



UNIVERSITY
OF WOLLONGONG
IN DUBAI

I DON'T CONTRACT CHEAT
BECAUSE...
AT THE END OF IT
I DON'T CHEAT ANYBODY
BUT MYSELF!

#defeatthecheat #excelwithintegrity

#UOWD

ACADEMIC INTEGRITY FLASH CARDS



Hotline for Support :
probity@uowdubai.ac.ae





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These flashcards have been prepared as part of Global Challenges funded project Ignite Integrity (Khan, Z. R, 2020).

The flashcards present UOWD's Academic Integrity Policy and Procedures and Helpful Tips

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Ignite
Integrity

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ACADEMIC INTEGRITY

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ACADEMIC INTEGRITY

Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research.

It involves acting with the principles: honesty, fairness, trust and responsibility and requires respect for knowledge and its development.

Academic integrity is foundational to the work of the whole academic community, including student





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ACADEMIC MISCONDUCTS

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ACADEMIC MISCONDUCTS

1. CHEATING
2. COLLUSION/FACILITATION OF MISCONDUCT
3. FRAUD
4. MISREPRESENTATION/
FABRICATION
5. OBSTRUCTION/INTERFERENCE
6. PLAGIARISM





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ACADEMIC MISCONDUCT CHEATING

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ACADEMIC MISCONDUCT CHEATING

- i) Using a website or server to access, purchase, exchange or offer for purchase any item to be submitted as an assessment task
- ii) Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments
- iii) Using or possessing prohibited equipment or material during an examination
- iv) Sending, receiving or accessing or endeavouring to send, receive or access any source of stored electronic information during the examination unless specified by the examiner
- v) Drawing or writing on materials, other than the exam papers provided, during an examination





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ACADEMIC MISCONDUCT COLLUSION/FACILITATION

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ACADEMIC MISCONDUCT COLLUSION/FACILITATION

- i) Assisting another student, intentionally or recklessly, to commit an act of academic misconduct
- ii) Unauthorised collaboration with other students on assessable work
- iii) Uploading a copy of a subject outline or other subject or course materials to a website or server without express permission of the University
- iv) Removing or endeavouring to remove from the examination room any question or answer paper, other paper provided for use by the student during the course of the examination, or other material which is the property of the University, unless authorised by the examination supervisor and examiner.





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ACADEMIC MISCONDUCT FRAUD

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ACADEMIC MISCONDUCT FRAUD

Impersonating another student, or a student allowing another individual to impersonate him/her, for the purpose of completing an exam, assessment task or online activity

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**ACADEMIC MISCONDUCT
MISINTERPRETATION AND
FABRICATION**

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ACADEMIC MISCONDUCT MISINTERPRETATION AND FABRICATION

- i) Submitting a piece of work, including an assessable group work item, with the intention of deceiving the assessor regarding individual contributions to the work
- ii) Intentional and unauthorised falsification or invention of any information, experimental data or citation in an assessable item
- iii) Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students)
- iv) Representing data or information incorrectly, improperly or falsely
- v) Falsely indicating participation, or recording attendance on behalf of another student, in an activity where attendance is required for assessment purposes
- vi) Submitting a text/code-matching software originality report that falsely represents the originality of an assignment submitted for assessment





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ACADEMIC MISCONDUCT OBSTRUCTION/INTERFERENCE

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ACADEMIC MISCONDUCT OBSTRUCTION/INTERFERENCE

Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

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ACADEMIC MISCONDUCT PLAGIARISM

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ACADEMIC MISCONDUCT PLAGIARISM

- i) Using another person's ideas, designs, words or any other work without appropriate acknowledgement
- ii) Re-using one's own work without appropriate acknowledgement.

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ACADEMIC – LECTURER/TUTOR

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What do you do when you suspect an academic misconduct?

INVESTIGATE

- If you suspect a misconduct, it is your duty to conduct a thorough investigation to confirm existence of an actual incidence
- To investigate, you may look to use Turnitin Originality Reports, testimonials from witnesses, recovered illegal aids during exams or others
- At this point, you are not expected to approach or speak to the concerned student

COLLECT EVIDENCE

- Based on your investigation, collate evidence in form of submissions, reports, material, CCTV recordings, testimonials, etc

RECORD CASE ON AI SYSTEM

- Go to <https://ads.ad.uow.edu.au/ads/lis/>
- Use UOW Staff details to log in
- Have student ID, subject detail, details of suspicion on hand, including evidence
- Fill in online form
- Submit

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**ACADEMIC –
SUBJECT COORDINATOR**

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What do you do when you suspect an academic misconduct?

INVESTIGATE

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RECORD CASE ON AI SYSTEM

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- Submit

See NEXT CARD to continue

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What do you do when you are assigned a case?

ACCEPT OR REJECT CASE

- Go to <https://adfs.ad.uow.edu.au/adfs/ls/>
- Use UOW Staff details to log in
- If you are the subject coordinator for the subject of the case assigned to you on the system, accept the case

INVESTIGATE

- Once you accept the case, it is your duty to conduct a thorough investigation to confirm existence of an actual incidence
- To investigate, you may look to use Turnitin Originality Reports, testimonials from witnesses, recovered illegal aids during exams or others

REQUEST INTERVIEW

- Using the system, set up and send an interview request to student.
- Good practice dictates you give the student five (5) working days to accept and attend the meeting.
- System sends an interview invitation to the student

See NEXT CARD to continue

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What do you do when you are assigned a case?

CONDUCT INTERVIEW

- If student comes with a support person, ask for a copy of "Consent to Release Information to Third Party/External Source" which students can get from Registrars
- Greet the student and make him/her feel comfortable
- Do NOT engage in any argument
- Investigate the case without accusations
- If a misconduct is confirmed, explain the misconduct and next steps of the system to the student

LODGE AND RECORD OUTCOME OF INTERVIEW

- Depending on the outcome of the interview and your investigation, if you have determined there is no case, on the system reject and cancel the case instance
- If you have deemed a POOR PRACTICE, see OUTCOME CARD
- If you deemed a Low Level Misconduct, the system will automatically refer the case to your faculty's Academic Integrity Officer

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**ACADEMIC – ACADEMIC
INTEGRITY OFFICER**

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What do you do when you are assigned a case?

INVESTIGATE

- Go to <https://adfs.ad.uow.edu.au/adfs/ls/>
- Use UOW Staff details to log in
- For each case assigned to you, it is your duty to conduct a thorough investigation to confirm existence of an actual incidence
- To investigate, you may look to use Turnitin Originality Reports, testimonials from witnesses, recovered illegal aids during exams or others

OUTCOME GUIDELINE

- If you have deemed there is no misconduct, you reject the case
- If you deem it is Poor Practice or Low Level Misconduct, see OUTCOME Card

RECORD CASE ON AI SYSTEM

- Fill in your decision along with proposed outcome
- Submit

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**ACADEMIC – ACADEMIC
INTEGRITY COMMITTEE**

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What do you do when you are assigned a case?

INVESTIGATE

- Go to <https://adfs.ad.uow.edu.au/adfs/ls/>
- Use UOW Staff details to log in
- For each case assigned to committee, it is your duty to conduct a thorough investigation to confirm existence of an actual incidence
- To investigate, you may look to use Turnitin Originality Reports, testimonials from witnesses, recovered illegal aids during exams or others
- If you wish to interview the student, request for an interview

CONDUCT INTERVIEW

- If student comes with a support person, ask for a copy of "Consent to Release Information to Third Party/External Source" which students can get from Registrars
- Greet the student and make him/her feel comfortable
- Do NOT engage in any argument
- Investigate the case without accusations
- If a misconduct is confirmed, explain the misconduct and next steps of the system to the student

OUTCOME GUIDELINE

- If you have deemed there is no misconduct, you reject the case
- If you deem it is Poor Practice, Low Level or Medium Level Misconduct, see OUTCOME Card

RECORD CASE ON AI SYSTEM

- Fill in your decision along with proposed Outcome with Registrars





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**ACADEMIC MISCONDUCT OUTCOMES
POOR PRACTICE**



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ACADEMIC MISCONDUCT OUTCOMES POOR PRACTICE

Outcomes are easy to impose but should be done so with caution. If a Poor Practice is determined:

- The issue of a warning to the student.
- A requirement that the student resubmit/resit the assessment item without penalty.
- A requirement that the student provide additional material to support the assessment item.
- The imposition of a mark penalty of no more than:
 - a) 5% of the total subject mark, or
 - b) 10% of the available marks for the assessment

provided that (a) or (b) does not result in the student receiving a technical fail for the subject, and (a) is not more than the value of the assessment task

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ACADEMIC MISCONDUCT OUTCOMES LOW LEVEL



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ACADEMIC MISCONDUCT OUTCOMES LOW LEVEL

Outcomes are easy to impose but should be done so with caution. If a Low Level misconduct is determined:

- Requirement that the student complete an Academic Integrity Module; and/or
- Submission of an alternative assessment task; or
- Assessment penalties that do not directly result in the student receiving a Technical Fail for the subject, including:
 - a) Resubmission of assessment task with a mark penalty;
 - b) Deduction of marks for assessment task;
 - c) Zero mark in assessment task where the assessment is less than 50% of the final grade for the subject; or
 - d) Reduced mark in subject (e.g. student restricted to a pass grade).

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**ACADEMIC MISCONDUCT OUTCOMES
MEDIUM LEVEL**



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ACADEMIC MISCONDUCT OUTCOMES MEDIUM LEVEL

Outcomes are easy to impose but should be done so with caution. If a Medium Level misconduct is determined:

- Assessment penalties that result in the student receiving a Technical Fail for the subject;
- Zero mark in assessment task (where the assessment is 50% or more of the final grade for the subject and/or the student would receive a Technical Fail for failing the assessment); and/or
- Zero mark for the subject.





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**ACADEMIC MISCONDUCT OUTCOMES
HIGH LEVEL**



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ACADEMIC MISCONDUCT OUTCOMES HIGH LEVEL

Outcomes are easy to impose but should be done so with caution. If a High Level misconduct is determined:

- Immediate Suspension by the President (with or without also suspending any scholarship the student may hold);
- Deferred Suspension by the President subject to one or more conditions (e.g. good behaviour, demonstrated consultation with a registered professional, academic performance);
- Exclusion from the University by the President;
- Expulsion from the University by the President; and/or
- Rescission of degree by the President and/or Academic Board

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POLICIES, PROCEDURES AND HELPFUL TIPS



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HELPFUL TIPS

WHY STUDENTS CHEAT

There may be a variety of reasons why students engage in misconduct. Some of these are:

- Peer pressure
- Not understanding assessment instructions
- No/limited prior knowledge of integrity and academic writing
- Poor prior knowledge of subject concepts or instructional language
- Students unaware of collaboration practices or assistance from seemingly helpful sites
- Detection and penalty practice inconsistent
- External pressure from parents/workplaces
- Poor time management
- Extra curricular involvement including sports, events, part/full time jobs

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HELPFUL TIPS

GOOD PRACTICE TIPS

- Know your students
- Think carefully when designing and setting assessments
- Split weighted assessments into smaller modules spread across semester
- Include elements from classroom concepts when setting assessments
- Provide clear instructions for assessment
- Provide clear instructions on referencing and citations
- Lead by example, cite work, images, text in slides/notes
- Inform students of academic workshops on campus as further help
- Refer students to Integrity Triage for support

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HELPFUL TIPS

TURNITIN

The largest text-matching software that UOWD uses, Turnitin is a support software that helps identify similarity of text from student assessment to text in Turnitin's database. Some important tips to remember:

- It is an electronic text matching service
- It checks submitted work to a variety of sources online including previously submitted work by same or other students in current/previous semesters at UOWD and other universities
- It does NOT provide "plagiarism" percentage.
- It highlights text that matches online database – this could very well be cited in the submission.
- Percentage does NOT denote extent of misconduct – only student contribution
- There are NO standard or benchmark percentage numbers

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HELPFUL TIPS

STUDIOSITY

A free service for students, Studiosity is an online platform that provides study help for students. Studiosity has number of subject specialists who are available to help students on a variety of topics such as academic writing skills, core subjects and so on.

However, it is crucial to understand Studiosity only provides feedback. They do not engage in writing assessments for students at any stage of help.

TURNITIN and Studiosity are available through MOODLE for use in all subjects.

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UOWD POLICIES AND PROCEDURES

- Academic Integrity Policy
- Code of Practice Students
- Code of Practice – Teaching and Assessment
- Code of Practice – HDR Supervision
- Good Practice Assessment Guidelines
- Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework
- Research Misconduct Policy
- Student Conduct Rules
- UOWD Copyright Policy

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