

# COLLUSION, PROOFREADING & ACADEMIC INTEGRITY

## Collusion

### What is collusion?



Link to video

TEQSA (2020) defines collusion as:

*Collusion involves engaging in illegitimate cooperation with one or more other students in the completion of assessable work. Cooperation is not legitimate (or appropriate) if it unfairly advantages a student or group of students over others. It can include working with a friend or group of friends to write an essay or report that is meant to be an individual piece of work. It can also include sharing quiz or test questions and answers with other students, as well as written assignments like reports and essays. Students should also never share their work with others as there is a risk the person you share it with could upload it to an illegal commercial cheating service or circulate it to others. (p. 10)*

### Is it ok if I share an assignment with another student?

You may have good intentions when sharing a paper; however, it can be considered collusion and could result in academic misconduct. When you email or upload a paper to share with others you lose control of your work. It is your responsibility to protect your work to avoid others plagiarising or uploading your paper to third-party websites.

#### **Plagiarism:**

the practice of using someone else's ideas or work and pretending it is your own.

Source: Cambridge University Press (2013)

TEQSA states "students should also never share their work with others as there is a risk the person you share it with could upload it to an illegal commercial cheating service or circulate it to others" (p. 10).

It should be noted, under the new Australian laws, anyone who provides contract cheating services, paid or unpaid, are subject to incur a fine.

Adapted from: Tertiary Education Quality and Standards Agency. (2021). *Defining academic integrity*. Australian Government, TEQSA. <https://www.teqsa.gov.au/defining-academic-integrity>

### A family member or friend has offered to help with my essay. Is this ok?

In general, it is ok to for someone else to identify errors or areas to improve in a paper however, they cannot edit or rewrite your work. See the table below for the ACAP proofreading guidelines.

## Proofreading

Proofreading is the process of finding and correcting mistakes in a draft before it is submitted for grading. When asking someone to proofread your paper, there are important guidelines to follow.

### What can / can't be done by someone else when proofreading your paper:

Can	Can't
<ul style="list-style-type: none"> <li>Identify spelling, grammar and punctuation issues. This could include highlighting long and confusing parts of text</li> </ul>	<ul style="list-style-type: none"> <li>Rewrite sentences</li> <li>Add or alter content, including ideas and arguments</li> <li>Translate text</li> </ul>
<ul style="list-style-type: none"> <li>Identify formatting and layout errors including referencing, tables, diagrams and charts</li> </ul>	<ul style="list-style-type: none"> <li>Edit references, tables or formatting. Check/correct calculations, facts or labels</li> </ul>
<ul style="list-style-type: none"> <li>Use comments / highlighting to identify errors</li> </ul>	<ul style="list-style-type: none"> <li>Use track changes to make changes or rewrite text</li> </ul>

## Academic Integrity

### My Educator alleges I have committed academic misconduct. What should I do?

If you are alleged to have breached academic integrity, you should treat this matter seriously. You should read the [ACAP Academic Integrity policy](#) and the [Misconduct Policy](#) to understand your responsibilities and how academic misconduct cases are managed by the college. It is important to communicate with your Educator and seek their advice on the action you must take after being told you have breached academic integrity.

Adapted from: Tertiary Education Quality and Standards Agency. (2021). *Behaviours that undermine academic integrity*. Australian Government, TEQSA. <https://www.teqsa.gov.au/what-academic-integrity>

### I'm struggling with my assessment. How can I get help?

Speak to your Educator or Unit Coordinator as soon as possible to discuss your options for submitting the assessment. Reach out to Student Learning Support (SLS) to seek assistance with academic writing and referencing. Do not leave asking for help to the last minute. The sooner you ask for help the faster you will get back on track to submit your assessment.

### Further support:

SLS resources: [Editing and proofreading](#)

[Academic Integrity and Avoiding Plagiarism](#)

[Smarthinking](#): Free assignment feedback service

[Grammarly](#): Online spelling, grammar & revision tool