

# Academic Integrity

**Policy Statement:** YourTutor is committed to maintaining the highest levels of academic integrity and considers this commitment to be the responsibility of all staff within the organisation.

Head office of YourTutor  
Level 1, 11 Chandos Street St Leonards NSW  
[support@yourtutor.edu.au](mailto:support@yourtutor.edu.au)  
(02) 9906 2700

*“Academic integrity is the moral or ethical code of conduct related to the use, generation and communication of academic work in an honest, transparent, fair and responsible manner.”*

## 1.0 PURPOSE

This policy:

- (a) identifies ways in which academic integrity is fostered and maintained
- (b) states YourTutor’s explicit opposition to, and intolerance of, any form of academic dishonesty

## 2.0 SCOPE

This policy applies to the maintenance of academic integrity by all tutors and staff employed by YourTutor.

## 3.0 POLICY STATEMENT

YourTutor is committed to maintaining the highest levels of academic integrity and considers this commitment to be the responsibility of all staff within the organisation.

## 4.0 DEFINITION

Academic integrity is the moral or ethical code of conduct related to the use, generation and communication of academic work in an honest, transparent, fair and responsible manner.

It includes a commitment to zero tolerance of any acts of misrepresentation, falsification or deception, which fundamentally violate the core principles and culture of the YourTutor community.

Such violations also compromise and bring to question the quality, value, and integrity of the work completed by others.

## 5.0 YOURTUTOR BACKGROUND

YourTutor tutors are degree qualified, experienced educators who undergo rigorous screening, on-boarding and training processes. Our policies and training materials clearly state

*“Fostering academic integrity is a crucial element of providing an ethical service.”*

the values that form the basis of the work we do and our continuous monitoring and review processes ensure our standards are upheld.

Our tutors are highly trustworthy and are committed to supporting students and enhancing their study experiences. They work with honesty and integrity in a process that is fully transparent.

Our demonstrated commitment to academic integrity for more than a decade underpins the expansion of our service from an initial synchronous ‘live interaction’ tutoring service targeting high school students, to include a 24/7 writing feedback service for students requiring constructive help with written assignments in universities, TAFEs and private colleges.

## 6.0 PRINCIPLES

- 6.1 To maintain high standards of academic integrity, it is the obligation of every employee and a necessity of every tutor and member of the Academic Services team to understand, respect and comply with the contents of this policy.
- 6.2 All new tutors and staff members are required to complete an Academic Integrity training module available in the LMS during their induction.
- 6.3 Actions or behaviours by tutors or staff that contravene this policy will be investigated and, if proven, may result in disciplinary action up to and including dismissal.

## 7.0 FOSTERING AND SUPPORTING ACADEMIC INTEGRITY

Fostering academic integrity is a crucial element of providing an ethical service. The YourTutor approach to academic integrity is based on the following strategies:

### 7.1 CLEAR EXPECTATIONS

*“All sessions are rigorously and continuously reviewed by the Quality Assurance Team. “*

All YourTutor policies and procedures clearly document expectations of tutors and staff in relation to integrity and academic dishonesty and set out processes should breaches occur.

## 7.2 ADHERENCE TO POLICY

All tutors are required to comply with this policy as a condition of their ongoing employment and to maintain competency annually through completion of a refresher Academic Integrity module, which reinforces the central importance of academic integrity to their employment.

## 7.3 MONITORING AND REPORTING

All sessions are rigorously and continuously reviewed by the Quality Assurance Team. A flagging system identifies any activity by a tutor or student that contravenes or breaches this policy.

## 7.4 TRANSPARENCY

Transcripts of live sessions and reviewed submissions are made available for review by clients.

# 8.0 BREACHES TO INTEGRITY

For the purpose of this Policy, a breach of integrity refers to a tutor assisting a student in such a way as to afford the student unfair academic advantage. In this context, this would occur if the tutor:

- a) provided the student with answers to presented questions
- b) actively changed CONTENT of written scripts
- c) undertook proof reading of a submitted document
- d) colluded with a student in any other way

## 8.1 PROVIDING HELP, NOT ANSWERS

YourTutor’s foundation principle is to deliver educational experiences that are academically sound, honest and ethical.

*“Tutors never provide answers. Tutors facilitate, through guided questioning, consolidation of current knowledge and, through scaffolding, expansion of student knowledge.”*

Tutors never provide answers. Tutors facilitate, through guided questioning, consolidation of current knowledge and, through scaffolding, expansion of student knowledge.

Tutors focus on each student’s active engagement throughout the session to ensure an educationally sound outcome with the student having the ability to feed forward knowledge developed in the session to apply to similar problems in the future.

## 8.2 REVIEWING, CHANGING OR EDITING CONTENT

Tutors will review submissions in a non-directive way for academic writing only.

Appropriate feedback is provided related to structure, punctuation and grammar. Review or feedback based on specific content is beyond the scope of the YourTutor service.

Instruction is provided to raise awareness and enable students to effectively identify errors and amend their own work.

Tutors may also provide assistance, if appropriate, regarding how to use sources and reference appropriately to avoid plagiarism.

## 8.3 PROOFREADING

Our tutors will not edit student submissions by correcting errors, make changes to structure or spelling, or rewrite any part of text to clarify meaning.

## 8.4 COLLUSION

Our tutors will not collaborate or discuss with students any information on any submission that may lead to the student having an advantage over other students.

## 9.0 DETECTING POLICY BREACHES

*“Our tutors will not collaborate or discuss with students any information on any submission that may lead to the student having an advantage over other students.”*

The academic integrity of YourTutor and its services rests on:

- (a) ethical behaviour from tutors and staff
- (b) a collective culture committed to academic excellence, honesty and integrity
- (c) effective training resources and policy focused on academic integrity
- (d) a clear process for training, monitoring and detecting policy breaches

- 9.1 Any form of academic dishonesty violates these standards, and damages trust in our service. Any breaches of this policy may result in disciplinary action up to and including dismissal.

## 10.0 ACKNOWLEDGEMENT

The following resources were used to guide the development of this policy:

- [The University of Sydney - Academic Honesty in Coursework Policy](#)
- [University of Southern Queensland- Academic Integrity](#)

## 11.0 CONSULTATION

This policy was developed by the General Manager, Academic Services in discussion with the Executive Team and consultation with the YourTutor [Academic Advisory Board](#).

## 12.0 REVIEW

On or before 30<sup>th</sup> March 2018

Page 5

