

# Academic Integrity



THE UNIVERSITY OF  
**SYDNEY**

CRICOS 00026A TEQSA PRV12057



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# Academic integrity is...

*“a commitment to five fundamental values: honesty, trust, responsibility, fairness, respect ... plus the courage to act on them even in the face of adversity...”*

*The Fundamental Values of Academic Integrity, [International Center for Academic Integrity \(Third Edition\)](#)*

Acting with *academic integrity* means:

- Following ethical principles in all dealings at university
  - Following the rules set for assignments and exams
  - Doing your own work and never 'outsourcing'
  - Acknowledging any contributions which are not your original thoughts, ideas or words
- When working in groups, doing so legitimately – i.e., not colluding

**Academic integrity goes to the heart of what a university's role is: educating students, advancing research, contributing to the world's knowledge, and qualifying people to do particular jobs. Without integrity, a university's activities lose meaning and value.**

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# Types of academic integrity breaches

## Plagiarism

Presenting work that is not your own without acknowledging the original source.

## Fabricating information

Making up information, such as experimental or interview data. It can also include inventing sources by citing publications that are incorrect or that don't exist.

## Contract cheating

This involves having someone else complete all or part of your work for you. It includes

- buying a completed assignment
- having someone else write part or all of an assignment
- using model answers from a tutoring company
- engaging in the buying, selling, and swapping of assignments.

## Misuse of AI

Using generative AI tools or automated writing tools that have been prohibited for assessment. It also includes the failure to acknowledge or reference the use of such tools.

## Collusion

Engaging in illegitimate cooperation with one or more students in the completion of assessable work.

## Recycling

Re-submitting work that has already been assessed without your teacher's permission and for which you have already been given feedback.

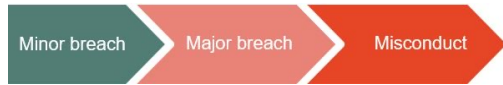
## Exam cheating

Breaching exam conditions, including using unpermitted materials or devices, communicating with others or allowing someone else to take the exam on your behalf.

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# The University's approach

The University investigates any student suspected of breaching the [Academic Integrity Policy](#). Teachers monitor submissions for potential integrity issues and report any suspected breaches.



Substantiated breaches are classified in three categories:

**minor breach, major breach, or misconduct.**

The investigation process and penalties differ depending on the type of breach.

## Potential penalties for breaches include:

- Marks deducted for an assignment or exam
- Requirement to do a 'development' activity
- Failure of the assessment task or the unit of study
- Suspension or exclusion (for more serious breaches)
- If you are an international student, you could even lose your student visa.

**The personal impact of investigations and adverse findings can go beyond the academic penalties.**

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# Complete the Academic Honesty Education Module (AHEM)

**The Academic Honesty Education Module ('AHEM') is compulsory for all new students, while other students are strongly encouraged to complete it.**

The AHEM provides essential information about academic integrity, and it typically takes about 1 hour to complete. It covers the key principles of academic integrity, the risks of engaging in breaches, and provides guidance on where to seek support.

**New students must complete it before the census date (2 September 2024)**

Failure to complete the module could result in your academic results being withheld.

Commencing students



Continuing students



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## Be aware of contract cheating providers: *Know the risks*

Personal risks	
Academic consequences	Poor quality
Data security	Blackmail

Contract cheating providers target students online and in person, sometimes even on campus such as at Welcome events. They often call themselves ‘tutoring’ and may offer other services alongside academic services such as housing advice, course advice, appeals assistance.

Advertising or providing contract cheating services is against the law. Penalties can include fines of up to \$100,000 or imprisonment.

### There are many risks....

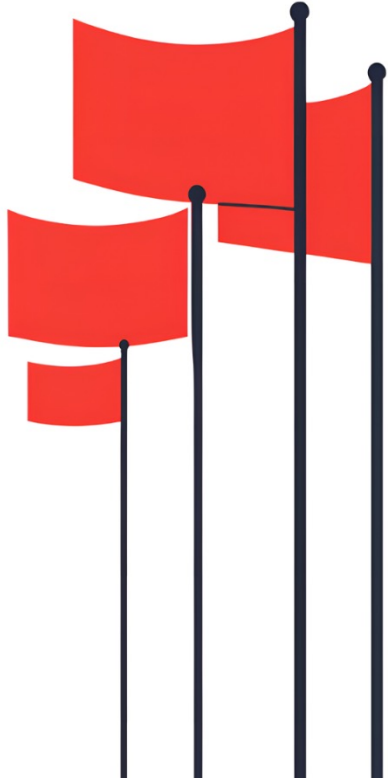
- Contract cheating is considered **academic misconduct** and results in severe penalties – including failing the assignment or unit, suspension or exclusion.
- The quality of work is often **poor, badly written or wrong**. In many cases it doesn’t even get the student the desired grade.
- When you engage with these companies, you not only put yourself at risk of being caught, but also expose yourself to a range of other risks including being blackmailed by the company, harassed, and having your personal data/privacy compromised.



*The number of students reported for contract cheating in 2023 rose 111% compared to 2022.*

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## Signs you might be dealing with a *contract cheating service*



- You're approached or solicited to use the service in person, or online
- You're asked to pay for the service
- You're asked to share your Unikey or other personal details
- Advertisements for the service mention a specific USYD unit of study
- The service provides a 'guarantee' that you won't get caught
- The service is not acting in an open, transparent way
- You're added to a private group chat by the service
- You're given step-by-step instructions for how to complete an assessment
- The service is aggressive or threatening
- You feel that by using the service you are getting an unfair advantage

To report a service or if you find yourself in a difficult situation, contact the [Office of Educational Integrity](#)

QR code: How to spot a contract cheating service



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# Using artificial intelligence (AI)

- When we refer to AI, it could mean automated writing tools that alter your writing, or generative AI tools that create content including text, images, music and video. Different guidelines for use of these tools apply to *learning vs assessment*.
- We have partnered with Microsoft to give you free access to [Copilot for Web](https://copilot.microsoft.com) (copilot.microsoft.com) which has GPT-4 and DALL-E 3.

## Generative AI for *learning*

- You are free to use generative AI to help you learn.
- Use it to explain things, apply knowledge, plan your study, make practice questions, and more.
- **BUT** - Be aware of its limitations. It's often incorrect.

## Generative AI for *assessment*

- Your unit coordinator will let you know whether AI tools are allowed for assessment purposes. If AI tools are permitted, you must acknowledge use and reference *any* material generated by AI.
- Submitting AI-generated work and claiming it as your own, or using AI without approval, constitutes an academic integrity breach
- If your coordinator **has not addressed** AI use, you are not permitted to use these tools for the purposes of assessment
- Refer to the unit Canvas site for more information.



To learn more about using generative AI visit the Canvas resource developed by students:  
<https://bit.ly/students-ai>



# Guidelines for responsible use of AI



## Follow assessment requirements

Refer to the assessment instructions in Canvas or the unit outline for specific guidelines on the use of AI. It is your responsibility to ensure you follow the guidelines for the unit and assessment. If unsure, ask your unit coordinator.



## Acknowledge and reference AI

Your submitted work must be your *own*, original work. You must acknowledge any AI tools that have been used in completing an assessment and reference material that forms part of your submission.

See [AI in Education](#) Canvas site for information on referencing and acknowledging AI.



## Do not enter personal information

Do not enter confidential or personal information, such as names, birth dates, addresses, passwords.

Do not enter copyright materials, such as the Library's eResources.

**Microsoft Copilot**, a secure way to use generative AI, is available to students (*sign in with your Unikey account via OKTA*)



## Do not rely on AI outputs

Do not rely on the accuracy of outputs and be aware of AI tools limitations, biases, and propensity for fabrication.

You remain responsible for your work. You must independently verify and edit AI-generated content to ensure the integrity, accuracy, and suitability of the output.

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# File-sharing

File-sharing sites allow you to buy, trade or sell academic material. Using these sites puts you at risk of academic integrity breaches.

## Do not upload:

- completed assessments (which can be used by other students to cheat) – this is a breach of the [Academic Integrity Policy](#).
- University course or teaching materials, including assignment questions – this is a breach of University copyright and the [Academic Integrity Policy](#).



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# Legitimate support

**Contact your unit of study coordinator or teaching staff for guidance and support.**

## **Learning Hub (Wentworth Building and online)**

- [Learning Hub – Academic Language](#)
- [Learning Hub – Mathematics](#)
- [Leaning Hub Canvas site](#) and [SCANA test](#)
- [Peer programs](#) – “Speak + Connect” and “Speak Up”

## **Library**

- [Referencing guide](#)
- Meet with a [Peer Learning Advisor](#)
- [PeerConnect](#) (online chat)
- [Exam Ready](#) sessions

## **Other resources**

- [AI in Education](#) (Canvas site on generative AI)
- [Study Skills page](#) of the student website
- [The Write Site](#) (Canvas site)
- [Power up your learning](#) (Canvas site)
- [Academic Progression](#)

## **Advice about integrity investigation**

- [SRC Caseworkers](#) (undergraduates)
- [SUPRA Caseworkers](#) (postgraduates)

## **The Office of Educational Integrity**

Education Portfolio

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[educational.integrity@sydney.edu.au](mailto:educational.integrity@sydney.edu.au)

**[sydney.edu.au/students/academic-integrity](https://sydney.edu.au/students/academic-integrity)**