



- 1. TITLE: ACADEMIC INTEGRITY POLICY AND PROCEDURE**
- 1.1 Policy/procedure reference: CO-A-002-02/CO-A-002-02A
- 1.2 Category: Academic – Education
- 1.3 Approval date: August 2023
- 1.4 Approved by: Chief Executive
- 1.5 Effective date: January 2024
- 1.6 Review/revision date: December 2024
- 1.7 Unit responsible: Learning team

2. Policy declaration

2.1 Purpose

The Royal New Zealand College of General Practitioners (the College) is committed to ensuring academic integrity is an integral part of its programme delivery. Registrars, Fellows and College staff are expected to engage in teaching, learning, research and related activities in a manner consistent with the values of academic integrity. Academic integrity is a commitment to five fundamental values: honesty, trust, fairness, respect and responsibility. These values form the foundation of this policy.

3. Background

3.1 Objectives

This policy:

- a. gives effect to the College's Academic Regulatory Framework for Quality Assurance (Part 4, Registrar Charter), GP Registrar Concerns and Complaints policy and procedure (CO-A-002-05/05A) and Appeals policy (CO-A-002-06)
- b. outlines the commitment to academic integrity expected of College staff, registrars and Fellows
- c. applies to all registrars, Fellows and College staff.

3.2 In scope

This policy applies to all College members, staff and candidates participating in College training, selection and assessment processes.

3.3 **Out of scope**

The College cannot provide direct legal assistance in any matter.

The College will not investigate or progress:

- > anonymous reports of academic misconduct based on hearsay
- > allegations of academic misconduct raised by another party on another individual's behalf
- > reports that are made more than twenty (20) working days after the incident or situation relating to the alleged academic misconduct incident occurred
- > alleged academic misconduct related to findings or decisions made about a registrar or Fellow by regulators or in other legal proceedings
- > an incident or situation related to academic misconduct that has previously been dealt with under these procedures.

4. **Definitions**

All definitions are available in the College's *Academic Regulatory Framework for Quality Assurance*.

5. **General policy**

5.1 **Commitment to academic integrity**

- 5.1.1 The College is committed to a culture of academic integrity. The individual is responsible for their conduct.
- 5.1.2 The College is committed to acknowledging Te Tiriti o Waitangi by working in partnership with Māori. The spirit of Tikanga is to seek resolutions to disputes and complaints in a manner that encourages a facilitated open exchange of views, with a view to seeking consensus and acceptance from all parties.
- 5.1.3 The College expects that registrars and Fellows will abide by established ethical standards in relation to medical practice, including educational and research activities.
- 5.1.4 Fellows engaged in College duties/activities are expected to fulfil the roles detailed in the relevant terms of reference.

6 **Academic misconduct**

- 6.1 Academic misconduct is seeking to gain for oneself, or assisting another person to gain, an academic advantage by deception or other unfair means.
- 6.2 Academic misconduct includes any breach of any rules relating to summative assessment including tests or examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) that counts towards the attainment of a grade in any assessment or otherwise occurring in connection with any summative assessment.
- 6.3 Registrars, Fellows, College staff members and other individuals engaged in College duties and activities are required to formally notify the College in writing if they have formed the reasonable belief that a registrar and/or Fellow within the College community has engaged in academic misconduct.

- 6.4 A registrar or Fellow of the College is considered to have engaged in academic misconduct if they:
- a. collaborate, share, or otherwise allow their work to be copied, in full or in part, by another for purposes of cheating;
 - b. copy, paraphrase or summarise another person's work or ideas from any source and represent it as their own work, without correctly acknowledging the original source (i.e. plagiarism);
 - c. copy from their own previously assessed work and present it as findings or discussion in a new piece of work/assessment task;
 - d. submit work that has been prepared for another purpose without permission or without self-referencing;
 - e. falsify data, information or citations;
 - f. wilfully act to prevent other registrars from completing their work;
 - g. look at the work of another person or copy from another person during an examination;
 - h. allow another person to look at their work or copy from them during an examination; and/or
 - i. contract a third party to undertake their examination or other assessment.
- 6.5 The College will take any instance of academic misconduct seriously. Penalties may range from a warning to suspension from the programme. Any instance of academic misconduct will be recorded on a registrar's and/or Fellow's file.

7. Procedural fairness

- 7.1 The College deals with all allegations of academic misconduct in a fair, transparent, valid and timely manner.
- 7.2 Personal information related to the allegation is strictly confidential to the College.
- 7.3 All parties named have the right to natural justice.
- 7.4 All reports of such behaviour will be reviewed and then investigated. Those accused of academic misconduct will be presumed innocent until proven otherwise.
- 7.5 All individuals associated with the College are deemed to be experienced in academic pursuits and fully aware:
- a. of what constitutes academic misconduct, and
 - b. that academic misconduct is unacceptable.
- 7.6 Any registrar(s) and/or Fellow(s) claim that they participated in academic misconduct because of inexperience, or because they were unaware of the requirements, will be disregarded.
- 7.7 An allegation of academic misconduct can be withdrawn by the individual(s) who submitted the original report within ten (10) working days of the report being submitted to the College.

8. Academic Integrity Committee

8.1 Allegations of academic misconduct that are of a serious nature will require a full investigation by an Academic Integrity Committee (AIC), which will be convened by the Head of Learning (or delegate).

8.2 Membership of the AIC will comprise:

- > Head of Learning (or delegate)
- > Tumuaki and Head of Equity (or delegate)
- > Head of Membership Services (if related to research funding)
- > GP registrar representative from the Registrars' Chapter
- > Other relevant and appropriate College representation as required, who are independent of the allegation
- > College administrative/secretariat support.

8.3 Consequences of substantiated academic misconduct

8.3.1 If a determination of academic misconduct is made, the AIC may propose appropriate penalties to the Board of the College, as follows:

| Affiliation with the College | Possible consequences |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registrar | Removal from the training programme; request refund of research funding. |
| Fellow | Expel the member (as per the College Rule 14.3 and 14.4); suspend the member (as per College Rule 15.1 and 15.2); request refund of research funding. |

8.3.2 Instances of substantiated academic misconduct may be reported to the relevant regulatory authority or professional body, e.g. the Medical Council of New Zealand (MCNZ).

9. Appeal

9.1 Any registrar and/or Fellow who is dissatisfied with a decision made under these procedures may formally appeal the decision. All such applications must be made in accordance with the Appeals Policy (CO-A-002-06).

9.2 Formal appeals must be submitted within ten (10) working days of receipt of the outcome of the AIC investigation.

10. Related policies, documents and legislation

- > Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- > GP Registrar Concerns and Complaints Policy (CO-A-002-05)
- > Supporting Registrars Policy (CO-A-002-04)
- > Special Consideration in Assessment and Reconsideration of Examination Results Policy (CO-A-003-02)
- > Appeals Policy (CO-A-002-06)
- > The College Rules

11. Administrative procedures

11.1 Promulgation of published policy

This policy will be available via the College website.

12. Procedure

12.1 Suspected academic misconduct will be investigated as follows:

| Step | Action | College-recommended timeframes |
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| 1. | A College staff member, registrar, Fellow or other employee of the College submits in writing a report to the College which details the situation or incident of a registrar(s) and/or a Fellow(s) allegedly engaging in academic misconduct. | Within twenty (20) working days of the alleged incident or situation occurring. |
| 2. | Once the report has been received, the Head of Learning (or delegate) acknowledges receipt of the report and the report is recorded in the College database. | Within two (2) working days of the report being received by the College. |
| 3. | When an allegation is being investigated, the registrar(s) or Fellow(s) is informed in writing of the allegation against them. | Within five (5) working days of the report being received by the College. |
| 4. | The Head of Learning (or delegate) undertakes an initial investigation of the alleged academic misconduct situation or incident to determine whether: a. the matter should be dismissed because: i. the allegation of academic misconduct is mischievous, vexatious, frivolous or malicious ii. the relevant conduct is relatively trivial in nature or unlikely to lead to a finding of academic misconduct iii. the relevant conduct does not fall within the definition of academic misconduct, or iv. the circumstances are such to warrant the dismissal of the matter, or b. the matter should be subject to a full investigation by the Academic Integrity Committee (AIC). | Within ten (10) working days of receipt of the original allegation received by the College. The Head of Learning (or delegate) determination should be made within thirty (30) working days of receipt of the original allegation received by the College. |

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| 5. | The decision and outcome is communicated in writing to the individual(s) who reported the incident or situation and the registrar(s) and/or Fellow(s) accused of academic misconduct. | Within ten (10) working days of the decision and outcome of the initial investigation. |
| 6. | The outcome decision is recorded in the College database. | Immediately following the formal notification of the outcome decision to the registrar(s) and/or Fellow(s) |
| 7. | <p>For matters referred to the AIC, the Head of Learning (or delegate):</p> <ul style="list-style-type: none"> > may withhold ratification, notification and/or effectiveness of any assessment, or admission, or reporting activity, as appropriate > will arrange for an AIC to be convened > will ensure the written notice of outcome of the initial investigation includes: <ul style="list-style-type: none"> – a copy of the relevant conduct report(s) – a link to this procedure – any other relevant materials that the Head of Learning (or delegate) proposes the AIC considers. | Within thirty (30) workings days of the original allegation being received by the College. |
| 8. | Members of the AIC are provided with all documentation prior to the meeting date. | At least five (5) working days prior to the date of the meeting. |
| 9. | <p>The accused registrar(s) and/or Fellow(s) are given written notice of the AIC meeting they are requested to attend and details of the allegation.</p> <p>This must include:</p> <ul style="list-style-type: none"> > date > location > details of the allegation and the people who will be present at the meeting. <p>The registrar(s) and/or Fellow(s) may use this time to prepare a response and to arrange for one or more support people/whānau to attend the meeting.</p> | At least five (5) working days prior to the date of the meeting. |
| 10. | If any other relevant materials are received from the individual reporting the alleged situation or incident before the AIC convenes, the accused registrar(s) and/or Fellow(s) must be provided with a copy. | Within a further ten (10) working days of receipt of further relevant materials. |

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| 11. | <p>The Chair of the AIC writes to the accused registrar(s) and or Fellow(s) with the outcome of the full investigation advising:</p> <ul style="list-style-type: none"> > whether or not the AIC made a determination of academic misconduct > a summary of the reasons for the determination > details of any penalty imposed > a link to the College’s Special Consideration in Assessment and Reconsideration of Examination Results Policy (if relevant) (CO-A-003-02) and Appeals Policy (CO-A-002-06). | As soon as possible after a determination is made. |
| 12. | The decision and outcome of the full investigation is communicated in writing to the individual(s) who reported the incident or situation of academic misconduct. | As soon as possible after a determination is made. |
| 13. | The outcome decision is recorded in the College database. | Immediately following the formal notification of the outcome decision to the registrar(s) and/or Fellow(s). |
| 14. | The relevant individual(s) may appeal the decision in accordance with the Appeals Policy (CO-A-002-06). | Within ten (10) working days of receipt of outcome of the AIC investigation. |

NOTE: All correspondence relating to allegations of academic misconduct including associated documentation must be saved by the College into the registrar’s/Fellow’s file.