

Academic Integrity Statement

1. Purpose

The purpose of this statement is to confirm the Institute’s commitment to academic integrity. The Institute will conduct itself with honesty, transparency and the highest ethical standards in all aspects of its activities and hold to these standards for its staff and students.

2. Scope

This statement applies to the Board of Directors, all Institute staff and students.

3. Definitions

Term	Definition
academic integrity	'is the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner' (<i>as defined by Monash University, 2013</i>). It has also been defined as 'a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action' (<i>International Centre for Academic Integrity, 2014</i>).
academic misconduct	refers to a breach of academic integrity. Cheating (including contract cheating), plagiarism, collusion and fabrication or falsification of data are examples of such breaches.
contract cheating	'is the practice of students engaging a third-party to complete assignments. It occurs when someone other than the student completes an assignment--and which the student then submits for assessment/credit' (see https://www.turnitin.com/blog/what-is-contract-cheating-why-does-it-matter , consulted on 11/5/2020)

4. Statement

As part of its overall commitment to integrity in all its activities, the Institute requires that all its staff and students behave according to high standards of academic integrity in any assessment, research and publications in which they engage. Academic integrity, honesty,

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and a respect for knowledge, truth and ethical practices are fundamental to higher education. These principles are at the core of learning, teaching and research. Academic misconduct (ie, a breach of academic integrity) contravenes academic values and undermines the quality of learning.

Ethical and honest behaviour is integral to maintaining the reputation and academic standing of the Institute's awards and its graduates. The continuing maintenance of academic integrity involves a high standard of learning, teaching and research practices, the use by students and staff of reputable sources of information and the full acknowledgement of the authors and creators of ideas and materials that have informed one's work.

The Institute actively promotes academic integrity through its policies and procedures, particularly those that address allegations of misconduct. These policies and procedures include but are not limited to -

- Academic Integrity Policy and Procedure;
- Academic Freedom and Responsibility Policy;
- Research Policy and Procedure;
- Responsible Conduct of Research Policy;
- Staff Code of Conduct; and
- Student Charter.

Additionally, the Institute mitigates foreseeable risks to academic and research integrity by providing students and staff with guidance and training on what constitutes academic or research misconduct and this is exemplified by the following:

- All students are required to successfully complete the unit AIM100 Academic Integrity in their first trimester.
- Students are provided with resources that explain in detail the standards of academic honesty that are expected and are provided with information on best practice in studying and learning. Students are educated about intellectual property and how to legitimately access and utilise other peoples' work. These resources are reinforced through the learning and teaching practices at School level. Staff are committed to model these standards of academic integrity in their own use of the work of others.
- Students formally acknowledge that they will adhere to the terms and conditions, policies, procedures and guidelines of the Institute when they enrol, including their consent to their academic work being checked for plagiarism and collusion.
- The Institute uses tools such as Turnitin¹ that help to detect potential instances of plagiarism and collusion in assessments.
- The Institute is committed to ensuring that academic integrity is maintained in the Institute's arrangement with Federation University Australia with regard to the provision of its higher education courses at the Institute.

¹ Turnitin is an online tool designed to assist staff and students to check the uploaded text of an assignment or academic work against a database containing web content, online e-journals and previously uploaded assessments. At the present time, this is the industry standard tool commonly used by Australian institutions for that express purpose.

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- The principles embodied in the Australian Code for the Responsible Conduct of Research are explained and provided to students.

5. Responsibilities

The Institute, its directors and its staff are responsible for the modelling of academic integrity in the conduct of their work at the Institute.

The Board of Directors, Academic Board and its sub-committees have overarching governance responsibility for the maintenance of academic integrity, the appropriate handling of breaches of academic integrity and the on-going monitoring of potential risks to academic integrity.

Students are required to be honest and respect the intellectual property of others, refraining from any form of plagiarism, collusion, cheating (including contract cheating) and other forms of academic misconduct as defined in the Academic Integrity Policy and Procedure. Students should:

- appropriately acknowledge in their work the inclusion or use of other peoples' ideas and/or words;
- demonstrate the extent to which the student has consulted appropriate references and source materials; and
- comply with all instructions for presenting, undertaking or submitting individual or group work for assessment, including tests and examinations.

Implementation and communication

This statement will be implemented and communicated through the Institute via:

- Announcement on the Institute's webpage;
- Internal circulation to staff;
- Staff professional development;
- Student orientation programs;
- Student handbook.

Supporting documents and References

Academic Integrity Standards Project (AISP): Aligning Policy and Practice in Australian Universities (2012). *Elements of exemplary academic integrity policy*, Office for Learning and Teaching Priority Project 2010-2012, <http://www.aisp.apfei.edu.au/content/exemplary-elements-policy>

TEQSA Guidance Note: Academic Integrity
HES Framework Standards
<http://www.nhmrc.gov.au/guidelines/publications/r39>).

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MIT Policies and Procedures
Admissions Policy and Procedure
Assessment Policy and Procedure
Whistleblower Policy and Procedure
Academic Integrity Policy and Procedure
Academic Freedom and Responsibility Policy
Research Policy and Procedure
Responsible Conduct of Research Policy
Staff Code of Conduct
Student Charter

Other Australian Universities' policies

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