



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Trinity College Pathways School Academic Integrity Policy

Policy Type:	Divisional
Policy Number:	TCDP06
Date Approved:	11 August 2025
Previous Policy:	TCPS Academic Integrity Policy and Procedure
Review Date:	June 2027

1. OBJECTIVES

- 1.1 The purpose of this policy is to ensure that academic integrity is practiced by all staff and students within the Pathways School.
- 1.2 The policy defines academic integrity, outlines key principles, and outlines the responsibilities of staff and students. The implementation of the policy is described in the Academic Integrity Procedure.

2. SCOPE

- 2.1 This policy applies to all teaching staff and students in the Pathways School, Trinity College.
- 2.2 The policy applies to a student's entire time enrolled within Pathways School. Any academic integrity breaches related to prior enrolments in other intakes may be considered in determining penalties for academic integrity breaches.
- 2.3 Academic integrity breaches can be investigated retrospectively, even after marks have been awarded, with the marks subsequently revised.
- 2.4 This policy should be read in conjunction with the Pathways School Student Code of Conduct.

3. PRINCIPLES

- 3.1 Academic integrity refers to the creation of original work, and requires the proper acknowledgement and attribution of sources used to generate that work.
- 3.2 The Pathways School will provide clear guidance to students on how to practice academic integrity.
- 3.3 The Pathways School takes an educative approach to developing a culture of academic integrity, including in its response to academic integrity breaches.
- 3.4 Academic integrity breaches occur when students misrepresent work as their own when it is not. This can occur in a variety of ways, including:
 - failing to cite ideas that have informed the student’s work (plagiarism)
 - presenting the work of another person or a generative artificial intelligence output as their own work (plagiarism)
 - presenting ideas or work of another person or people without proper citation (plagiarism)
 - assessment outsourcing (including “contract cheating”), in which the student engages a third party, whether paid or unpaid, to generate part or all of an assessment, and then submits that assessment as their own (plagiarism)
 - presenting generative artificial intelligence outputs without proper citation (plagiarism)
 - presenting work as independently generated when in fact it was developed in collaboration with others (collusion)
 - submitting work in one context that had already been submitted for assessment in another context (plagiarism)
 - bringing notes or other unauthorised materials into examinations for the purpose of gaining an advantage to answer the examination questions
 - encouraging or facilitating other students to breach academic integrity through, for example, the unauthorised sharing of information about upcoming assessments.
- 3.5 Plagiarism refers specifically to the representation of work from another source as one’s own without proper acknowledgement, citation or referencing. Collusion refers to the representation of work as independently generated, when in fact it was developed in collaboration with others.

- 3.6 For any suspected breach of academic integrity, students are entitled to procedural fairness. The processes for responding to academic integrity breaches are outlined in the Academic Integrity Procedure.
- 3.7 Poor academic practice can be understood as minor academic integrity breaches that do not need to be dealt with through an academic integrity breach process. Poor academic practices are defined as:
- a minor breach of citation and/or referencing that that can reasonably be understood as an unintentional departure from proper citation and referencing practices (APA 7th referencing style), and
 - an action that does not compromise the integrity of the assessment.
- 3.8 Instances of poor academic practice can be dealt with through the application of the assessment rubric and the provision of feedback explaining the assessment requirements.
- 3.9 For the purposes of this policy and related procedure, academic integrity breaches refer to substantive instances of plagiarism and collusion, and are not instances of poor academic practice.
- 3.10 All academic integrity breaches must be recorded in the Academic Integrity Register.

4. ROLES AND RESPONSIBILITIES

- 4.1 It is the responsibility of the whole Pathways School community – staff and students –to maintain a culture of academic honesty and practices of academic integrity.
- 4.2 It is the responsibility of students to:
- understand the requirements of academic integrity
 - seek out guidance from teaching staff if they remain unclear about the requirements of academic integrity prior to the submission of assessments
 - practice academic integrity in their learning, and ensure all submissions are their own work, including proper citation and referencing
 - understand the requirements of each assessment, including group assessments, and seek guidance from the learning management system and/or teaching staff as required
 - take reasonable steps to ensure their own work is not used by other students in ways that breach academic integrity

- uphold and promote a culture of academic integrity in their interactions with other students.

4.3 It is the responsibility of staff to:

- demonstrate academic integrity in their own practice
- design assessments that minimise the opportunity for academic integrity breaches through, for example, the use of multiple stages of formative feedback and the use of assessment modes that encourage authentic expression
- clearly communicate academic integrity expectations for each specific assessment, particularly in relation to the use of Gen AI; such communication must be written on the Trinity LMS and easily accessible
- promote student understanding of the requirements of academic integrity, including through utilising key resources and giving clear instructions for each assessment
- inform themselves of the principles and requirements of academic integrity through, for example, understanding the Academic Integrity Policy and the Academic Integrity Procedure
- take action in accordance with the Academic Integrity Procedure when they form a reasonable belief that an academic integrity breach has occurred
- demonstrate impartiality across all students and student groups in their application of academic integrity principles and practices.

4.4 It is the responsibility of Pathways School management to:

- provide a policy framework and materials that clearly outline the expectations of staff and students in relation to academic integrity
- provide materials and other support to staff to maintain a culture of academic integrity
- monitor the levels of academic integrity breaches that occur, and formulate responses as needed to maintain standards of academic integrity.

5. RELATED DOCUMENTS

TCPS Student Code of Conduct.

TCPS Academic Integrity Procedure.

6. POLICY OWNER

The Deputy Dean is responsible for the development, compliance, monitoring and review of this policy and any associated procedures or guidelines.

7. REVIEW

This policy is to be reviewed by June 2027.

8. VERSION HISTORY

Version	Approved by	Approval date	Effective date	Sections modified
TCDP06	TCPS Executive Committee	6 August 2021	6 August 2021	Moved to new template Introduced the central register Changes to contract cheating
TCDP06v1	Dean, Pathways School	15 April 2024	24 April 2024	Updates to positions
28/07/2025	Dean, Pathways School	11 August 2025	11 August 2025	Rewrite of policy Separation of policy from procedure