



ACADEMIC INTEGRITY POLICY AND PROCEDURE

Purpose

The purpose of this policy is to define student responsibilities in accordance with Academic Integrity requirements, outline the principles of Academic Integrity and how the college will promote the avoidance of academic misconduct and enforce academic integrity principles

Signature Training College endorses Academic Integrity in accordance with ethical conduct and expectations of honest and appropriate behaviour in an academic environment.

Definition

Academic integrity: the embodiment of the values of honesty, trust, fairness, respect and responsibility in achieving academic outcomes.

Exclusion: the cancellation of a student's enrolment in their course and the termination of their rights and privileges as a student including the right to re-enrol in their course or be admitted to another course, for a defined period (two years). An excluded student may apply for re-admission upon the expiration of the exclusion period.

Expulsion: the permanent exclusion of a student with no right to re-apply for admission.

Procedural fairness: a fair and proper procedure appropriate to the circumstances, where decisions are made without bias and are supported by evidence and communicated with reasons.

Self-plagiarism: submitting the same, or substantially the same piece of work for assessment in one or more subjects.

Suspension: the cancellation of a student's enrolment and the withdrawal of the rights and privileges of a student, including the right to re-enrol as a student, for a specified time. Unless otherwise advised, the student has the right to recommence their studies at the end of the suspension.

Policy

1. Academic honesty and integrity in assessment practices are fundamental to the nature of learning and quality at the higher education level.
2. Education, prevention, review, remediation and measurement are key elements in the promotion and establishment of an academic culture grounded on academic integrity.
3. All students and staff have an obligation to respect the rules and practice of academic honesty and integrity and uphold the high academic standards of Signature Training College

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4. Assessments are designed to foster academic integrity and eliminate or minimise opportunities for students to gain an unfair advantage through academic misconduct.
5. Students are provided with induction, and ongoing education and support in understanding academic integrity and the requirement for independent learning.
6. The procedures for addressing academic misconduct are applied fairly and consistently, exhibit procedural fairness and take into account the extent and type of academic.

Academic misconduct

Academic misconduct takes place when students act dishonestly in an assessment task or examination in order to gain an unfair advantage for themselves or other students. Acts of academic misconduct are considered to be misconduct as defined under the Student Conduct Policy.

Academic misconduct include:

Plagiarism

Plagiarisms is considered a serious breach of academic integrity principles. Plagiarism means:

- directly copying sentences, paragraphs or other extracts from someone else’s work without appropriate acknowledgement. Such work includes published or unpublished documents, designs, sounds, images, photographs and films, programming code, libraries, plugins, data, 3D models, textures and materials and any other digital files or assets,
- paraphrasing someone else’s work without acknowledgement by way of reference to the original work,
- using facts, information and ideas directly derived from an identifiable source without acknowledging the source, and
- committing self-plagiarism.

Cheating in examinations

Cheating in an examination includes any action or attempted action designed to gain an unfair or dishonest academic advantage. For example, cheating occurs when students:

- have access to unauthorised material during the examination,
- sit an examination on behalf of another student or permit another student to sit an examination on their behalf,
- read, copy from or otherwise use another student’s work, or knowingly allow another student to read, copy or otherwise use their work in an examination,
- assist any other student in completing their examination, either directly or indirectly,

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- accept assistance from any person during an examination other than authorised staff,
- inappropriately obtain prior knowledge of an exam's contents and/or expected answers.

Collusion

Collusion occurs when there is unauthorised collaboration in the preparation and production of work for assessment which is presented as a student's own individual effort. Collusion includes:

- assisting another student in committing an academic integrity breach in the process of completing an assessment task intentionally or otherwise,
- accepting assistance in committing an academic integrity breach, intentionally or otherwise, when completing an assessment task,
- unauthorised collaboration with other students when completing an assessment task,
- submitting work which is the same, or substantially the same, as another student's piece of work for the same assessment task,
- submitting files to assignment sharing websites,
- assisting another student in plagiarising material or cheating in an examination.

Contract cheating

Contract cheating 'occurs when a student submits work that has been completed for them by a third party, irrespective of the third party's relationship with the student, and whether they are paid or unpaid'

Other forms of academic misconduct

There are many ways in which a student might attempt to gain an unfair advantage by dishonest means deliberately. Some examples are:

- submitting fabricated or falsified data as if they were genuine,
- inventing references, quotes or sources,
- falsely indicating attendance at an activity when attendance is an assessment requirement.

Responsibilities of students and staff

Signature Training College ensure students submit their original work. Similarity reports are generated upon receipt of the files. Signature Training is partners with TURNITIN.

TURNITIN we will check a student's work against our database, and if there are instances where a student's writing is similar to, or matches against, one of our sources, we will flag this for you to review.

For Students

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- maintain the highest standards of honesty in all aspects of their scholarly endeavours in order to preserve the value and quality of their learning
- be familiar with and adhere to the academic integrity principles outlined in this policy and promote these to their peers throughout the learning process
- not submit another person's work as their own, or submit work created with the assistance of others unless collaborative work is expressly allowed
- learn and observe the accepted academic referencing and other academic requirements of their field/s of study, and
- keep drafts and backups of their assignment in order to provide supplementary evidence to prove their authorship of the work if needed.

For Staff

- implement the Signature Training College prevention and education strategies,
- Always demonstrate best practice with respect to subject content and assessment delivery,
- educate students in appropriate referencing techniques and clearly explain what constitutes plagiarism, collusion and other forms of cheating, and
- identify initially instances of academic integrity breaches and must refer these to the relevant staff for review as per the Academic Integrity Procedure.

Allegation and Penalty for Academic Misconduct

All allegations of academic misconduct will be investigated by the RTO Manager or Academic Manager. If academic misconduct is confirmed academic counselling and intervention is provide and may result in penalties appropriate to the case. In a case where the conduct of the student influences the interests of other students or the integrity of the assessment program itself, the conduct will be referred for action under the Student Conduct Policy.

The following will be considered when determining the seriousness of an act of academic misconduct:

- type of academic misconduct
- the extent of academic misconduct
- the experience of the student
- prior offences, if any (this will include prior offences in other courses at the University)
- student's stage or level in the course.

Academic misconduct may be deemed significant or minor:

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- Significant - based on available evidence, an academic misconduct is deemed significant if it:
 - is or appears to be deliberately planned, and/or
 - is or appears to be substantial in scale or scope. Contract cheating is considered a significant academic integrity breach.
- Minor – based on available evidence, any academic misconduct that is not deemed significant will be deemed minor.

Procedure

First and Second Warning Letter for Academic Misconduct

A first-time confirmed breach of this policy that is assessed as significant or minor will be recorded on the student's file and will result in the provision of academic counselling and intervention to ensure the process is an educative one for the student.

Given the repeated nature of the breach a penalty will apply.

Intention to Report for Academic Misconduct

A third instance of significant / minor academic misconduct will be issued a letter of Intention to Report for Academic Misconduct. Student will need to appeal against its Intention to report within 20 working day. Failure to do may result to cancelation of Conformation of Enrolment (CoE).

Complaints and Appeals

Students dissatisfied with outcomes and penalties applied under this policy have access to the appeals process outlined in the Complaints and Appeals Policy and Procedure.

Roles and responsibilities for implementation of Academic Integrity Policy and Procedure

1. Chief Executive Officer is responsible for the approval of the document.
2. Academic Management Team ensures the attendance and course progress are monitored in compliance with the Attendance and Course Progress Monitoring Policy and Procedure.
3. Academic and Compliance Manager is responsible for the implementation of the Signature Training College prevention, counselling, intervention and education strategies,
4. Trainer(s) and Assessor(s) always demonstrate best practice with respect to subject content and assessment delivery, educate students in appropriate referencing techniques and clearly explain what constitutes plagiarism, collusion and other forms of cheating, and
5. Student Services Officers identify initially instances of academic integrity breaches and must refer these to the relevant staff for review as per the Academic Integrity Procedure.

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6. Admissions Officer to update PRISMS regarding the cancelation of CoE due to Academic Misconduct.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Academic Management Team <ul style="list-style-type: none"> Academic and Compliance Manager Student Services Officers Training Manager Trainer(s) and Assessor(s) Admissions Officer
Implementation Officer	RTO Manager Academic and Compliance Manager Training Manager Trainer(s) and Assessor(s) Admissions Officer
Last Approval	23 March 2022
Review Date	23 March 2023
Approved by	Chief Executive Officer
Associated Documents	
Complaints and Appeals Policy and Procedure Student Intervention Strategy	
Version Control	
Version 1.0	

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