



Academic integrity at Massey University

Academic Integrity is a core academic value of Massey University, which we are committed to fostering. Academic integrity (AI) is paramount to life at Massey and beyond for students and staff.

We require students and staff to conduct themselves honestly, fairly, truthfully, ethically and responsibly in all areas of academic endeavor. We trust that throughout your student life you will continue to develop the attributes, skills and capabilities of academic integrity. They will assist you take up responsible citizenship well beyond your time at Massey.

What is academic integrity?

Academic Integrity comprises all forms of scholastic honesty, whether you are engaging in undergraduate or postgraduate study. It requires you to be scrupulously honest about all aspects of your studies; in assessment activities - examinations, tests, reports, essays, seminars, lab notebooks, and thesis research and presentation. Write your own assignments, acknowledge ideas and text you have used from someone else, reference all sources. This also means don't cheat or copy anyone else's work.

Academic integrity is important

Academic integrity is important because dishonest behavior undermines your learning and the credibility of Massey University. High standards of academic integrity safeguard your reputation, reflect well on the university and contribute to the wellbeing of society.

Conversely, breaches of academic integrity diminish you, the university, and public trust in academic endeavors.

Whilst at Massey University you belong to an academic community and have responsibilities to that community. Upholding these responsibilities maintains the high regard in which Massey University qualifications are held and fosters public support for academic ideals and Massey.

Be proud of the high standards of academic integrity that we strive for and the preservation of Massey's reputation. Society flourishes when high standards of integrity are evident.

Breaches of academic integrity

Breaches of academic integrity are considered academic misconduct and may lead to penalties. At Massey University breaches include but are not limited to:

- Plagiarism
 - Copying sentences, paragraphs, computer files, research data, and creative products that are the works of other persons, without appropriate acknowledgement.
 - Closely paraphrasing sentences, paragraphs or themes without appropriate acknowledgement.
 - Submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement and/or approval.
 - Submitting material obtained from internet based essay depositories (paper mills) or similar sources.
 - Submission of work that relies too greatly on model answers or sample solutions provided in the course materials.

- Cheating in any examination or test - e.g., use of crib cards, mobile phones & devices, programmable

calculators or study notes

- Submitting an individual assignment written entirely or in part by another person (e.g. ghost writing and collusion – agreement between students to deceive).
- Presenting data for laboratory and other practical work, clinical placements, field trips or other work that has been copied or falsified.
- For collaborative projects, falsely representing the individual contributions of the collaborative partners.
- Presenting data obtained improperly (e.g. data collected without permission and or prior approval of the relevant ethics committee).
- Any misrepresentation of academic achievement or records.
- Any assistance given by a current student to another student to be dishonest or fraudulent with academic assessment.
- Disclosing or assigning Intellectual Property in which the University can reasonably be said to have an interest outside the channels prescribed by the University's Policy on Intellectual Property.
- Any breach of the [Code of Responsible Research Conduct](#) by a student.

Any breaches of academic integrity are considered academic misconduct and may lead to academic penalties.

Massey University's approach to academic integrity

Massey University is committed to an educative approach to academic integrity. The Academic Integrity Framework focuses on helping students develop the skills and conventions of academic writing, research and behavior, while outlining the management of academic integrity misconduct.

The first two components of the framework (Educative approach and Communication) recognise that the skills and attributes of academic integrity develop over time.

The Academic Integrity framework has six components:

1. Educative approach

Resources are available to help you understand the conventions of academic writing, information literacy and how to avoid breaches of academic integrity, and develop appropriate skills and values.

- Check out [OWLL](#) for academic writing skills and ways to avoid [plagiarism](#). OWLL has information on referencing and cite other people's ideas and text in assignments, and on paraphrasing.
- Talk to a learning consultant in a Centre for Teaching and Learning on campus. If you are a distance student contact ctlman@massey.ac.nz.

2. Communication

Communication commences when your study begins and continues throughout your student life.

- You will find information about academic integrity for your courses in the online and print information guides; and your course coordinators and lecturers will provide guidance and advice.
- Follow the link for [further resources](#) on academic integrity, how to avoid plagiarism, what to do when working with others on a group assignment.
- Ensure you read the [examination rules](#) to ensure you act with academic integrity.

3. Academic Integrity Officers (AIO)

Academic Integrity Officers provide advice to staff and assistance at the Academic unit level for all matters pertaining to academic integrity.

4. Disciplinary Regulations

Academic integrity breaches are managed within the Massey University regulatory framework.

5. Academic Misconduct Register (AMR)

All proven breaches of academic integrity at level 2 and 3 are recorded in the Academic Misconduct Register.

6. Detection

The text matching program, Turnitin®, is available to assist with the detection of plagiarism at Massey University. Students may be required to upload assignments to this facility.

How do I maintain academic integrity

To maintain a high standard of academic integrity conduct yourself honestly, fairly, truthfully, ethically and responsibly; learn the conventions of academic writing; learn to reference and cite using the standard used in your discipline. Take advantage of the resources the university offers, the resources on the website, consult a learning consultant and your lecturers.

Understand the nature of academic integrity

Ensure you read these pages thoroughly, and in particular, the [Academic integrity resources for students](#) and the [Student Academic Integrity Policy](#)

Ask your lecturer for advice

Ask your lecturer, tutor, supervisor, or other advisor what you can and can't do in each course:

- How to cite and reference? Which referencing style is expected? Each discipline may want you to use particular styles – find out what style is appropriate.
- What is common knowledge and can be used in assignments without citing and referencing
- What equipment is permitted in tests and exams?

Seek help from the Centre for Teaching and Learning on campus

Learning consultants will help with:

- Using and citing sources
referencing appropriately
- Assignment [pre reading](#)
-

Consult Massey's Online Writing and Learning Link (OWLL)

Guidelines and examples are available on:

- Plagiarism
- Referencing
- Noting taking
- Paraphrasing
- Preparing for exams

See [OWLL – Referencing](#)

Ask yourself the questions

- Could my paraphrasing of another source be interpreted as plagiarism?
- Could this be interpreted as an attempt to deceive? Taking notes or a mobile phone into an [exam](#) is an attempt to deceive.

Remember: inadvertent breaches of plagiarism are still actual breaches. If the answer to either of these two questions is “Yes”, or even “Possibly”, rethink what you're doing and consider asking for clarification.

Full disclosure, particularly of your process, can avoid problems

Talk to someone, ideally your lecturer, tutor, or supervisor before writing an assignment, working on a group project or thesis proposal and thesis so you can be sure you are doing the right thing.

- Some potential breaches of AI become actual breaches early in the process; for example, if you collect data before getting necessary ethics committee approval for your survey, you can't fix the breach by seeking approval after collecting the data.
- If you're unsure whether you've adequately paraphrased a source's findings, your lecturer will be able to provide advice before you hand in your assignment, but only if you show them the source and your proposed paraphrasing.
- Always keep drafts of assignments so you can show your working/writing process until after an assignment is marked.

How the University deals with breaches of Academic Integrity

Most breaches of academic integrity are minor and corrective action can be pointed out, and dealt with informally and quickly by the course coordinator. The consequences may be minimal, for instance, an opportunity to seek assistance from a learning consultant and or to resubmit an assessment with little or no penalty. However, if the staff member considers the allegation to be more serious then the process is managed centrally by an AIO, and the possible penalties maybe substantial.

The level of academic integrity breach is determined by considering three criteria:

1. Expectation

This criterion takes into consideration the level you are studying at, how long you have been at university and what you could be expected to know about writing conventions at your level.

Staff will have expectations concerning your understanding of academic integrity; for example:

- Poor paraphrasing in one of your first essays at Massey University might be detected to contain some areas of plagiarism but if your lecturer has good reason to consider this resulted from your inexperience at paraphrasing, the penalty may be low
- As you advance through your degree you will be increasingly expected to understand the conventions of academic writing and academic integrity. Paraphrasing with no citation is then likely to be considered more serious and is not acceptable.

2. Nature of a breach

The type or nature of a breach is important when analysing the level of breach. The nature may refer to participating in any deceptive practice or misrepresenting the originality or ownership of the material submitted for assessment; for example:

- Cheating in a test or exam - taking notes or using a programmable calculator or phone
- Submitting research data that appears to be fabricated
- Paraphrasing simply by substituting words
- Colluding with other students in these kinds of deceptions or misrepresentations

Some actions are automatically dealt with by specific people e.g. cheating in any examination or test is automatically dealt with by the Academic Integrity Officer/s in your College.

3. Extent of the breach

This relates to the amount of unacceptable material found in an assessment; for example:

- Amount of material that is copied from a source that is not acknowledged as to whom the creator is or where it came from – this copying might have been indicated in a Turnitin Similarity Report
- Material that is very poorly paraphrased and is not acknowledged
- There is no hard and fast rule to apply to the proportion that is unacceptable

Level of seriousness of a breach

Any of the three criteria above can affect the way a breach is managed and the range of penalties that can be imposed. The criteria together determine at which of the three levels of seriousness the breach is assessed to be at.

- **Level 1**

A level 1 breach is the least serious of the breach levels. At this level the breach is managed informally by the relevant staff member, in consultation with the Academic Integrity Officer (AIO) if required

- **Level 2**

A level 2 breach occurs when any of the three criteria (Extent, Nature or Expectation) are higher than a Level 1 breach. These allegations are managed by an AIO in the Colleges

- **Level 3**

A level 3 breach is a significant breach of academic integrity. This may occur where the Extent, Nature, Expectation or a combination of any of the three mean the breach should be assessed by the University's highest academic misconduct authority – the Assistant Vice-Chancellor Research, Academic and Enterprise.

Examples of Level 3 breaches

- Any academic misconduct by a doctoral student regardless of the extent.
- Large scale misrepresentation of material submitted for assessment. This could include collusion, fabrication or falsification of data. Use of assignments from a paper mill or other Internet site. Paying for all or part of an assignment or exam answers.
- Theft of intellectual property.
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Other important elements for dealing with breaches of AI are listed below.

Natural justice

The principle of Natural Justice is important when dealing with the management of all academic integrity breaches. This means that all actions in relation to academic breaches are conducted fairly, and seen to be, at all times. In particular:

- You will be notified of the complaint and the process to be used
- You will be given the opportunity to respond to the complaint
- The decision-maker(s) must act impartially, honestly and without bias at all times
- You have the right to representation, including legal representation.

The Academic Misconduct Register (AMR)

The University maintains a record of any proven breaches of academic integrity at level 2 or level 3. This record can be used to escalate penalties if you breach academic integrity on more than one occasion. You are entitled to review any entry about you and correct any inaccuracies, but you cannot adjust the outcome from any investigation.

Academic Integrity Officers (AIO)

Academic Integrity Officers are appointed at the College level to ensure Massey's academic integrity policy and regulations are applied consistently. The AIOs can act on allegations at levels 1 and 2. In particular they support academic staff with identifying breaches and determining outcomes. The AIOs will notify the Academic Integrity Manager of all level 2 breaches so they can be recorded on the AMR.

Determining the penalty

As the level of seriousness of the breach increases, the potential penalties become more severe. The diagram below provides an overview of the penalty options.

Penalties for a level 1 breach may include, repeating an assignment with a cap on the mark, and/or a requirement to attend an academic writing workshop, or a zero mark for the assignment. A penalty for a level 2 breach might be failing the course. A level 3 breach could result in exclusion from the University.

Level 3 Breach AVC(A&I) or AVC(R)	Recommended exclusion from the university	Blue		
	Period of suspension from the university	Blue	Orange	
	Fail grade for a course	Blue	Orange	
Level 2 Breach Academic Integrity Officer	Zero for all assessment in the paper	Blue	Orange	
	Zero for assessment component	Blue	Orange	Red
	Reduced mark (nil for affected section of work)	Blue	Orange	Red
Level 1 Breach Lecturer or Paper Coordinator	Repeat assessment with reduced maximum mark	Blue	Orange	Red
	Repeat assessment or part thereof (with due mark awarded)	Blue	Orange	Red
	Requirement to attend an appropriate course	Blue	Orange	Red
	Remedial advice to attend SLDS to discuss	Blue	Orange	Red
	Repeat assignment with capped mark	Blue	Orange	Red

Notification of the outcome

You will be formally notified in writing of the outcome of an academic integrity breach investigation at level 2 and 3. At level 1 you will be notified of the outcome during the discussion meeting or via email.

Your academic record

When appropriate, the course coordinator will adjust your mark, but nothing else will be added to your record unless the recommended penalty is exclusion from the university.

Appeal procedure

If you and your lecturer or the AIO have agreed about the outcome of a Level 1 or Level 2 breach, you may **not** appeal this outcome. In any other circumstance you may appeal the outcome of a Level 1 or Level 2 investigation, provided you do so in accordance with the [Student Disciplinary Regulations](#).

FAQ's

What happens if I am accused of plagiarism?

You are only accused of plagiarism after a course coordinator has investigated the evidence provided by the marker, gathered from the assignment and text matching software (Turnitin), and determined that there is a case to answer. The level of university study that you are in, for instance – first, second, third year or postgraduate study, the type and the extent of the breach will contribute to determining which level of academic integrity breach the alleged plagiarism will be, Level 1, 2 or 3. Level 3 is the most significant level of breach. Level 2 and 3 breaches are recorded on the Academic Misconduct Register and can be used to escalate penalties in case of further breaches.

You will be notified of the complaint and be informed of the process to be used. The process will involve being required to attend a meeting to discuss the allegation. If you can't attend the meeting on campus you will have the option of attending via skype or by phone conference. It is in your best interest to attend the meeting so you can respond to the allegation. You can bring a support person or representative with you to the meeting.

After the meeting your response and explanation will be weighed up with the physical evidence. A penalty will be imposed or the allegation will be dismissed. Either way you will be informed, either informally in the meeting or by email or by a formal letter.

I am in my first year at university and the evidence shows I plagiarised. What will be the likely penalty?

If you are in your first year of study at university an academic integrity plagiarism breach will most likely be deemed to be at level 1. The penalty may likely be low. You may be asked to resubmit the assignment with no other outcome imposed or you may be given a capped mark and be expected to seek advice from a learning consultant in the Centre for Teaching and Learning.

In your first year at university we understand that you may still be learning the skills of academic writing practice; that is, you may not have mastered the required skills of referencing and citing when using text from books, journals and the internet or know how to paraphrase or summarise appropriately. Your lecturer will give you advice on how to develop these skills and encourage you to talk to a learning consultant on campus.

What will be the consequences of taking my mobile phone or notes into an exam?

Taking notes, a mobile phone or programmable device into an exam is considered to be a serious breach of academic integrity. It will automatically be considered a level 2 breach regardless of which year of study you are in. The penalty will more than likely be a fail for the course.

Before all exams begin you will be reminded to place all notes, pads, phones and devices at the front of the room for safekeeping. It is important you do this. You do not want the person conducting the exam to find notes under your exam script, on your lap, or ask you to empty your pockets. Remember to remove any notes you have written on yourself as a reminder before going to an exam or test.

I am a second or third year student. What penalty can I envisage for breaching academic integrity?

By your third year of study Massey expects you to have developed considerable skills in academic writing; know how to paraphrase, cite and reference sources you have used in your assessment activities. A breach will most likely be considered to be a level 2 breach. The penalty will depend on the extent and type of breach. Your response to the allegation in a formal meeting will be taken in to account when deciding the

outcome. The outcome may mean you need to repeat the assessment and when remarked be given a capped mark, i.e., 50%, and required to seek help from a learning consultant, or be given to zero for the assessment or course.

Breaches at level 2 will be managed by the College Academic Integrity Officer or designated person in conjunction with the course coordinator / lecturer. Also the breach will be recorded on the Academic Misconduct Register. This information may be used to escalate penalties in case of any further breaches. The result will be a more serious penalty.

As a postgraduate student what penalty will be imposed if evidence shows I have breached academic integrity?

As a postgraduate student you will be expected to know the requirements of academic writing practice. The breach will, at the very least, be deemed to be at level 2 and the penalty imposed may range from zero for the assessment component, a fail for the course, or may result in a period of suspension from the university.

As a doctoral student what penalty will be imposed if evidence shows I have breached academic integrity?

A breach of academic integrity at the doctoral level of study is extremely serious. The breach, of plagiarism or misrepresented or falsified data will be considered to be at level 3. A level 3 breach may result in a fail for the thesis and exclusion from the university.

What breaches are likely to be considered to be at level 3?

Level 3 breaches are extremely serious breaches of academic integrity and are considered by the University's highest academic misconduct authority. This would be the Assistant Vice - Chancellor Research, Academic and Enterprise

A breach at level 3 may result in exclusion from the University.

Examples of level 3 breaches could include:

- Any Doctoral student misconduct regardless of the extent
- Purchase of assessments from a "paper mill" or other internet site.
- Theft of intellectual property
- Collusion or falsification of information and or data