

## Academic Integrity Policy

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<b>Related Documents</b>	<i>Academic Freedom and Free Intellectual Enquiry Policy</i> <i>Academic Integrity Procedure</i> <i>Assessment Policy</i> <i>Examinations Procedure</i> <i>Fraud and Corruption Control Policy</i> <i>Fraud and Corruption Control Procedural</i> <i>National Code Compliance</i> <i>Quality Assurance Framework</i> <i>Risk Management Plan</i> <i>Staff Code of Conduct</i> <i>Staff Misconduct Procedure</i> <i>Student Code of Conduct</i> <i>Student Misconduct Procedure</i>		
<b>Version</b>	<b>Authorised by</b>	<b>Approved</b>	<b>Effective Date</b>
1.4	Academic Board	16/05/2018	16/05/2018

### 1. Context

This Policy supports the Australian Institute of Business Intelligence’s (the ‘Institute’) commitment to academic integrity.

The Institute will proactively educate and support its students in their academic pursuits, with the aim of producing graduates with strong ethical foundations who will act with integrity in their academic, professional and personal dealings. This Policy articulates the commitment of the Institute to actively ensure integrity across all academic pursuits and undertakings.

### 2. Definitions

**Academic integrity:** a commitment to the values of honesty, trust, fairness, respect, responsibility and courage in all areas of academic activity.

**Academic misconduct:** acting in any way contrary to the spirit of academic integrity to gain an unfair and unmerited advantage.

**Assessment:** a process to determine a student’s achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration.

**Breach:** a failure to comply with the Institute’s *Academic Integrity Policy* and related policies, procedures, directions or instructions – intentionally or unintentionally.

**Cheat:** to deceive or practise deceit, especially for one’s own gain.

**Collusion:** an agreement between two or more parties to mislead or deceive others. Regarding coursework and assessments, the aim of collusion is usually to gain unfair advantage.

**Contract cheating:** a form of academic misconduct in which students get others to complete their coursework, assessment, or examination, and claiming the work is their own (also referred to as “ghost writing”).

**Exclusion:** the suspension of a student’s enrolment for a period of time.

**Ghost writing:** refer to “contract cheating”.

On the balance of probabilities: based on evidence, the occurrence of the event was more likely than not.

Plagiarism: when work is submitted which includes the words or ideas of others without appropriate attribution or reference to the original author.

### 3. Scope

This Policy applies to all Institute staff and students, to all of the Institute's units and programs, and to individual and group tasks.

### 4. Policy principles

The key principles informing this Policy are:

- *academic integrity embedded in all aspects of the curriculum;*
- *appropriate behaviour in undertaking all academic and professional work including assessment tasks, examinations, and institutional documents;*
- *access to, and provision of, adequate information and guidance on what is expected and appropriate in terms of academic integrity and standards;*
- *academic integrity in all its operations and functions and any breach of academic integrity will incur appropriate consequences; and*
- *handling of allegations of academic misconduct by students and staff in accordance with the principles of procedural fairness and the burden of proof 'on the balance of probabilities'.*

### 5. Policy details

A breach of academic integrity includes, but is not limited to:

- *Cheating*
- *Unacknowledged use of others' academic materials*
- *contract cheating or ghost writing;*
- *collusion;*
- *plagiarism and/or failure to adequately acknowledge sources;*
- *dishonest conduct;*
- *making misleading or false claims;*
- *tampering with records;*
- *misrepresentation;*
- *using or attempting to use unauthorised material in an examination or under other assessment conditions; and*
- *complicity in assisting others conduct themselves in any of these ways.*

It is expected that all students and staff maintain the highest possible standards in their academic and professional undertakings. To this end, the institute is committed to providing guidance and information to support:

- *students in conducting themselves with honesty, integrity, and proper ethical behaviour when undertaking any academic activities including assessment tasks and examinations;*
- *staff in accepting responsibility to create and foster an environment where honesty and academic integrity are understood and valued in all academic pursuits;*
- *an approach to teaching and learning aimed at minimising opportunities for academic dishonesty;*
- *education strategies which clearly define and explain academic misconduct and promote academic honesty;*

- *academic staff in the design, development and use of teaching and assessment materials;*
- *a consistent, procedurally fair and equitable framework for considering and handling alleged breaches of academic integrity, with the burden of proof ‘on the balance of probabilities’;*
- *standard and appropriate penalties depending on the severity of the breach and access to an appeal process; and*
- *a process of redress for students who have deliberately acted against this Policy and thereby engaged in academic misconduct.*

## 6. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the Institute’s website.

## 7. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Institute’s website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

## 8. References

*Higher Education Standards Framework (Threshold Standards) 2021 – Part A, Standards 5.2, 6.2*

*National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 8*

*Australian Code for the Responsible Conduct of Research (2007)*

*TEQSA Good Practice Note: Addressing contract cheating to safeguard academic integrity*

*TEQSA Online Learning Good Practice - The prevention of contract cheating in an online environment*

## 9. Acknowledgements

In developing this Policy, the Institute acknowledges:

- *TEQSA Guidance Note: Academic Integrity*

### Document History:

Version	Date	Author	Reason	Sections
0.1	04/6/2017	LM	Feedback from Academic Board meeting	
0.2	24/07/2017	Donna Mack	Feedback from Academic Board meeting	All
1.0	16/5/18	Stephen Andrews	Revised in response to Academic Board feedback 23/4/18 and 16/5/18, and approved Policy Development and Review Framework.	All
1.1	17/12/2019	Philippa Ryan	Amended to reflect new trading name ‘Waratah Institute’.	All

1.2	12/02/2020	Stephen Andrews	Revised in response to Academic Board review 30/01/2020	2, 5
1.3	4/08/2020	Stephen Andrews	Amended to note the level of certainty required to consider a suspected breach of academic integrity as proven. Approved by AB 4/8/20.	2, 4, 5, 8
1.4	04/01/2022	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo; updated references to the Higher Education Standards Framework 2021	All