

Student Academic Integrity Policy

1. Purpose and Scope

- 1.1 The Academic Integrity Policy outlines the principles and responsibilities for promoting, supporting and upholding high standards of academic integrity. It supports academic integrity across all learning and teaching activities at AIAT regardless of delivery mode.
- 1.2 The policy applies to AIAT staff, students and industry partners.

2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are those specific to this policy.

Academic Integrity - the commitment to act ethically, with honesty, respect, and fairness in creating and/or publishing and/or otherwise communicating information in an academic environment. It is evident in the use, production, and dissemination of information in a respectful and responsible way.

Academic misconduct - a breach of Academic Integrity. Specific examples include:

- a. Plagiarism;
- b. breaches of the examination procedures that have been determined to be breaches of academic integrity;
- c. including material in individual academic work that has involved significant assistance from a third party, unless this is specifically allowed in the subject outline;
- d. submitting an Assessment Task produced, in part or fully, by a third party;
- e. providing assistance to a student in the presentation of individual work, unless this is specifically allowed in the subject outline;
- f. falsifying or misrepresenting academic records, or any other documents; and
- g. any other actions that contravene the principles of academic integrity.

Plagiarism means using another person's work as though it is the student's own work, including but not limited to:

- a. directly copying any material from electronic or print resources without acknowledging the source;
- b. incorporating source code of a computer program written by another person;
- c. closely paraphrasing sentences or whole passages without referencing the original work;
- d. submitting another student's work in whole or in part, unless this is specifically allowed in the subject outline;
- e. using another person's ideas, work or research data without acknowledgment; or
- f. appropriating or imitating another's ideas unless this is specifically allowed in the subject outline.

3. Policy Statement

- 3.1 AIAT is committed to promoting and fostering a culture of academic integrity. The pursuit of this culture is a shared responsibility across AIAT staff and students.
- 3.2 AIAT believes that academic integrity education is integral to the learning experience. Academic integrity will be incorporated throughout subjects and courses and will appropriately take into consideration students' diverse educational and cultural backgrounds.
- 3.3 Academic and learning support staff will teach their students appropriate research, scholarship and acknowledgment practices in order to develop academic integrity skills.
- 3.4 Academic misconduct is treated seriously and managed through transparent and consistent processes.

4. Policy Principles

- 4.1 AIAT advocate and promote an educative approach towards academic integrity.
- 4.2 Teaching, learning and scholarship are undertaken in a supportive environment with transparent processes. AIAT is committed to:
 - 4.2.1 treating all students fairly and consistently;
 - 4.2.2 recognising the legal rights of students, including those relating to intellectual property and privacy; and
 - 4.2.3 embracing curriculum and assessment design which promote academic integrity.
- 4.3 A positive learning and teaching culture is promoted.
- 4.4 AIAT is opposed to, and does not, tolerate any form of academic misconduct.
- 4.5 Support, professional development and tools are provided to staff to detect and manage incidents of academic misconduct.
- 4.6 Clear guidance, information, support and training is provided to students to promote academic integrity.
- 4.7 All assessments submitted by a student must be their independent and original work, and the ideas and work of others must be acknowledged and not claimed or presented as their own, either intentionally or unintentionally. All students will acknowledge this when submitting their work via the LMS.
- 4.8 AIAT undertakes to detect and deter breaches of academic integrity through strategies including but not limited to:
 - 4.8.1 manual detection by staff;
 - 4.8.2 use of content matching or authenticity software;
 - 4.8.3 monitoring websites that enable academic integrity breaches to take place; and
 - 4.8.4 the management and blocking of websites that breach academic integrity such as assessment file sharing, or illegal websites that offer contract cheating services.

- 4.9 All allegations of suspected breaches of academic integrity will be managed in a fair and transparent manner in accordance with the Student Academic Misconduct Procedure. Outcomes of Academic Misconduct will be applied according to the context and extent of the breach. No person will suffer any discrimination or victimisation as a result of raising an allegation of a breach of academic integrity in good faith.
- 4.10 All allegations of academic misconduct, whether dealt with by educative response or formal investigation, must be recorded in the Student Academic Misconduct Register.
- 4.11 AIAT ensures that academic integrity support and processes are continuously improved.
- 4.12 Data related to academic integrity breaches is:
 - 4.12.1 confidentially and securely maintained;
 - 4.12.2 made available for the purposes of managing potential breaches of academic integrity; and
 - 4.12.3 managed and analysed for quality assurance, learning and teaching and process improvement, procedural fairness, and transparency.

5. Roles and responsibilities

- 5.1 The Academic Board is responsible for exhibiting a high level of commitment to academic integrity.
- 5.2 The Learning and Teaching Committee is responsible for:
 - 5.2.1 providing academic integrity guidance and resources for students and staff, including professional development opportunities for staff covering best practices in course design, delivery and assessment to deter Academic Misconduct and tools to detect it;
 - 5.2.2 taking preventative action to mitigate foreseeable risks to academic integrity and to address underlying causes;
 - 5.2.3 taking steps to ensure timely investigation of allegations of breaches of academic integrity;
 - 5.2.4 providing students with access to an appeal process for decisions involving Academic Misconduct; and
 - 5.2.5 maintaining, monitoring and acting on academic integrity data for the purpose of quality assurance and continuous improvement.
- 5.3 Students are responsible to
 - 5.3.1 familiarise themselves with this policy, AIAT's academic integrity expectations and those of relevant subjects by using the information and guidance provided by AIAT and staff;
 - 5.3.2 act ethically and honestly at all times in the creation, development, application and use of ideas and information, particularly when submitting academic work which they are claiming as their own;

- 5.3.3 acknowledge in activities undertaken as part of their learning, the contribution of others' ideas and work, including that of other students and colleagues; and
 - 5.3.4 protect their work from being copied or misused by other students;
 - 5.3.5 understand the difference between collaboration with other students (which is encouraged) and collusion with other students or non-students (which may not meet academic integrity requirements); and
 - 5.3.6 act in accordance with the values and principles of academic integrity and avoid all acts which could be considered Academic Misconduct.
- 5.4 Staff are responsible to
- 5.4.1 be aware of the AIAT policies and procedures in relation to academic integrity;
 - 5.4.2 engage in professional development opportunities supporting best practice in maintaining academic integrity in learning and teaching;
 - 5.4.3 promote and model the values of academic integrity;
 - 5.4.4 apply educative strategies to prevent breaches of academic integrity, including providing students with appropriate guidance, learning activities and feedback on academic integrity;
 - 5.4.5 regularly review and renew Assessment tasks to minimise the potential for breaches of academic integrity;
 - 5.4.6 communicate to students the acceptable level of working together and how their work will be individually or jointly assessed;
 - 5.4.7 inform students that it is each student's responsibility to uphold the principles of academic integrity and to submit work for Assessment or examination in accordance with this policy; and
 - 5.4.8 monitor, identify and manage failures to meet academic integrity requirements in accordance with the relevant procedures.
- 5.5 Industry Partners are responsible to
- 5.5.1 be aware of the AIAT policies and procedures in relation to academic integrity;
 - 5.5.2 promote and model the values of academic integrity;
 - 5.5.3 monitor, identify and report failures to meet academic integrity requirements in accordance with the relevant procedures.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Student Academic Integrity Policy
Policy Reference No.	POL – 29
Policy Approval	Board of Directors
Policy Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 2021: 5.2, 6.2.1.j, 7.2.2.d

Related Documents	<p>Assessment Policy</p> <p>Copyright Policy</p> <p>Intellectual Property Policy</p> <p>Learning and Teaching Policy</p> <p>Privacy Policy</p> <p>Records Management Policy</p> <p>Student Academic Misconduct Procedure</p> <p>Student Code of Conduct</p>
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 (HESF)
References	<p>AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:</p> <p>Adelaide University (2020) Academic Integrity Policy</p> <p>Exemplary Academic Integrity Project (EAIP): Embedding and extending exemplary academic integrity policy and support frameworks across the higher education sector (2013), Office for Learning and Teaching Strategic Commissioned Project 2012-2013, http: www.unisa.edu.au/EAIP</p> <p>Flinders University (2021) Student Academic Integrity Policy</p> <p>James Cook University (2020) Coursework Academic Integrity Policy</p> <p>La Trobe University (2021) Academic Integrity Policy</p> <p>Melbourne University (2021) Student Academic Integrity Policy (MPF1310)</p> <p>Monash University (2021) Student Academic Integrity Procedure</p> <p>RMIT (2021) Academic Integrity Policy</p> <p>University of Southern Queensland (2020) Student Academic Integrity Policy</p>
Date of approval	2 March 2022
Review date	December 2024
Policy Category	Academic

6. Document Version Control

Document No	POL - 29	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	8/4/2022	Modified policy number
Created Date	March 2022		