



Student Academic Integrity Policy and Procedure

Purpose

1. The Australian International Institute of Higher Education ('the Institute') recognises that ensuring the academic integrity of student work is critical to maintaining high-quality academic and professional practice and the reputation of the Institute.
2. This Policy defines student academic integrity and categories of academic misconduct and provides guidance for preventing, identifying, and responding to instances of student academic misconduct.

Scope

3. This Policy applies to:
 - a) all students enrolled at the Institute
 - b) academic and professional staff with responsibilities under this Policy and Procedure
 - c) the full range of academic activities and practices within the Institute including examination and assessment tasks.
 - d) Staff academic integrity is handled in the *AIiHE Staff Academic Integrity Policy and Procedure*.

Definitions

4. For the purposes of this Policy:
 - a) **Academic integrity** is the ethical practice of academic activities centred on a commitment to values such as honesty, trust, fairness, respect, responsibility, and courage.
 - b) **Academic misconduct** is a breach of academic integrity. Student academic misconduct is attempting to obtain academic advantage such as assessment marks without making the required individual effort. This includes misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property.
 - c) **Subject learning guide** is a document providing detailed information for students enrolled in a subject. This will include details of each learning activity and assessment task and the links between Subject and Course learning outcomes.
 - d) **Generative artificial intelligence (AI)** refers to a category of AI models and systems that are designed to generate new content, such as text, images, music, or videos, that resembles human-created content. These AI models are trained on large datasets and learn patterns and structures within the data to generate new examples that are similar in style and format.
 - e) **Word Spinners** refer to using text spinners like rewriting or paraphrasing tools. These word spinners rephrase existing texts from scholarly materials and/ or Generative AI-produced texts to misguide plagiarism software like Turnitin as new material.



Types of Student Academic Misconduct

5. Student academic misconduct includes any dishonest, fraudulent, or deceitful conduct associated with assessment. Some types of student academic misconduct are:
- a) **Plagiarism** is intentionally or unintentionally using the work of another person, copying (in whole or in part) the work or data of another person, paraphrasing closely or presenting substantial extracts from written, printed, electronic or other media in a written, oral, electronic, online or group assessment task without due acknowledgment.
 - b) **Self-plagiarism** refers to completely or partially reusing previously assessed assessment work for an assessment as new and original work without disclosure and proper citation.
 - c) **Cheating** involves the unauthorised use of any means such as sources, systems and processes in academic activities including examinations. This includes the use of AI (Artificial Intelligence) tools beyond what is explicitly authorised in the assessment specifications. Such AI tools include but are not limited to:
 - I. tools that are designed to generate new content that resembles human-created content, and,
 - II. rewriting or paraphrasing tools designed to rephrase existing texts from other sources so as to misrepresent as new material.
 - d) **Collusion** is a form of cheating that occurs when one presents work as their own although it has fully or partially been prepared through unauthorised collaboration. This also includes sharing completed work, research findings and other materials for the purpose of plagiarism.
 - e) **Contract cheating** is paying for a third-party individual or service to prepare an assignment or part of an assignment.
 - f) **Fabricating or falsifying information** is intentional creation, and unauthorised alteration, of any information or citation. For example, the use of artificial intelligence platforms (such as Generative Pre-trained Transformers – GPTs) to fabricate information.
 - g) **Humanize AI** refers to the text tools that can convert Generative AI or otherwise generated text to give it a human-like effect to misguide humans and plagiarism software like Turnitin as new material.

Policy

Principles

- 6. The Institute considers the development of student academic integrity as central to educational success and student attainment of the Institute's Graduate Attributes.
- 7. The Institute employs a range of strategies to support the academic integrity of students and has the expectation that academic, library and learning support staff will provide consistent guidance and opportunities for students to understand and practise integrity in their coursework and assessment tasks to ensure award integrity.
- 8. Where the academic integrity of student work is in question, the Institute will follow a consistent and fair process of investigation, and where academic misconduct is established will apply appropriate educative responses and/or penalties as described in this Policy and Procedure.

Categories of academic misconduct

- 9. Academic misconduct refers to any breach of academic integrity by students at the Institute. The Institute classifies academic misconduct into minor and major misconduct.



Minor Academic Misconduct

10. An allegation of Minor Academic Misconduct arises where an academic staff member identifies that up to ten (10) percent of accessible work for an assessment task is potentially academically dishonest and the student has no prior record of minor or major academic misconduct.

Major Academic Misconduct

11. Alleged academic misconduct not deemed as Minor Academic Misconduct is normally classified as Major Academic Misconduct. This includes but is not limited to:
 - a) More than ten (10) percent of accessible work for an assessment task being identified as potentially academically dishonest
 - b) A breach of examination (or other supervised assessment) rules
 - c) An allegation of academic misconduct against a student who has a prior record of academic misconduct.

Strategies

12. The Institute adopts a risk-based approach to academic integrity. Key strategies for the management of academic integrity risk, including preventative measures follow.
13. **Culture:** The Institute fosters a culture of academic integrity through a process of awareness, training, benchmarking, and monitoring of trends.
14. **Leadership:** Senior staff will demonstrate a high level of commitment to academic integrity.
15. **Scholarship:** Academic staff engage in informed practices around learning and assessment in order to ensure students are adequately prepared for assessment and assessment is structured and reviewed regularly to ensure minimization of need for and potential for academic misconduct.
16. **Understanding of academic integrity risk:** The Institute will maintain an understanding of risk factors in breaches of academic integrity, including cultural and linguistic factors.
17. **Understanding of cheating techniques:** Academic staff will maintain a current understanding of cheating techniques, including emerging technologies that could compromise academic integrity.
18. **Staff awareness and training:** All staff of the Institute will have a sound awareness of academic integrity expectations. This is supported through the following measures:
 - a) academic staff induction includes a component on academic integrity and the Institute's detection and reporting mechanisms
 - b) Course Coordinators are responsible for informing teaching staff about the latest issues around academic integrity in the sector and for organising annual academic integrity sessions for teaching and other relevant staff
 - c) staff receive communications on developments and emerging issues relating to academic integrity.
19. **Student awareness and training:** Measures to promote student awareness and academic integrity training include:
 - a) regular communications on academic integrity. All prospective students are informed of the Institute's expectations with regard to academic integrity prior to accepting an offer for admission. Visual reminders are posted on campus
 - b) an academic integrity session is run during orientation and an academic integrity module will be available via the Learning Management System



- c) regular learning skills support workshops are run with printed and online support materials and Academic Services are available for individual consultation on questions relating to acknowledgment practice
 - d) the Subject Learning Guide will include links to this policy
 - e) teaching staff remind students of academic integrity requirements when providing information on assessments. Appropriate referencing and citation knowledge and skills related to a wide range of text types are provided in the Course Structure Document and Subject Learning Guides
 - f) all submitted assessment tasks must include a signed cover sheet by which a student declares their work is free from plagiarism and collusion. Student work is submitted via a mandatory online plagiarism/originality report submission process.
20. **Information security:** Learning and information systems are assessed for any security weakness which could lead to breaches of academic integrity.

Procedure

Reporting, assessment and determination of allegations

- 21. If academic staff involved in assessing coursework suspect that a breach of academic integrity has occurred, they will report their concerns as follows:
 - a) the academic staff flags the assessment as academic misconduct (AM) through the learning management system
 - b) the staff member reports the suspected Academic Misconduct to the relevant Academic Integrity Officer (AIO) with supporting evidence within 24 hours via writing.
- 22. The Academic Integrity Officer will review the submission of alleged academic misconduct and provide an opportunity for the student to respond within ten (10) working days as part of the process of establishing student intention and culpability. Students who wish to dispute the alleged misconduct will normally put in writing via email and/or meet with the Course Coordinator and the Academic Integrity Officer to discuss the available evidence within this time frame.
- 23. If the student fails to respond to allegations of academic misconduct within ten (10) working days, the Academic Integrity Officer will reach a finding on the basis of available evidence in discussion with the Course Coordinator.
- 24. The range of possible findings, based on the criteria in this Policy, are:
 - a) no academic misconduct has occurred
 - b) minor academic misconduct
 - c) major academic misconduct.
- 25. The finding will include a response and/or penalty as outlined in Appendix One to this Policy. In the case of a finding of major academic misconduct, the recommended penalty must be referred to the Academic Dean for approval.
- 26. All decisions will be entered in the Academic Misconduct Register (AMR) against the student's ID.
- 27. The Academic Integrity Officer will issue a letter of outcome on all decisions following an assessment and/or investigation of an allegation. The letter will outline:



- a) a summary of the investigation and findings, including where the finding was that no academic misconduct occurred
 - b) where applicable, the educative response and/or penalty that is to be applied
 - c) advice to the student that the misconduct has been recorded in the AMR
 - d) if this was a first offence, advise that any subsequent offences will be automatically deemed Major Academic Misconduct
 - e) the student's right to appeal any decisions according to the *Student Appeals Policy and Procedure* within ten (10) working days of notification.
28. Where misconduct has been established, the Academic Integrity Officer will action the penalty in discussion with the Course Coordinator, in accordance with the criteria outlined in this Policy.
29. All students registered on the AMR will receive mandatory referral to learning support and library staff and the Institute's academic integrity resources to develop improved referencing and citation techniques and an understanding of what constitutes good practice in relation to academic integrity. Depending on the severity of the offence, students may also be enrolled in the Managing Academic Progress program (see *Academic Progression and Students at Risk Policy*).

Determination of penalties

30. The Institute will in the first instance adopt a primarily educative response to the majority of findings of academic misconduct. Where there is a finding of no academic misconduct the student will normally be counselled by the Course Coordinator, directed to relevant resources and given a warning.
31. The range of possible responses and penalties to findings of academic misconduct is included in the table in Appendix One and will be selected based on the extent of the misconduct and the background of the student.

First offence

32. The majority of first offences are likely to be assessed as Minor Academic Misconduct unless a more serious breach such as contract cheating has occurred.
33. Where a student has no prior record of a warning or finding of academic misconduct on the AMR, the Course Coordinator may consider the following when deciding a fair penalty:
- a) whether the student is a first-year student with limited opportunity to learn and develop good academic integrity practices to date
 - b) whether instructions regarding collusion, plagiarism, responsible use of AI tools and proper acknowledgement of sources were unavailable or unclear
 - c) the degree and extent of plagiarism or other misconduct in the student's work.
34. When a penalty has been determined the normal assessment rubric will be applied and the student's marks for the assessment in question will be deducted consistent with the level of misconduct detected.

Second offence

35. If the student has a pre-existing record of a finding of academic misconduct or a warning registered on the Institute's AMR marks will be deducted based on the severity of the misconduct identified through the plagiarism identification technology or other relevant means. Where this leads to a failure being recorded for one or more subjects the student will be informed that they risk an outcome of unsatisfactory academic progression.



Third offence

36. If the student has two (2) prior records of findings of academic misconduct or warnings on the AMR, they will be referred to the Academic Dean. The outcome may result in an exclusion from their course and, in the case of an international student, the cancellation of their student visa, subject to any appeals that may be lodged by the student.
37. Where any period of exclusion or suspension applied as a penalty is greater than a term of study, in order to be considered for re-enrolment, the student must first submit an application for re-admission for the next term of study. The outcome of such an application will be determined by the Teaching and Learning Committee.

Academic misconduct during examinations

38. Under the provisions of this Policy a breach that occurs during an examination is usually classified as Major Academic Misconduct. If students are suspected of academic misconduct during an exam, the following procedures apply:
 - a) an exam supervisor/academic staff member may confiscate any item that is in the student's possession that indicates an attempt at plagiarism or cheating
 - b) a student may be refused entry to an exam, or expelled from an exam room if the student fails to give to the exam supervisor/academic staff anything that indicates potential plagiarism or cheating
 - c) The exam supervisor will complete an incident report with supporting evidence (if any) to the Academic Integrity Officer
 - d) the exam supervisor/academic staff member who suspects that any other form of academic misconduct by a student has occurred in relation to an exam will refer the matter to the Academic Integrity Officer who will investigate along with the Course Coordinator as outlined in this Policy and Procedure
 - e) The student will be given an automatic Fail (F) grade and be reported to the Academic Dean for immediate action.

Monitoring and improvement

39. The Institute collects de-identified data through the AMR on academic integrity, including by student group, course, and assessment method. Student feedback is sought on their experience of processes relating to academic integrity, including access to support services.
40. The Institute uses the collected data to monitor trends in academic misconduct and will establish targets on the basis of sector benchmarking.
41. A report is provided to the Teaching and Learning Committee every semester by the Academic Dean on all academic integrity matters including allegations, institutional responses, and trends.
42. The Teaching and Learning Committee will in turn submit a report to the Academic Board each semester including any recommendations for improvement.
43. The Academic Board will refer any recommendations that require additional resourcing to the Governing Council as appropriate.

Appeals

44. As this Policy and Procedure provides mechanisms for the reporting, review and assessment of



concerns about or allegations of academic misconduct, the *Student Grievance Policy and Procedure* does not apply.

45. A student may appeal against any decision made under this Policy under the provisions in the *Student Appeals Policy and Procedure*.

Responsibilities

46. Academic staff are responsible for:

- a) ensuring that students are trained in good scholarship and aware of the provisions of this Policy
- b) detecting instances of potential academic misconduct, notifying the student and submitting an Academic Misconduct Report to the Course Coordinator.

47. Course Coordinators are responsible for:

- a) Reporting the potential academic misconduct cases to the Academic Integrity Officer
- b) referring recommendations in relation to penalties for findings of Major Academic Misconduct to the Academic Integrity Officer for approval
- c) ensuring that appropriate records are kept.

48. Academic Integrity Officer is responsible for:

- a) Investigating allegations of academic misconduct
- b) Applying penalties in discussion with the Course Coordinator wherever applicable
- c) Notifying students of the penalties and outcome of the misconduct
- d) Record keeping in the Academic Misconduct Register.

49. The Academic Dean is responsible for:

- a) general oversight of academic integrity matters at the Institute
- b) collecting and analysing academic integrity/misconduct data, undertaking any required analysis and benchmarking and making reports to the Teaching and Learning Committee/Academic Board.



Associated information

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| Approving body | Academic Board |
| Date approved | 17 September 2020 |
| Date of effect | Commencement of operation |
| Scheduled review | Two years from when policy commences |
| Current version approval date | 19/07/2024 |
| Next review date | 19/07/2026 |
| Policy owner | Academic Dean |
| Policy contact | Academic Dean |
| Related Documents | Academic Freedom Policy Intellectual Property Policy and Procedure Quality Assurance Framework Records Management Policy and Procedure Student Code of Conduct Student Grievance Management Policy and Procedure Student Appeals Policy and Procedure Learning and Teaching Plan |
| Higher Education Standards Framework (Threshold Standards) 2021 (Cth) | Standard 5.2, ss 1 – 4 Standard 6.1, ss 4 Standard 6.2; ss 1 Standard 6.3; ss 2 Standard 7.2; ss 2 Standard 7.3; ss 3 |
| Other related external instruments/ documents | Related Legislation <ul style="list-style-type: none">Higher Education Standards Framework (Threshold Standards) 2021 (Cth)Tertiary Education Quality and Standards Agency Act 2011 (Cth)National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) Good Practice Documents <ul style="list-style-type: none">TEQSA Guidance Note: Academic and Research Integrity, Version 2.0TEQSA Good Practice Note: Addressing contract cheating to safeguard academic integrity, October 2017. |

Document history

| Version | Author | Changes | Approval Date |
|---------|----------------|---|-------------------|
| 1.0 | Not applicable | Original version | 17 September 2020 |
| 2.0 | Academic Board | Procedures of reporting, assessment and determination of allegations of academic integrity breaches and relevant flowchart were updated, relevant description of artificial intelligence was included, the policy was reviewed to align with the HESF 2021, responsibilities were clarified and updated along with adding the functions of the Academic Integrity Officer, and the footer was updated with current addresses. | 19 June 2024 |

N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIIHE website at www.aaihe.edu.au.



Appendix 1: Responses and penalties for academic misconduct

| Finding | Range of responses and penalties |
|---------------------------|---|
| No Academic Misconduct | <ul style="list-style-type: none">• Event will be recorded on the AMR• Student will be:<ul style="list-style-type: none">○ counselled and referred to learning support staff and AI resources○ advised that any repeat event may result in a finding of academic misconduct and associated consequences |
| Minor Academic Misconduct | <ul style="list-style-type: none">• Event will be recorded on the AMR• Student will be referred to learning support staff and AI resources• The student is required to undertake and submit work in place of any work that was associated with the misconduct and is advised that where the work is an assessment item, any mark or rating awarded for the work may not exceed a score of 50% of the worth of the assessment item• The student is given a formal written warning or reprimand including advice of the possible consequences of any further student academic misconduct |
| Major Academic Misconduct | <ul style="list-style-type: none">• Event will be recorded on the AMR• One or more of the following penalties will be applied<ul style="list-style-type: none">○ A zero grade is awarded for the assessment in which the misconduct occurred○ A mark of Fail is recorded for the subject○ The student is enrolled in the Managing Academic Progress Program○ The student is suspended or excluded from the Institute. |



Appendix 2: Academic Misconduct Flowchart

