

Academic Policy	
Academic Integrity	
1_A_POL_AcademicIntegrity_181218	
1. Policy Statement	Academic integrity relies on the application of honesty as the foundation of excellence in scholarship and learning. Students and staff of the School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE) will conduct themselves in their academic studies honestly and ethically and are expected to carefully acknowledge the work of others in all their academic activities, in creative endeavours, in the production of knowledge through research and in the reproduction of knowledge through scholarship and teaching.
2. Purpose	The purpose of this policy is to provide directions on matters of academic honesty and academic misconduct. Students and staff are expected to adhere to the provisions of relevant legislation, and to the rules, policies, regulations, procedures and guidelines at the Institution, the accepted ethical practices of the higher education community in New Zealand, and the standards of relevant academic disciplines and professional practice.
3. Scope	<p>This policy applies in the context of SAE's operations in New Zealand, and is applicable to staff and students enrolled with, or intending to enrol with SAE Institute.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE (NZ) Ltd who transfer their studies to a campus outside New Zealand, will have their registration with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● Learning and Teaching Policy
5. Associated Documents	<p>This policy should be read in conjunction with the following documentation;</p> <ul style="list-style-type: none"> ● Student handbook
6. Policy	Academic integrity and honesty are fundamental principles in teaching and learning at SAE. The Institute aims to produce graduates with strong ethical and moral values. Staff and students are expected to conduct themselves in a manner that is fair and honest when undertaking assessments and research.

SAE is committed to provide clear guidance and assistance to staff and students so they can be supported in maintaining academic integrity in all their academic activities.

SAE students and staff are encouraged to use the APA referencing system when acknowledging the work of others.

6.1 Categories of Academic Misconduct

Academic misconduct is behaviour that contravenes the values of academic integrity, which breaches rules, policies, direction and guidelines at SAE in relation to research activities, assignments and assessment, and which normally includes action taken with the intention of gaining an unfair advantage for self or others. It includes, but is not limited to, plagiarism, collusion, cheating and fraud.

6.1.1 Plagiarism is using the work of others without due acknowledgement, deliberately or inadvertently, and proclaiming it or allowing it to be considered as one's own for academic or other purposes.

6.1.2 Contract Cheating where a student seeks to commission or commission another party, paid or unpaid, to produce academic work on the student's behalf

6.1.3 Collusion is a type of plagiarism that includes, but is not limited to presenting the product of unauthorised collaboration to an examiner as independent work. Collusion also occurs when a person knowingly allows his or her work to be copied and passed off as the work of another person.

6.1.4 Cheating is improper conduct in examinations or other assessment tasks. It includes, but is not limited to taking unauthorised study material and aids into an examination room, copying from another student; sitting an examination for another student; 'recycling' work that has been prepared for one unit by presenting it as original work for another unit or re-presenting work previously submitted for an incomplete or failed unit unless specific permission is given and/or the assignment is re-worked; and presenting a false reference list or bibliography.

6.1.5 Fraud is a form of cheating that includes, but is not limited to creating false data, and falsifying collected data from systematic enquiry and research investigations.

6.1.6 Dishonesty in Academic Research includes any behaviour listed above and also includes but not limited to fabricating or omitting relevant data or references or using in data in breach of any duty of confidentiality.

Academic misconduct is taken to be *deliberate* when a person has had the opportunity to gain an understanding of the practice of academic integrity

	<p>before the misconduct has occurred, but may be <i>inadvertent</i> when the person does not have an understanding of the practice of academic integrity.</p> <p>Confidentiality is a vital element of all processes related to academic misconduct, as an accusation may result in disruption or failure of student studies, in that person being unable to practice their profession or with serious consequences for an individual's reputation and employment prospects.</p> <p>Therefore confidentiality is essential in any matters relating to a suspicion of academic misconduct. Any person suspecting a student of a breach of this policy should ensure that they have read the policy thoroughly and must maintain confidentiality at all times.</p> <p>All records of information, proceedings and outcomes will be maintained with care as to their security and will be provided only to those who have a bona fide reason to know about them.</p> <p>6.2 Outcomes of Academic Misconduct</p> <p>SAE uses a three strike approach for outcomes of academic misconduct. In the first instance of Academic Misconduct, the student will be counselled and provided an opportunity to re-submit the work. A grade of no more than 50% shall be applied to the assessment item.</p> <p>If subsequent academic misconduct is found to have occurred, then the student will automatically fail the course in which they have been found to be in breach.</p> <p>In the case of a third, confirmed case of academic misconduct the student may be excluded from SAE for a period of five years.</p> <p>In all cases, students will be provided the right to natural justice in line with the Institutes Policies and Procedures. Students also have the right to appeal and these cases will be handled in-line with the Institutes Policies and Procedures.</p>
<p>7. Records</p>	<p>1_A_POL_AcademicIntegrity_181218</p> <p>DRAFT version released 5 Oct 2018</p> <p>FINAL version approved at SAE Auckland Academic Board 5 Dec 2018</p>