work,
- ï Adopting as your own the way in which ideas are expressed by any other relevant party without appropriate acknowledgement.
- ï Failing to provide true and accurate citations as references in written submissions including quotation of the work of others without due acknowledgement, or claiming any work/ideas/writing of others as your own

Cheating - All forms of cheating in examinations and other assessments

Contract cheating - engaging someone else (whether you are related to them or not) or using artificial intelligent applications to produce your work.

Fraud – includes providing false medical certificates, submitting false information in or relating to an assessment task (e.g. false references; false data)

Visual Plagiarism including:

Delayed Image Use

The student submission of work was made not during the semester (unless negotiated with staff and evidenced through research) or for work made for another subject/s.

- ï Example: metadata indicates the images were produced earlier.

Blatant

The student has submitted images that are not produced by them without clear acknowledgement or citation (unless approved by staff).

- ï Example: images are identified as belonging to another visual producer.

Emulation

The student has emulated work by other visual producers and no acknowledgment has been made.

- ï Example: the images are a facsimile of other work in both composition and aesthetic but no acknowledgment or citation has been made.

Cyber

The student has produced work with such extensive use of software (post-production or AI generated) that, without appropriate elaboration of their process and design intention, their authorship of the work is unclear.

- ï Example: the images are produced using AI, such as Midjourney (or any other future iterations of image-generative AI), without sufficient elaboration and attribution.

Image Manipulation

The student has altered elements of the image which has changed the meaning and reading of the image without making their intentions clear or acknowledging the process.

- ï Example: the images are heavily manipulated and no justification has been made.

Policy

The College supports and fosters academic integrity and is committed to:

- ï Assuring the academic credibility and reputation of the College, its staff and students
- ï Ensuring our staff and students model the values of academic integrity
- ï Guiding the best interests of our students
- ï Protecting the standards of the awards that Photography Studies College (Melbourne) students earn

- ï Ensuring that our students receive due credit for the work they submit for assessment
- ï Advising students of the need for academic integrity and helping them achieve best practice in studying and learning
- ï Educating students about what intellectual property is, why it matters, how to protect their own IP and how to legitimately access other people's work
- ï Educating students to work independently and submit their own work
- ï Educating students to behave ethically
- ï Educating students to reference ideas or words that are not their own by implementing a referencing system
- ï Abiding by copyright and privacy laws.

The specific procedures and practices governing the implementation of Academic Integrity at the College are incorporated in this document and the following Policies:

Intellectual and Academic Freedom

Intellectual Property

Staff Code of Conduct

Student Code of Conduct

Assessment

Through the carriage of these Policies, students will be given opportunities to learn about scholarly ways of working. Teachers will model appropriate academic conventions and will coach students in how to appropriately demonstrate knowledge, expertise and skills in an academic environment. Teachers will foster an environment in which students can learn these behaviours. Students will take responsibility for their own actions, especially in group or collaborative work, and develop their own professional values and ways of working.

Students will develop personal strategies to resist practices that may interfere with honesty and integrity including when they are facing difficulties.

The College discharges this commitment by focussing on preventing academic misconduct. Prevention of misconduct takes many forms including the education of students, the professional development of staff, encouraging students with problems with their academic performance to speak to their course teacher, and the ongoing development of procedures to detect academic misconduct/fraud and to deal appropriately and fairly with those found guilty of such behaviour. The College will provide readily accessible information and resources relating to academic integrity and will ensure that staff and students are aware of the College's standards and expectations.

The College will ensure that its teaching staff design learning outcomes, course content and assessment tasks that uphold integrity standards and promote academic integrity to our students. The College will regularly review its Assessment Integrity Matrix to ensure that its assessment practices are designed with academic integrity in mind.

The College recognises that cases of apparent academic misconduct may be the result of many different factors. For example, we understand that students may be inadvertently negligent or unaware early in their academic careers as they develop their skills. The College processes in this and the above-mentioned Policies for dealing

with academic misconduct allow for incremental responses, starting in the early stages with guidance to learn from mistakes.

However, in the interests of preserving the standard and value of the College's qualifications, persistent breaches of academic integrity will not be tolerated.

This Policy ensures that mechanisms are in place to protect academic integrity; to avoid student plagiarism and cheating and outlines the strategies in place to detect and respond to such incidents.

Procedures: Assessment and academic Integrity

1. Student Integrity and Honesty

- 1.1. Photography Studies College (Melbourne) is committed to upholding standards of student integrity and honesty in regards to the assessment of their work and places value in the declarations of authenticity made by students.
- 1.2. Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.
- 1.3. Teaching staff have a duty to ensure they teach students how to acknowledge the work of others by correctly acknowledging and citing references and resources used in the production of their work.

2. Unacceptable Behaviour

- 2.1 From time to time, there may be incidents of student plagiarism and cheating which the College is required to act upon in order to uphold the value of assessment outcomes and the reputation of its education course offerings.
- 2.2 Student plagiarism and cheating in any form are unacceptable and will be treated seriously by the College.

3. Preventing, Avoiding and Detecting

- 3.1 Teaching staff must provide the completed AI Assessment Guide (as set out in the Appendix to this Policy to all subject assessments prior to the start of each semester.
- 3.2 All students are required to maintain a record of their research, processes and visual practice. This may be required to be shown in class and used as evidence of the development and authorship of their work.
- 3.3 Participation in supervised workshops as part of the College's studio model of learning and teaching requires students to undertake a proportion of their work in a guided environment. This oversight of production assists staff in ensuring authorship and validity of their work.
- 3.4 Students are required to reference, cite and acknowledge their sources at all times.
- 3.5 For all assessments submitted, students are required to declare the authenticity of their work.
- 3.6 The College will take the necessary steps to detect plagiarism and cheating which

may include:

- a) Comparison of the work with electronic reference materials, internet resources and the work of other students
- b) Comparison of work against various academic databases
- c) Referring to the Student Grievance, Complaints and Misconduct Register
- d) Other methods deemed appropriate by the teacher.

3.7 All staff are required to identify and investigate any possibility of plagiarism and cheating.

3.8 A staff member who suspects that plagiarism and/or cheating may have occurred should first source evidence (through identification of the source) to support their allegation.

3.9 The College will ensure that there is regular examination of possible integrity implications of new and emerging technologies of image generation and manipulation, and where necessary, make adjustments to its Academic Integrity policy.

4. *Responding to Incidents*

4.1 A student accused of plagiarism and/or cheating and/or other breaches of the Student Code of Conduct will be given an opportunity to respond to the allegations.

4.2 Students found to have plagiarised or cheated will be dealt with through the *Student Conduct Policy*.

4.3 A record of the student's involvement in plagiarism or cheating will be retained on the Student Grievance, Complaints and Misconduct Register and in their Student Record while still enrolled in any course. Teaching staff will have access to this information when considering any subsequent allegations of misconduct.

4.4 Incidents of serious misconduct are to be reported to the Board of the College.

Related Documentation

Policies

Intellectual and Academic Freedom

Intellectual Property

Staff Code of Conduct

Student Code of Conduct

Grievance Handling Policy and Procedure (for academic and non-academic matters)

Assessment

Student Engagement Strategy

Procedures, Forms & Documents

Staff Handbook

AI Assessment Guide

Relevant Student Handbook

Subject Assessment Integrity Matrix

Student Grievance, Complaints and Misconduct Register

Higher Education Framework Standards Part A, Section 5.2

Student Assessment Certification (in the Learner Management System MiPlace)

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Julie Moss - Managing Director

A handwritten signature in black ink, appearing to read 'Julie Moss', with a long horizontal flourish extending to the right.

APPENDIX A

When can you use AI for this Assessment?

Not Allowed	Allowed
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Getting started

Understanding assignment requirements		
Suggesting structure		
Brainstorming ideas		

As a critical friend

Provoke reflection		
Test knowledge		

Engaging with literature

Performing searches		
Summarising literature		
Explaining jargon		
Fixing reference list		

Generating content: text

Writing some text		
Writing all text		

Generating content: images

Generative expand		
Removing objects by generative fill		
Generating part of images		
Generating whole images		

Analyses

Performing analyses of data, text		
Suggesting counterarguments		

Editing text

Editing tone		
Improving clarity and readability		
Fixing grammar and spelling		
Condensing for word count limit		