

SCHEDULE 2: DEFINITIONS OF ACADEMIC ACTIVITIES

1 PURPOSE

When engaging with or setting an academic exercise the pursuit of academic integrity is supported by understanding acceptable and unacceptable academic activities (including learning and teaching and research).

This Schedule supports the implementation of the Academic Integrity Policy. It provides definitions and, where relevant, examples of acceptable and unacceptable academic activities.

2 SCHEDULE

PART A: ACCEPTABLE ACADEMIC ACTIVITIES

Good academic practice refers to the process of completing academic work, responsibly, honestly, and in an appropriate academic style.

Good academic practice is supported by, but not limited to, the following acceptable academic activities (including learning and teaching and research):

Authorship: an author is a person who has made a substantial scholarly contribution to a work and is able to take responsibility for at least part of that work. Authorship recognises the author's contribution or involvement in that work. (see also the [Australian Code for the Responsible Conduct of Research](#) especially Section 5 on Authorship and the [Macquarie University Code for the Responsible Conduct of Research](#) especially 10.1 on Authorship).

Proofreading: is the process of identifying basic errors in grammar, spelling, and punctuation in a work by the author or another. Proofreading does not involve rewriting the text, changing the words of the author, or rearranging the structure of the text. A proofreader may identify errors, but it is important that the writer make the actual changes, as this practice will improve academic literacy. While it is acceptable to have work proofread, the University does not endorse any commercial proofreading services.

Editing: is the process of checking and suggesting changes to a text which exceeds proofreading. While it is acceptable for a third party to advise on ways to improve a paper, staff and students must make the changes themselves. Also, it is acceptable for higher degree research students to work with an editor after they have obtained permission from their supervisor. This process is governed by the 'Guidelines for Editing Research Theses' as set out by the *Institute of Professional Editors Limited (IPEd)*. (see: http://www.iped-editors.org/About_editing/Editing_theses.aspx). For the University's

Guidelines see <https://students.mq.edu.au/study/my-research-program/before-submission-and-prep>

- Referencing:** is to attribute information and/or ideas to their original source(s) using an appropriate referencing style/system.
- Acknowledgment:** is to identify the contributions of others that do not justify authorship.
- Collaboration:** is a form of cooperative learning. For example, this may include where two or more students work together to understand an academic exercise.
- Group work:** is an academic exercise completed in collaboration with others to produce a single assessment task. The assessment task must clearly outline which items were the result of collaborative group work.
- Data management:** data management supports and enables learning and teaching and research. It involves planning and making decisions about how to collect, organise, manage, store, back-up, preserve, and share data throughout its lifecycle.

PART B: UNACCEPTABLE ACADEMIC ACTIVITIES

Participating in an unacceptable academic activity may amount to an allegation of misconduct or academic misconduct in accordance with the relevant disciplinary processes.

Failure to act in accordance with commonly held acceptable academic activities will be considered unacceptable. Unacceptable activities include, but are not limited to, the following academic (including learning and teaching and research) activities:

- Cheating:** is any attempt to dishonestly give or obtain assistance from another person, material, or device in an academic exercise
- Contract-cheating:** is having another person or entity conceive, research or write material for an assignment and submitting the work as one's own, irrespective of whether the other person or entity was paid for the material.
- Collusion:** is unauthorised collaboration in producing an academic exercise that is designated as an individual task.
- Deception:** is providing false or misleading information to the University.
- Fabrication:** is to forge or falsify any information or citation in an academic exercise or report false or misleading results or conclusions of any research.
- Impersonation:** is pretending or assuming another person's identity or using a substitute person for the purposes of providing an advantage.
- Obstruction:** is intentionally impeding or interfering with another person's academic activity.
- Plagiarism:** is adopting or reproducing the work or ideas of another person, whether intentionally or not, and presenting this as one's own without clearly acknowledging the source of the work or ideas.

Sabotage: is acting to prevent or hinder another person from completing an academic exercise to the best of their abilities including by making information or material unavailable to others or disrupting or interfering with an academic exercise, experiments, research or other academic activity of any other person.

Self-plagiarism: is unacknowledged use of material you have previously published or submitted.

PART C: UNACCEPTABLE RESEARCH ACTIVITIES

For staff and students engaged in research activities, participating in an unacceptable academic or unacceptable research activity may amount to an allegation of research misconduct in accordance with the relevant disciplinary process.

Unacceptable research activities include, but are not limited to, the following:

- failure to declare or adequately manage risk to the safety of human participants or the wellbeing of animals or the environment;
- conducting research without ethics approval as required by the [National Statement on Ethical Conduct in Research Involving Humans \(2007 – updated March 2014\)](#) and the [Australian Code of Practice for the Care and Use of Animals for Scientific Purposes \(2013\)](#);
- conducting research that is not compliant with the [Gene Technology Act 2000 \(Cth\)](#), the [Gene Technology Regulations 2001 \(Cth\)](#) and any relevant guidelines issued by the Office of the Gene Technology Regulator;
- failure to disclose conflicts of interest or cases where a conflict of interest might reasonably be perceived to exist;
- falsification or misrepresentation to obtain funding; and
- concealment or facilitation of breaches of the [Macquarie University Code for the Responsible Conduct of Research](#) or research misconduct by others.

3 NOTES

3.1	Contact Officer	Chair, Senate Learning and Teaching Committee
3.2	Implementation Officer	Associate Deans, Learning and Teaching
3.3	Approval Authority / Authorities	Academic Senate
3.4	Date Approved	20 February 2018
3.5	Date of Commencement	20 February 2018
3.6	Date for Review	February 2021
3.7	Documents Superseded by this Schedule	Academic Honesty Policy, approved 13 November 2012
3.8	Amendment History	Nil.
3.9	Policy Authorisation	Academic Integrity Policy