



ACADEMIC INTEGRITY POLICY

Purpose

This policy articulates and clearly communicates to the Australian Institute of Business (AIB) staff and students what is meant by academic integrity, the forms that academic misconduct may take, and the measures that inhibit breaches.

Scope

This policy applies to all AIB students, staff and contractors including external higher degree research supervisors.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#). Definitions specific to academic integrity are also provided below for ease of access.

Plagiarism

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 This includes use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, without acknowledging their sources.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

Collusion

Collusion refers to a situation where a student advertently or inadvertently assists, or is assisted by, someone else with assessment work that should have been the work of an individual student. This includes a student giving or sharing an assessment with another student, making an assessment available to others for potential use, using an assessment written by someone else and writing an assessment together. Collusion comprises any way of submitting assessment work as if it reflects individual effort while in reality it includes the work of another person, as determined by AIB. Collusion includes 'contract cheating'.

Collusion occurs if two or more students fail to abide by directions from the examiner regarding the permitted level of collaboration on an assessment; this includes unauthorised collaboration. Students must not publish their work or related AIB materials (such as publishing their assignments or assessment questions online or in chat rooms).

Contract Cheating

Contract cheating means engaging services (paid or unpaid) of others to have the assessment written for an individual and submitting that assessment as individual's own. Contract cheating can also be referred to as 'ghost writing' or 'contract writing'.

Fabrication

Fabrication refers to results or data that does not exist and have been made up; this includes fabrication of identity and impersonation.

Falsification

Falsification refers to results or data that have been manipulated to reach a specific conclusion. Falsification refers to content of assessment items and to misattribution of sources (also to other documentation for example, medical certificates used in an attempt to obtain approval for special circumstances).

Double submission

This occurs when a student submits substantially the same piece of work for more than one subject unless agreed upon with the Subject Coordinators of the different subjects. It also applies to preparation of journal articles and learning materials.

Policy

1. Ethical conduct and academic honesty are fundamental to the mission of AIB.
2. The approach to academic integrity at AIB comprises three key elements:
 - Attitudinal – developing awareness of the ethical principles
 - Knowledge-based – building understanding among staff and students on what constitutes academic misconduct and awareness of strategies to inhibit it.
 - Skills – ability to prepare original assessments without plagiarising or colluding (students), to prepare original and appropriately attributed subject content and academic publications (staff) and the ability to identify and manage breaches (staff).
3. Assessments are refreshed in each subject instance to minimise opportunity for Plagiarism and Contract Cheating.
4. AIB ensures that all submitted student work is original by:
 - clearly articulating and communicating the various forms of academic misconduct
 - designing assessments that inhibit the potential for Plagiarism, Collusion, submission of work that is prepared by a third party, cheating or fabricating or falsifying data.
5. Ensuring that students understand the purpose of referencing conventions and how to use them and are aware of the consequences of academic integrity breaches.
6. Ensuring that staff are aware of the types of academic misconduct that may occur, are supported in their ability to detect them, and familiar with the procedures that are in place for handling suspected breaches of the policy.
7. AIB takes all possible measures to deter and detect academic misconduct, including but not limited to the use of word-matching technology and random vivas (oral tests) requiring students to orally describe their written work.
8. Ensuring that staff observe proper academic conduct when preparing Subject materials and academic articles.
9. AIB will ensure the review of suspected breaches of the policy is conducted consistently and equitably.

Related Policies and Procedures:

Academic and Non-Academic Grievance Handling Policy and Procedure

Assessment Policy and Procedure

Dean's Merit List and Valedictorian Award Policy and Procedure

Examination Procedure

Higher Degrees by Research Policy and Procedure

Intellectual Property Policy

Research and Scholarship Policy

Related legislation:

Copyright Act 1968 (Cth)

Responsibility:

Academic Dean

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