

Academic Integrity

Preamble:

The commitment of Australian Institute of Business (AIB) to Academic Integrity is articulated in the Vision, Mission and Values statement. Academic integrity means honesty in research, reporting and writing.

Purpose:

To provide clear definitions of academic integrity and the consequences of academic misconduct.

Scope:

All students, staff and consultants of AIB

1. Detail

The values that underpin the AIB policy on academic integrity are honesty and responsibility on the part of students, staff and consultants. Any breach of the requirements of academic integrity are deemed as academic misconduct and this includes plagiarism, collusion, fabrication, falsification, double submission of work and misconduct in examinations. This list is not exhaustive as there may be other forms of dishonest or irresponsible conduct which may be deemed as academic misconduct by AIB. Depending on the circumstances and the nature of the academic misconduct, consequences including penalties may be expected to follow.

Plagiarism

Plagiarism can be defined as submitting another person's words or ideas as your own. This includes use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, without acknowledging their sources. This means that unacknowledged use of quotations or ideas from materials including but not limited to books, articles, the internet, or another student's work is plagiarism.

Collusion

Collusion is when two or more students each submit work as if it has been done by them individually when they have done it jointly. This is not academic misconduct if the work is a group project, however, collusion occurs if two or more students fail to abide by directions from the examiner regarding the permitted level of collaboration on an assessment.

Fabrication

Fabrication refers to results or data that does not exist and have been made up.

Falsification

Falsification refers to results or data that have been manipulated to reach a specific conclusion.

Double submission

This occurs when

- a student submits the same piece of work for more than one subject unless agreed upon with the facilitators of the different subjects, or
- a student allows another student to copy an assignment or other form of assessment.

Misconduct in examinations

This includes but is not limited to:

- being in possession of any books, calculators, diagrams, notes or other material other than those permitted by the invigilator
- directly or indirectly giving assistance to any other person
- speaking to any other student
- copying from or otherwise seeing or using the papers or Exam Booklet of another student
- allowing any other student to copy from or otherwise see or use the student's papers or Exam Booklet
- using any means to obtain an undue advantage in completing the examination
- unruly or disruptive behaviour during an examination.

2. Responsibilities

AIB is responsible for

- providing information about this policy via its website to all students and staff, including those staff employed by Teaching Centres,
- ensuring consistent and equitable application of this policy,
- ensuring timely investigation of allegations of academic misconduct,
- providing access to an appeal process.

Academic Staff are responsible for:

- being familiar with the AIB policies and procedures in relation to academic integrity and being role models by appropriately acknowledging the work of others in their teaching and research;
- providing students with appropriate guidance, learning activities and feedback on academic integrity;
- advising students of the assessment methods and whether the assessments are will be individually or jointly assessed and what is the acceptable level of working together;
- designing assessment tasks that minimise the potential for academic misconduct.

The Director of Studies (or nominee) ("DOS") is responsible for:

- ensuring that staff understand their responsibilities under this policy
- taking steps to ensure that the policy is implemented.

Students are responsible for:

- familiarising themselves with this policy and complying with it
- seeking additional assistance if in doubt about any aspect of what is required.

3. Procedures for Academic Misconduct

3.1 Allegation of plagiarism, collusion, falsification, fabrication and double submission with respect to coursework subjects or during examinations

3.1.1 For the purposes of this section 3.1, there are three levels of academic misconduct:

3.1.1.1 Level 1 Minor Academic Misconduct – this refers to any instance of academic misconduct which the DOS deems to be a minor breach of this Academic Integrity Policy (or any such academic misconduct rules). Examples may include (but are not limited to) minor plagiarism (which is usually less than 10% of the assessment);

3.1.1.2 Level 2 Moderate Academic Misconduct – this refers to any instance of academic misconduct which the DOS deems to be a moderate breach of this Academic Integrity Policy (or any such academic misconduct rules). Examples may include (but are not limited to) moderate plagiarism (which is usually between 10% and 25% of the assessment);

3.1.1.3 Level 3 Major Academic Misconduct – this refers to any instance of academic misconduct which the DOS deems to be a major breach of this Academic Integrity Policy (or any such academic misconduct rules). Examples may include (but are not limited to) the following:

- (a) Major plagiarism (which is usually greater than 25% of the assessment);
- (b) Any serious cases of collusion, double submission, fabrication or falsification; or
- (c) Any serious cases of misconduct in examinations.

3.1.2 The levels of academic misconduct and the percentages of plagiarism referred to in 3.1.1 are merely a guide and the final level of academic misconduct or plagiarism should be recommended by relevant examiner/academic, with the final decision being made by the DOS, after taking into account relevant factors (which may include but are not limited to such things as whether the plagiarised content relates to a key foundation of the assessment, the amount of academic experience or level of study of the student, the student's previous record of academic misconduct).

3.1.3 When a facilitator or an examiner believes that a student may be involved in a case of academic misconduct (“Case”), they must advise the DOS of their recommendation.

3.1.4 Also, where an invigilator believes that a student is involved in a case of academic misconduct during an examination (“Case”), the invigilator shall provide the DOS with a written incident report.

- 3.1.5 The DOS will determine in his/her absolute discretion whether the Case amounts to academic misconduct. If it does not amount to academic misconduct the DOS shall arrange an appropriate note and reasons to be made in the confidential register. If it does amount to academic misconduct, the DOS shall determine the appropriate level of the academic misconduct and action to take (after considering the recommendation by the relevant examiner/academic).
- 3.1.6 If the Case is a Level 1 Minor Academic Misconduct, the student may simply be issued with a warning and/or some marks may be deducted for the assessment (or relevant part or question within the assessment).
- 3.1.7 If the Case is a Level 2 Moderate Academic Misconduct, marks may be deducted for the assessment (or relevant part or question within the assessment) and/or a mark of zero may be awarded for the assessment (or relevant part or question within the assessment).
- 3.1.8 If the Case is a Level 3 Major Academic Misconduct, a mark of zero may be awarded for the assessment (or relevant part or question within the assessment) and/or for the whole subject.
- 3.1.9 If there are multiple instances of any level of academic misconduct with a student, the DOS may refer the matter to the Teaching and Learning Committee which has the right to recommend to the Academic Board that the student be expelled. If the Academic Board makes such a decision, then all fees paid by or on behalf of the student to date will be forfeited and the student will not be permitted to continue with their course or later return to undertake the course.
- 3.1.10 In relation to all decisions made, the DOS shall arrange for an appropriate note and reasons to be made in the confidential register.
- 3.1.11 Students who receive any warning or penalty for academic misconduct should arrange counseling with academics at their Teaching Centre or if appropriate AIB. Students are entitled to appeal in accordance with the Academic and Non-Academic Grievance Handling policy.
- 3.2 *Academic misconduct such as plagiarism, collusion, falsification, fabrication and double submission with respect to research higher degree theses/dissertations***
- 3.2.1 When a research supervisor believes that a student may be involved in academic misconduct, the research supervisor will request the Director of Research or nominee (“DOR”) to check the confidential register to determine if the student has been reported for academic misconduct. The DOR will advise the research supervisor of the search result.
- 3.2.2 Where there is no record of the student in the confidential register and the research supervisor believes that the academic misconduct has resulted from a misunderstanding of academic conventions or accepted research practices or from poor academic practice, the research supervisor will counsel the student about appropriate academic and research practices. A record of this incident

and the fact that the student has been advised of appropriate academic and research practices will be made in the confidential register.

- 3.2.3 Where the research supervisor believes that there was academic misconduct, or where the information in the confidential register makes it appropriate to refer the matter further, the research supervisor will advise the DOR, who will refer the matter and all evidence to the Chair of the Research and Higher Degrees Committee.
- 3.2.4 The Chair of the Research and Higher Degrees Committee will inform the student in writing of the allegation and seek to arrange a discussion of the matter by the most appropriate means (in person, by email or by teleconference).
- 3.2.5 The student may invite a staff or student member of AIB or Teaching Centre to be present at the meeting or take part in the discussion by email or teleconference. If the student fails to respond or refuses to attend the meeting or take part in the discussion, the Research and Higher Degrees Committee will proceed with its deliberations.
- 3.2.6 The Research and Higher Degrees Committee will determine
- that there is no academic misconduct, or
 - that there is academic misconduct, but that it is not in respect of a substantial component of the thesis, or
 - that there is academic misconduct, and that it is in respect of a substantial component of the thesis.
- 3.2.7 The Research and Higher Degrees Committee will select one of the following courses of action:
- that the student's candidature be permitted to continue unconditionally
 - that the student's candidature be permitted to continue subject to such conditions as the committee may impose
 - that the student's candidature be transferred to another appropriate degree (for example, a PhD student be transferred to a masters degree)
 - that the student's candidature be terminated, with a recommendation as to whether the student should be permitted to re-apply within a specified period of time.

A record of the nature of any breach and the action taken will be made in the confidential register.

- 3.2.8 The student will be provided with the decision and reasons for the decision. If appropriate, students should arrange counseling with academics at AIB. Students are entitled to appeal in accordance with the Academic and Non-Academic Grievance Handling policy.

3.3 Academic misconduct with respect to a thesis - allegations by examiners of research higher degree theses/dissertations

- 3.3.1 Where an examiner of a research higher degree thesis or dissertation has reported an alleged academic misconduct in relation to a thesis or dissertation,

the Chair of the Research and Higher Degrees Committee will inform the student in writing of the allegation and provide the research supervisor, the DOR and student with copies of the Examiner's Report(s). In this process the examiners' identities shall not be revealed to the student.

- 3.3.2 The DOR will ensure that a check is made of the confidential register to determine if the student has been reported for academic misconduct.
- 3.3.3 The Research and Higher Degrees Committee will seek written comments from the student and the research supervisor on the Examiner's Report(s) and will contact the student to conduct an interview by the most appropriate means (in person, by email or by teleconference).
- 3.3.4. The student may invite a staff or student member of AIB or Teaching Centre to be present at the meeting or take part in the discussion by email or teleconference. If the student fails to respond or refuses to attend the meeting or take part in the discussion, the Research and Higher Degrees Committee will continue with its deliberations.
- 3.3.5 The Research and Higher Degrees Committee may seek clarification from the examiners regarding their comments in the Examiner's Report(s) and will determine, on the evidence available either:
- that there is no academic misconduct, or
 - that there is academic misconduct, but that it is not in respect of a substantial component of the thesis, or
 - that there is academic misconduct, and that it is in respect of a substantial component of the thesis.
- 3.3.6 If the Research and Higher Degrees Committee determines that there is academic misconduct but not in respect of a substantial component of the thesis, the Research and Higher Degrees Committee will require the student to undertake the amendments as stated in the Examiner's Report(s).

A record of the nature of the breach and the action taken will be made in the confidential register.

- 3.3.7 If the Research and Higher Degrees Committee determines that there is academic misconduct in respect to a substantial component of the thesis:
- the examination of the thesis will not proceed,
 - the student's candidature will be terminated, and
 - the student will not be allowed to present for the degree again.

A record of the nature of the breach and the action taken will be made in the confidential register.

- 3.3.8 The student will be provided with the decision and reasons for the decision. If appropriate, students should arrange counseling with academics at AIB. Students are entitled to appeal in accordance with the Academic and Non-Academic Grievance Handling policy.

The Secretary of the Research and Higher Degrees Committee will advise the examiners of the outcome.

4. Recording of academic misconduct

- 4.1 A confidential register will be maintained by the DOS in the student management system or another confidential location.
- 4.2 Examiners and relevant committees must inform the DOS of all cases of academic misconduct which are reported to them as stated above and which have been substantiated.
- 4.3 The DOS will ensure that the information reported is recorded in the confidential register.
- 4.4 Where an allegation of academic misconduct is found to be substantiated this information will not be printed on student academic transcripts.
- 4.5 Requests from staff for information contained in the confidential register will be made in writing to the DOS.
- 4.6 Students will be entitled to have access to view a copy of any entries relating to them in the confidential register.

Related Forms and Documents:

Student Handbook
Staff Induction Manual

Responsibility:

DOS
DOR

Related Policies

Academic and Non-Academic Grievance Handling

Current Status:	Version 4
Approved By:	Academic Board
Date of Approval:	24 February 2012
Previous version:	1 July 2011
	9 December 2008
	27 October 2011