

## POLICY: A6.0

# ACADEMIC INTEGRITY

## 1.0 INTRODUCTION

### 1.1 Context

Academic integrity or honesty is a core value at the Australian Institute of Management Education and Training (AIM). Academic misconduct or dishonesty by students can have a negative effect on all aspects of the organisation, including the overall student experience, the progress of students, the reputation of AIM, and its courses, students and staff.

### 1.2 Purpose

This policy provides the principles under which academic integrity is managed at AIM to ensure the integrity of student assessment, and to prevent, detect and address any form of academic misconduct by students.

### 1.3 Scope

This policy applies to all current students enrolled in AIM's nationally recognised Training Products including where a student accesses State funding or traineeships.

This policy applies to academic and administrative staff in terms of the actions required to demonstrate and promote academic integrity to students, and to manage academic misconduct by students.

### 1.4 Scope Exceptions

None

## 2.0 RESPONSIBILITIES

All those referred to under the Scope of this policy are responsible for complying with the terms of the policy.

## 3.0 POLICY

### 3.1 Principles

1. Students must maintain academic integrity in their studies and related activities.
2. All students and staff must protect and uphold the values of academic integrity and report any incident of actual or alleged academic misconduct to their Trainer and Assessor or the AIM Student Support team.

3. Students have a responsibility to protect their work and not knowingly allow their work to be copied or in any way used to benefit another student in ways which amount to academic misconduct.
4. Forms of cheating, plagiarism or collusion, including any other forms of dishonesty, constitute academic misconduct and will be managed in accordance with the Student Code of Conduct.
5. AIM recognises students may work in the same company or industry and that some information may be the same or similar in workplace assessments.
6. AIM provides training and information to students and academic staff regarding academic integrity and academic misconduct. Information and training on academic integrity and academic misconduct is provided through policies and procedures, orientation, and resources, including websites.
7. AIM supports and protects the privacy of the student being reported for academic misconduct and the individual who reports an incident of academic misconduct. Any bullying, harassment or other inappropriate behaviour by students or staff towards the student under investigation, or the person reporting academic misconduct, will be considered to be misconduct in itself and will be a breach of the relevant Code of Conduct.
8. AIM utilises a range of processes to authenticate, monitor and detect academic misconduct and ensure academic honesty is upheld.
9. AIM uses a range of techniques and practices to minimise opportunities for academic dishonesty and promote student authenticity through the design of its assessments, and oversight of assessment practices.
10. AIM governance committees oversee academic integrity and ensure emerging risk is appropriately addressed.

## 4.0 DEFINITIONS

- **Authentication** - Processes involving a range of IT tools and/or measures to authenticate /confirm that the work submitted is that of the student enrolled.
- **Academic Integrity** - A commitment to the values of honesty, trust, fairness, respect and responsibility in one's studies and related activities.
- **Academic Misconduct** - Academic misconduct involves cheating, collusion, plagiarism or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negatively impacts the academic integrity of the student or another student and/or their work. Academic misconduct also includes disclosing private details of a client; submitting fraudulent material such as medical certificates, transcripts, parchments or any other required material that is shown to be fraudulent; offering bribes of any sort to gain admission or better grades; and falsifying identity or data.

- **Cheating** - Acting dishonestly or unfairly in order to gain an unfair advantage in an examination or other assessment, for example, using a cheat sheet in an examination, or contracting another person to do an assignment and the student then submitting it as their own work (Contract Cheating).
- **Collusion** - Collusion is unauthorised collaboration which involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism.
- **Contract Cheating**- The practice of engaging a third party to undertake part or all of an assessment tasks or other academic work on behalf of a student.
- **Course** - a program of study that may consist of a nationally recognised qualification, accredited course, skill set or unit of competency.
- **Plagiarism** - Plagiarism means activities where students fail (intentionally or unintentionally) to acknowledge that the ideas of others are being used when writing and presenting their academic work. Plagiarism is a specific and serious form of academic misconduct and includes any of the following, represented as your own work with no attribution to the actual developer of the work: direct copying; close paraphrasing; submitting another student’s work as your own; using another person’s ideas, work or data; copying computer files, algorithms or code; changing variables in a computer program in order to submit work that has been transformed from another person’s work; or in any way appropriating or imitating another’s ideas or manner of expressing them, where this is not expressly permitted in the course or unit outline.
- **Training Product** - a qualification, skillset, unit of competency, accredited course.

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- Academic Integrity Procedure
- Assessment Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Privacy of Student Information and Records Policy and Procedure
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- Staff Code of Conduct
- Student Code of Conduct

## 6.0 POLICY OWNERSHIP

Policy Owner	Head of Academic Delivery, VET
Status	Reviewed on July 2022
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	26 September 2022
Implementation Owner	Head of Academic Delivery, VET
Maintenance Owner	VET Compliance and Operations Manager

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Review Due	11 August 2025
Content Enquiries	Head of Academic Delivery VET- Sandy Jagdev Email: <a href="mailto:sandy.jagdev@aim.com.au">sandy.jagdev@aim.com.au</a>

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A6.0	13 September 2022	VET Compliance and Operations Manager	New Policy