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Related documents	<p><i>Student Code of Conduct Policy Staff</i></p> <p><i>Code of Conduct Policy</i></p> <p><i>Student Grievance and Resolution Policy and Procedures</i></p> <p><i>Admission and Enrolment Policy and Procedure Graduation and Award Conferral Policy</i></p> <p><i>Student at Risk Policy and Procedures</i></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2015 Tertiary Education Quality and Standards Agency Act 2015 (TEQSA Act)</i></p> <p><i>*as amended from time to time</i></p>

1. Purpose

This document sets out Analytics Institute of Australia (AIA) policy on academic integrity and its intention to develop skilled graduates who act according to ethical principles and with integrity in their personal and professional lives. In preparing students to meet this aim, AIA expects students to act with integrity in the performance of their academic work.

As per the Higher Education Standards Framework (Threshold Standards) 2015 (HES Framework), academic integrity is: 'the moral code of academia. It involves using, generating, and communicating information in an ethical, honest and responsible manner' (Monash University, 2013).

2. Scope

This policy applies to all students in relation to academic activities associated with their studies at AIA. This includes while undertaking a professional placement or work experience for a Work Integrated Learning component of their course.

This policy does not apply to misconduct that is not related to academic activities.

3. Definitions

- a. Academic Integrity involves undertaking academic activity in a responsible way to ensure that information and ideas are generated and communicated in an honest and ethical way and that use of other's ideas and writing are acknowledged. "For the purposes of the Higher Education Standards Framework (Threshold Standards) 2015 (HES Framework), academic integrity is: 'the moral code of academia. It involves using, generating, and communicating information in an ethical, honest, and responsible manner' (Monash University, 2013).¹
- b. Academic misconduct is undertaking academic activity, either deliberately or imprudently, that can result in unmerited advantage. It may take several forms including, but not limited to, plagiarism, cheating in examinations, falsification of data, and incorrectly ascribing authorship in group projects. As per the TEQSA guidance note on academic integrity, "breaches of academic integrity regarding courses of study include:
- plagiarism and failures of correct acknowledgement practice
 - contract cheating or paying for another person to prepare an assignment
 - submitting (for assessment or review) work prepared by another person
 - collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others
 - all forms of cheating in examinations and other assessment tasks
 - offering or accepting bribes (money or sexual or other favours), e.g. for admission or for grades, and
 - fabrication or falsification of information or student identity
- c. Plagiarism is the use of someone else's ideas or words as if they were your own. Plagiarism is one form of academic misconduct/dishonesty, and students are expected to avoid it by doing their own work when independent work is required; acknowledging all sources of information and ideas; and acknowledging all group members when group assignments are required. Further students should refrain from:
- Duplication submitting an assignment, for assessment, which has been previously submitted in another unit at AIA or at another institution,
 - Copying another student's work or using the same words of the original text without acknowledging the source and placing direct quotes within quotation marks

¹ Tertiary Education Quality and Standards Agency, *Guidance Note: Academic Integrity, Version 1.2 (28 March 2019)*

- Copying or quoting from another source without acknowledging that source and appropriately identifying all quoted material; and
 - Paraphrasing another person's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained, without acknowledging the source of the paraphrase.
- d. Collusion: while in some situation's students may be encouraged by the lecturer to critically analyse each other's assignments, sharing, or using assignments in any other way is likely to be collusion and therefore a form of plagiarism. This includes lending an assignment to other students, paying another person to perform an academic task, acquiring another person's academic work for plagiarising purposes, offering to complete another person's work or seeking payment for completing another person's work and working with others but passing off the work as one's own.
- e. Minor plagiarism is defined as uninformed omissions of details which are minor in nature and by themselves are unlikely to alter the student's overall grade (e.g., omission of a limited number of referencing details or incorrect referencing details). It is acknowledged that these minor omissions and errors are more likely to occur in the student's first trimester on campus, and therefore, responses should be more educative at that time. Education and rehabilitation are the preferred course of action.
- f. Major plagiarism is defined as an attempt to circumvent assessment requirements by drawing on unacknowledged sources in such a way as to improve the grade.
- g. Text matching software is web-based tool through which assignments can be submitted to allow a text-matching service.
- h. Contract Cheating is a form of collusion where a student outsources or asks someone else to produce academic work on the student's behalf. This can be a service for which a student pays or which a student receives at no cost to the student. There are formal and informal methods of contract cheating. Asking a friend to write your essay is contract cheating. Using services of a company to buy essays or use the services of a professional to write your essay is contract cheating. There are online contract cheating sites that openly advertise services to students. Any use of these services is regarded as 'contract cheating'. Work submitted through contract cheating, even if they cite all sources accurately, but is not written or produced through the student's own efforts is a breach of academic integrity and will receive severe penalties.

- i. **Assessment:** assessment may be in the form of essays or reports, but can also include all kinds of other assessments, including those involving tutorial or lab-work or any other technical subject material. All work submitted for assessment must be your own work. Any outsourced work submitted for assessment, whether paid or unpaid, is considered contract cheating.
- j. **Consequences of Contract Cheating:** Contract cheating is one of the most serious forms of academic misconduct. A student found to have outsourced their work may not only receive a fail for the assessment task but may be suspended from their studies or expelled from AIA.

4. Principles of Academic Integrity at AIA

AIA takes a proactive approach to academic integrity. These include:

- a. Having a policy that promotes and upholds academic integrity, and policies and procedures which address allegations of misconduct.
- b. Taking action to mitigate foreseeable risks to academic integrity, such as promoting institutional information and support programs that assist students with their academic learning.
- c. Providing guidance, facilities and mechanisms that support students and staff with guidance and training on what constitutes academic misconduct, and
- d. Development of good practices in maintaining academic integrity.

5. Responsibilities

Student Responsibilities

- a. Students are required to undertake an online Academic Integrity Module during their initial trimester (or year-long teaching period where relevant) enrolment in a course.
- b. Students who do not satisfactorily complete the Academic Integrity Module (AIM) in the first trimester/teaching period in which they are enrolled will have an encumbrance applied to their record which will prevent them from enrolling in the next trimester/teaching period until AIM is completed. The encumbrance will be lifted only when there is evidence that the AIM has been satisfactorily completed. Late enrolment penalties still apply if the encumbrance has meant a student's unit enrolment occurs after the published deadlines.
- c. Students are required to declare that the work is their own by completing the declaration below, included on the AIA assessment cover sheet, which must be attached to all assignments submitted.

INTELLECTUAL PROPERTY STATEMENT

By checking the box below: I certify that this assignment is my own work and is free from plagiarism. I understand that the assignment may be checked for plagiarism by electronic or other means and may be transferred and stored in a database for the purposes of data- matching to help detect plagiarism. The assignment has not previously been submitted for assessment in any other unit or to any other institution.

I have read and understood Analytics Institute Australia's Academic Integrity Policy and Protocols

- d. Other than the exception outlined below, students must submit designated assignments through the prescribed text-matching software.

Staff Responsibilities

- a. Unit Convenor undertake plagiarism prevention procedures to assist students to complete the required assessment tasks without pressure to plagiarise. For this reason, all text-based assignments are required to be submitted via a text-matching software unless explicitly waived by the Learning and Teaching Committee because the nature of the assessment task is not suitable for that form of submission. Additionally, plagiarism prevention procedures include: rotating assessment tasks in subsequent teaching periods to prevent students using the work of previous students in the subject; coordinating the due dates of assignments so that assignment due dates are spread as evenly as possible throughout the trimester; providing clear assignment instructions and the conditions under which assignments may be completed (e.g., with/without the use of calculators); refusing to mark assignments that do not have a properly signed cover sheet; and providing adequate feedback on all formative assessment work.
- b. Students should be referred to the Dean of Students at the first instance of risks.
- c. Unit Convenor who suspects a breach of academic integrity will consult the Course Convenor in determining the level of the breach and appropriate action. Where it is determined an Investigative Meeting is required to determine the nature of the alleged misconduct the Course Convenor will be advised to set up the meeting. The procedure for investigating the alleged misconduct is set out below in the Procedure in Cases of Suspected Academic Misconduct. In summary, if the case of misconduct is a first offence and reflects poor scholarship, the case is determined as an Academic Assessment, warranting academic support for the student. If the breach of academic misconduct is serious enough to

warrant a minimum of a failing grade, it must be referred to the Registrar and processed through the Disciplinary Assessment procedure.

Analytics Institute of Australia's Responsibilities

- a. The AIA Board of Directors has ultimate responsibility to ensure that the occurrence and nature of misconduct and breaches of academic integrity are monitored, and that action is taken to address underlying causes. This applies to all aspects of the academic process, including admissions, teaching, student assessment, the awarding of grades and approval for students to graduate with a qualification. The Board discharges this responsibility by approving policies and procedures on academic integrity, and receiving regular reports on how they are operating, including data on breaches, from the Registrar and Learning and Teaching Committee.
- b. AIA assists students to build scholarly confidence in respect to academic integrity by informing them how to act with integrity and discouraging all forms of academic dishonesty, including through the online module all students are required to complete. A number of Academic Support services are also available. Tutoring Services are available for students in Academic Writing, and Plagiarism Tutorials and Referencing tutorials are conducted through the Library Support Services. Students should contact AIA Student Administration Support to access these services.

Dealing with Cases of Alleged Academic Misconduct

- a. The process for dealing with suspected breaches of academic integrity distinguishes between academic and disciplinary aspects of the case:
 - Academic Assessment is the responsibility of the Dean of Students, whereas
 - Disciplinary Assessment comes under the jurisdiction of the Registrar in consultation with the Learning and Teaching Committee.
- b. Where cases reflect poor scholarship and are a first instance (except for serious breaches involving plagiarism, contract cheating or cheating in examinations), such cases must be referred forward to the Dean of Students and Academic Dean. For such cases, marks proportionate to the level of poor scholarship must be deducted.

- c. Where cases are a second-time offence, compulsive or serious instances of plagiarism or contract cheating (even if a first instance), such cases must be referred to the Registrar for a Disciplinary Assessment.

The Investigative Meeting

- a. An investigative meeting, involving the Unit and Course Convenors, and relevant staff is required in all cases of suspected academic misconduct. In cases of examination cheating, the exam invigilator should also be involved.
- b. The purposes of the meeting are to:
- determine the extent of the misconduct.
 - collate all relevant evidence of academic misconduct
 - decide whether an Academic Assessment or Disciplinary Assessment is necessary.

Process

- a. The Course Convenor should establish in consultation with the Unit Convenor and relevant staff which form of academic misconduct is suspected and start to assemble relevant information and evidence.
- b. The Course Convenor should summon the student to an investigative meeting. In cases of collusion students should be brought in separately. The student should be allowed to bring a support person to the meeting.
- c. An AIA officer could be present for note-taking purposes.
- d. The Course Convenor should conduct the meeting as follows:
- Explain the purpose of the meeting and provide the evidence.
 - Allow the student to offer an explanation.
 - Cite the Academic Integrity Policy.
 - Cite the student's declaration of original work.
 - Ensure that a formal record of the meeting is kept.

- e. The investigative meeting should not be held at a time which might interfere with a student's revision or examination performance. In the case of submitted work it should be possible to organize the meeting ahead of the main examination period but otherwise the meeting should not be held until after the student's last examination.
- f. Irrespective of whether the case is deemed to require Academic or Disciplinary Assessment, the outcome of the meeting and the documentary evidence of academic misconduct together with the assessment task with clearly identified breaches should be filed with the Academic Dean and the Registrar.
- g. In cases of Academic Assessment, the Course Convenor will convey the outcome to the student in writing.
- h. In cases of Disciplinary Assessment, the Registrar will convey the outcome to the student in writing.

Possible Outcomes

- a. No case to answer: the suspicions of academic misconduct are unfounded.
- b. No intention to gain unfair advantage but evidence of poor scholarship:
 - advise the student that the final marks reflect the evidence of poor scholarship.
 - ensure that the student is provided with guidance on maintaining academic integrity and refer to relevant support services.
- c. Suspicion of intention to gain unfair advantage. Refer the case for Disciplinary Assessment to the Registrar. Where it is evident that there was a deliberate attempt to gain an unfair advantage [unfair means suspected] or that the facts are unclear or disputed, or the offence is extensive, the Course Convenor will refer the case and all supporting evidence to the Registrar for a Disciplinary Assessment with the following supporting evidence:
 - the minutes of the investigative meeting
 - the submitted work with the relevant sections highlighted as well as any other evidence compiled.
 - [in cases of plagiarism] a copy of the original material from which the work was allegedly plagiarized.
 - [in cases of collusion] all relevant material which gave rise to the allegation of collusion

- [in cases of contract cheating] all relevant material which gave rise to the allegation of contract cheating
- [in cases of examination cheating] all relevant material which gave rise to the allegation of cheating
- any declaration form submitted with the assignment regarding the originality of the work
- any additional information or mitigating evidence provided by or on behalf of the student.

Disciplinary Assessment

- a. Disciplinary Assessment will be managed by the Registrar.
- b. The Registrar will convene a panel to consider all the documentary evidence.
- c. The panel will recommend an appropriate penalty if the case of academic misconduct is proven.
- d. An appropriate penalty may include:
 - Failure in the Assessment item or a mark of zero
 - Failure of the Unit
 - Discontinuance from the Course
 - Disqualification from further admission to AIA
- e. The Registrar will provide a written statement of the outcome of the Disciplinary Assessment to the student within 7 days of the Disciplinary Assessment meeting.

Academic Misconduct Identified After Graduation

- a. AIA may revoke a graduate's degree where there is subsequent evidence that the graduate committed academic misconduct in an assessment task associated with requirements for that course.

Incorrectly Ascribing Authorship in Group Projects

- a. Students may be required to work cooperatively with other students in exploring the issues underpinning concepts later required to be developed for submission as assessment items. In such cases, it is acknowledged that the ideas may be similar, but from these initial ideas students must develop their own assignment which should be their own independent work.
- b. Students who have worked collaboratively in a group must acknowledge the other members of the group and indicate on the front cover of the assignment that conceptual work was done in a group. The cover should then include an acknowledgement of the names of the other members of the group.
- c. Alternatively, students may be required to work together and submit an assignment that represents the work of the group. In these cases, the assignment is submitted as a joint assignment. Only one copy of the assignment should be submitted, and the assignment should include the names of both/all contributors. In such cases a single mark will be awarded, and an identical mark will be recorded for all contributors.
- d. Students who work on group projects and incorrectly ascribe authorship, other than in the ways indicated above, will be treated under the guidelines for resolving major plagiarism or minor plagiarism depending on the judgment of the Chair of the Learning and Teaching Committee.

Further Penalties for Cheating in Examinations

- a. Where there is clear evidence a student is cheating in the examination venue the examinations invigilators and/or other persons in authority has the right to remove the student from the venue.
- b. Cheating in any form during an examination will normally result in a failing grade being recorded for the unit in question and may result in exclusion from the course of study.
- c. Further instances of cheating in examinations will result in a fail grade for the unit and the student shall be asked to show cause why they should not be excluded from their course of study for a period of 2 years. Any student excluded from one course of study will not be permitted to transfer any internal advanced standing to another course of study.

Other Academic Misconduct

- a. Other academic misconduct includes, but is not limited to:
- Falsifying or fabricating data, including attendance records, or reports/records of professional experience or WIL
 - Fraudulently changing academic records
 - Submitting false documentation with the intention of gaining academic advantage by completing assessment tasks later than scheduled
 - Submitting fabricated or fraudulent academic records to external organizations or bodies
 - Impersonating another student, or arranging for another person to impersonate a student, in an assessment task
 - Acquiring or distributing examination materials outside of the official examination processes and protocols
 - Using cross-credit between AIA and a second institution to take out two separate awards, based on the same units, from each institution.

Other academic activities or behavior which bring, or are likely to bring, AIA into disrepute.

- b. Where a person has reason to believe a student has engaged in any of these forms of academic misconduct, they should submit a written report of the allegation to the Registrar who will investigate the matter. If the allegation is not substantiated it will be dismissed and there will be no penalty imposed. If it is established that misconduct has occurred, the matter will be recorded as 'Academic Misconduct' in the student's record in the SMS and appropriate penalties will be applied. The record will include the date, the nature and extent of the misconduct, and the action taken. Penalties may include a failing grade being recorded for any relevant unit/s, exclusion from the course of study, or exclusion from AIA for a determined period.

Process of Appeal

If a student found to have engaged in academic misconduct believes the decision has been made in error, he or she may appeal the decision under the AIA ***Student Grievance and Resolution Policy and Procedure***.

6. Responsibilities

The Chief Operating Officer is responsible for maintaining and implementing this Policy.

7. Legislation and Associated Documents

TEQSA has produced a range of guidance on Academic Integrity (<https://www.teqsa.gov.au/protecting-academic-integrity>).

In relation to contract cheating, the *Tertiary Education Quality and Standards Agency Act 2011* has been amended to: create a new criminal offence of providing or advertising an academic cheating service on a commercial basis; and broaden the role of the Tertiary Education Quality and Standards Agency to include the prevention and minimisation of the use and promotion of academic cheating services in courses provided by higher education providers.

8. Supporting Information

The following form support this policy:

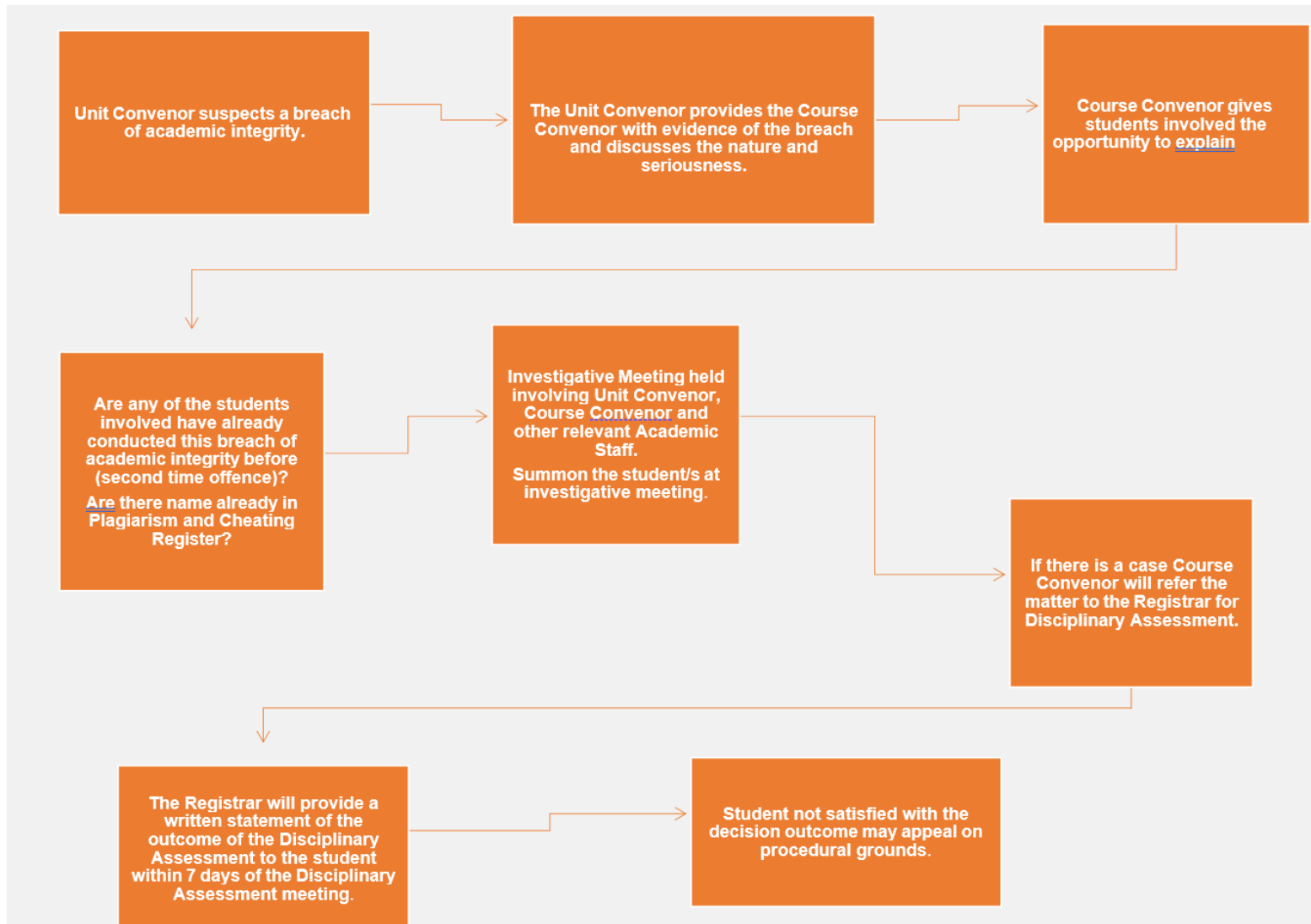
- Alleged Academic Misconduct Report Form

Version history

Version	Approved by	Approval Date	Details
V 2.0	Academic Board	26/10/2020	

Document owner: Academic Board

FLOWCHART FOR DEALING WITH BREACH OF ACADEMIC INTEGRITY



APPENDIX:

BREACH OF ACADEMIC INTEGRITY REPORT – STRICTLY CONFIDENTIAL

For information on the procedures and responsibilities for reporting and investigating breaches of Academic Integrity, see the AIA Academic Integrity Policy and Protocols.

Instructions

This is a three-part document.

Section A (1 – 5) should be completed by the academic staff member who suspects a breach of Academic Integrity has occurred. The form should then be forwarded to the Unit Convenor (if they are not the staff member who suspects the breach), then on to the Course Convenor with supporting evidence. Note, if more than one student is involved, a separate form should be completed for each student.

Section B (6 – 7) should be completed by the Course Convenor. The form should then be forwarded to the Academic Dean or Registrar as appropriate.

Section C (8 – 9) reflects the procedural steps that should be undertaken by the Academic Dean or Registrar in deciding upon an alleged breach of Academic Integrity. Once Section C is completed the form should be forwarded to the Registrar's Office for inclusion on the student's record.

SECTION A – ACADEMIC STAFF MEMBER TO COMPLETE

STUDENT DETAILS

Family Name:

Given Name:

Student Number:

UNIT DETAILS

Unit Code:

Unit Title:

Assessment Item:

Teaching Period:

Unit Convenor's Name:

NATURE OF ALLEGED BREACH (TICK BOX)

- Collusion
- Inappropriate collaboration
- Plagiarism
- Misrepresenting or fabricating data or results or other assessable work
- Inappropriate electronic data sourcing/collection
- Breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment.
- Contract cheating
- Other (describe)

Note: Forward this document to the Unit Convenor, who will then forward on to the Course Convenor.

SECTION B – COURSE CONVENOR TO COMPLETE

COURSE CONVENOR'S DECISION

I have examined the evidence and given the student an opportunity to respond to the allegations. I have decided that (tick box)

- There is no case to answer and the matter should not proceed further
- To conduct an Investigative Meeting

Name:

Position:

Contact Number:

Email:

Date:

Signature:

INVESTIGATIVE MEETING OUTCOME

I have conducted an Investigative Meeting to determine the extent of the breach and have decided that (tick box)

- The matter warrants an Academic Assessment by the Academic Dean
- The matter warrants a Disciplinary Assessment by the Registrar

Name:

Position:

Contact Number:

Email:

Date:

Signature:

Note: Forward this form, evidence and record of the Investigative Meeting to the Academic Dean or the Registrar, as required.

SECTION C - ACADEMIC DEAN OR REGISTRAR TO COMPLETE

Note: All steps reflected in Section C should be completed before proceeding to issue any formal Notice of Academic Misconduct to a student or forwarding this document for filing on a student’s confidential record.

ACADEMIC OR DISCIPLINARY ASSESSMENT OUTCOME

I have considered the student’s past record (if any), their level of study, the particular circumstances, and the relative seriousness of the breach of Academic Integrity. I classify this matter as the: (Tick box)

- 1st Instance** Minor academic misconduct
- 2nd Instance**
- 3rd Instance** Moderate academic misconduct

The penalty I have determined in this case:

Name:

Position:

Contact Number:

Email:

Date:

Signature:

Note: For guidance on appropriate penalties, refer to AIA Academic Integrity Policy and Protocols.

ADVICE ON OUTCOME

The student has been notified by me in writing of the outcome of the breach of Academic Integrity process and informed of their right to appeal my decision.

Name:

Position:

Contact Number:

Email:

Date:

Signature:

Note: This form and all associated evidence and meeting records must be kept on the student’s record, and the outcome recorded in the log of academic misconduct.