

# Definitions of Academic Integrity Breaches

This document defines types of academic integrity breaches that may occur in an academic setting. It is intended to be used with the Ara Institute of Canterbury *APP304b Levels of Academic Integrity Breaches* and the *APP304 Academic Integrity* policy. It is not intended to be an exhaustive list. Its purpose is to support consistent understanding, fair decision-making, and clear procedures for managing academic misconduct.

<b>Cheating</b>	<p>entails using or attempting to use unauthorised assistance (including AI), material or study aids in examinations or other assessments, or preventing or attempting to prevent another from using authorised assistance, material, or study aids.</p> <p>Examples: using a cheat sheet in a quiz or exam; altering a graded exam and resubmitting it for a better grade; using a digital device to access information in a closed-book text or exam, using prohibited materials, copying from a peer, conspiring before an exam to develop methods of illicitly exchanging information during an exam.</p>
<b>Collusion</b>	<p>entails ākongā working together or with other persons for the purpose of intentionally or non-intentionally deceiving the assessor as to who is actually responsible for producing the material submitted for assessment.</p> <p>Example: having someone else knowingly write or produce any work (paid or unpaid) for an assessment or working together on assignments that were assigned individually.</p>
<b>Criminal activity</b>	<p>includes breaking the law or engaging in misconduct that resembles criminal activity.</p> <p>Examples: stealing an examination from a kaimahi member or from a kaimahi office, buying a stolen examination.</p>
<b>Dishonest use of technology</b>	<p>includes using digital technologies inappropriately or in an unauthorised manner to complete assessments.</p> <p>Examples: misappropriating another learner’s work left on a computer or network; obtaining program code fragments from several sources and putting them together as one programme; using digital technology (e.g., iWatch) to access notes or answers during a closed-book test or examination; using a computer to disrupt another learner’s assessment attempt; generating content using AI tools (e.g., ChatGPT) without proper attribution.</p>
<b>Fabrication</b>	<p>entails submitting contrived or altered information, including AI hallucinations in any academic exercise.</p> <p>Examples: making up data for an experiment; ‘fudging’ data and/or citing non-existent articles; citing material which exists but has not been viewed and read by the learner, falsifying a creative work.</p>
<b>Facilitating academic dishonesty</b>	<p>entails knowingly helping or attempting to help another person act with dishonesty.</p> <p>Example: working together on an individual assignment where independent work is explicitly required.</p>
<b>Fake referencing</b>	<p>entails citing a source that does not relate to the relevant text or does not exist.</p>
<b>Misrepresentation of academic records</b>	<p>entails misrepresenting or tampering with, or attempting to tamper with, any portion of one’s own or another’s transcript or academic record, before or after enrolling in an Ara course or programme.</p> <p>Examples: forging a registration form or a change of grade advice; tampering with computer records.</p>

<b>Misrepresentation of identity</b>	<p>occurs when a learner lies or is misleading about the identity of the person who has undertaken work. This includes contract cheating and ghost writing, when a learner gets another person or organisation to produce an assignment or complete an assessment for them, whether paid or unpaid.</p> <p>Examples: requesting others to undertake an assessment on one's behalf; requesting others (including commercial companies who prepare academic work for others) to conduct research or prepare any work for one; submitting assignments in one's own name that have been obtained from others, whether within or outside of Ara including on a commercial basis.</p>
<b>Multiple submissions</b>	<p>entail submitting, without prior permission, any work submitted to fulfil another academic requirement, at Ara or elsewhere.</p> <p>Example: submitting the same paper for two different classes.</p>
<b>Plagiarism</b>  <b>AI-assisted plagiarism</b>	<p>entails the presentation of another's (including AI generated) writing, data, language, ideas, images, graphics, artwork, designs, figures or intellectual property as one's own without appropriate citation or acknowledgement. Plagiarism includes the misuse of another author's writings.</p> <p>entails using artificial intelligence tools and chatbots to generate content (as above) and then presenting that as one's original work without proper attribution.</p> <p>Examples: misrepresenting another's work as one's own original work; using someone else's ideas without attribution; using AI to write entire or significant portions of essays or articles, using AI to paraphrase without proper citation, failing to cite a reference or to use quotation marks where appropriate.</p>
<b>Unfair advantage</b>	<p>entails attempting to gain unauthorised advantage, for oneself or another learner, over fellow ākongā in an academic exercise, and can also entail disadvantaging fellow ākongā.</p> <p>Examples: gaining or providing unauthorised access to examination materials; obstructing or interfering with another learner's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials, removing or damaging posted or reserved material or preventing other students from having access to it.</p>