



Academic Integrity Procedure

1. Purpose

To define Academic Integrity at Unitec and to promote the commitment of its staff and students to maintain Academic Integrity.

This procedure relates directly to Section 8 of the Academic Statute, which requires learning and teaching activities to:

- support educational achievement;
- foster Student engagement;
- prepare Students for employment and/or educational pathways.

To achieve in their studies and in employment, students require appropriate academic support and guidance to act with integrity.

2. Scope

Academic integrity relates to meeting moral or ethical principles in educational settings. Commitment to these academic principles creates a foundation for successful personal and professional participation and enables citizens to contribute to the broader community, work and society.

At Unitec we are committed to the highest standards of integrity, respect, and professional conduct. This commitment informs every aspect of our working life, from respectful interactions with colleagues to integrity in all our academic and professional endeavours. We hold our students to the same high standards, and we are committed to providing the policies and resources necessary to support their success as learners and citizens.

Academic integrity practices apply the principle of Whakaritenga – Legitimacy, which requires that academic decision-making processes legitimise the contributions of others and ensure that ethics and integrity inform subsequent actions.

3. Procedure Statements

3.1 Core Values

1. Academic integrity encompasses intellectual honesty with regard to the use of information and in the pursuit of knowledge and understanding. It implies a commitment to the following core values.
 - a. **Honesty:** An Academic Community of Integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service.
 - b. **Trust:** An Academic Community of Integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.

- c. **Fairness:** An Academic Community of Integrity establishes clear standards, practices and procedures and expects fairness in the interactions of students, teachers and administrators.
- d. **Respect:** An Academic Community of Integrity recognises the participatory nature of the learning process and honours and respects a wide range of opinions and ideas.
- e. **Responsibility:** An Academic Community of Integrity upholds personal accountability and depends upon action in the face of wrongdoing.

3.2 Key Principles

1. Therefore, the key principles of this policy are that Unitec¹:
 - requires all its students and staff to undertake their academic work with Academic Integrity;
 - encourages all its staff and students to engage in educational opportunities available, to understand the expectations and standards which support Academic Integrity;
 - will offer a range of approaches to educate its students and staff to practise Academic Integrity in their academic work;
 - will take consistent and equitable action to deal with alleged Academic Dishonesty by students by:
 - communicating to students that any piece of academic work they submit can be checked as to its authenticity at any time by Unitec using an appropriate process
 - implementing a common remedial and penalty framework across Unitec through the Student Disciplinary Statute
 - establishing and applying appropriate, consistent procedures for detecting and investigating alleged Academic Dishonesty, and
 - communicating the disciplinary appeal process
 - will take consistent and equitable action through the Unitec Code of Conduct to deal with alleged Academic Dishonesty by staff.

3.3 Engagement with Staff and Students

1. Unitec will engage staff and students by:
 - using appropriate mechanisms to advise staff and students of this policy;
 - developing educational strategies to promote Academic Integrity;
 - developing strategies that reduce opportunities for Academic Dishonesty;
 - designing strategies to increase student engagement with their study and their ability to submit their own work, and
 - reviewing these strategies at appropriate intervals.
2. Unitec shall be entitled to initiate disciplinary procedures if a Unitec student or staff member breaches this procedure.

4. Associated Procedures

All cases of alleged Academic Dishonesty by students will be dealt with under the provisions of the Student Disciplinary Statute.

¹ We acknowledge Macquarie University whose policy on Academic Honesty forms the basis of these principles and some procedures. Other organisations whose principles or policies have been referenced are: International Centre for Academic Integrity; Massey University.

All cases of alleged Academic Dishonesty by staff will be dealt with under the provisions of Unitec's Code of Conduct and the Disciplinary Policy and Procedures.

Documentation associated with this procedure include:

- Guidelines and support documents for staff and students can be found at the following addresses:
 - <http://moodle.unitec.ac.nz/course/view.php?id=3191&topic=0#section-1>
 - <http://moodle.unitec.ac.nz/course/view.php?id=3188>
- NEST Staff support pages:
 - [Plagiarism and Academic Misconduct](#)
 - [Preventing Plagiarism](#)

5. Responsibilities

In addition, the Te Komiti Mātauranga | Academic Committee delegates the following authorities:

Authority	Responsibilities	Required Endorsements
Executive Director, Academic	Maintain Unitec Student Disciplinary Statute Register	
Heads of School and other relevant managers	Ensuring that all staff members in their department are familiar with their responsibilities under it.	
Teachers	Submit a report with the allegation of Prohibited Conduct against the Student/s in writing to the relevant Head of School (HoS) or Academic Programme Manager (APM), or other relevant manager	
Heads of School and other relevant managers	Investigate any allegation of Prohibited Conduct under the terms of the Student Disciplinary Statute	

6. Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

7. Reference Documents

- Student Disciplinary Statute
- Unitec Code of Conduct
- Disciplinary Policy and Procedures

8. Document Details

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	October 2018 January 2021	Reformatted into new structure. Update nomenclature Changed from a Policy to a Procedure.
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Policy Sponsor	Te Komiti Mātauranga Academic Committee	
Policy Owner	Executive Director, Academic	
Contact Person	Manager, Te Korowai Kahurangi	
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