

# ***Academic Integrity Policy***

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**Implementation:** Academic Managers  
**Maintenance Owner:** Executive General Manager, Group Quality, Accreditation & Compliance

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# Section 1 – Introduction

## 1. Introduction

“Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research.” (Universities Australia 2017)

Research (Simon et al, 2015) confirms that there are a number of reasons why students may cheat including:

- when their primary language is other than English, and English is the language of instruction
- when they are dissatisfied with the teaching and learning environment, and want to take a short cut just to get through
- when there is a belief that there are many opportunities to get away with cheating

Research (Simon et al, 2015) has also confirmed that students will breach an AI Policy:

- when they believe that Academic Integrity policies and procedures do not apply to images, designs, multimedia, and computer code.

## 2. Purpose

AIT and its subsidiaries, are committed to academic integrity. It is dedicated to proactively educating and supporting students to prevent breaches of academic integrity. This policy aims to ensure that academic integrity is a fundamental part of the overarching institutional and student approach to academic study.

AIT aims to have learning and assessment strategies that reduce the inclination to cheat, along with response mechanisms that demonstrate to the AIT academic community there is zero-tolerance for deliberate and premeditated academic fraud.

This policy includes the AIT approach to:

- Plagiarism (including invalid/sham referencing)
- Cheating in exams (Higher Education only)
- Contract cheating
- Collusion
- Misuse of intellectual property
- Rigour in Investigation

It takes into consideration the various media platforms used by students along with related copyright, intellectual property and moral rights.

## 3. Scope

This policy applies to:

- i) All students (domestic and international) of AIT
- ii) All staff of AIT including employees and contractors;
- iii) All courses delivered by AIT including those delivered on its behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate’s policy and these, the AIT policy will apply.

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## 4. Definitions

Word/Term	Definition
Academic Integrity	The moral code or ethical policy of academia, this includes values such as maintenance of academic standards; honesty and rigour in primary research and academic publishing; avoidance of cheating or plagiarism.
Academic Management	The management team at each AIT including the Academic Directors, Academic Managers, members of the Teaching & Learning Committee, Executive General Managers, and the Executive General Manager of Group Quality, Accreditation, and Compliance.
Cheating	<p>Any of the following acts by a student is cheating:</p> <ul style="list-style-type: none"> <li>● 'sham' paraphrasing or changing a few key words in a passage and claiming it to be paraphrasing;</li> <li>● paraphrasing of another's writing without credit of originality</li> <li>● use of another's project or programs or part thereof without giving credit</li> <li>● false entries in reference lists and bibliographies;</li> <li>● false entries as in-text citations;</li> <li>● verbatim copying from the work of others without citation and passing it off as the student's own work. This could be from another person, an internet site, book, journal or other source;</li> <li>● two or more students submitting the same assignment for a particular assessment task without permission, each claiming it as their own individual work;</li> <li>● recycling assignments prepared for one unit and submitting them for assessment in the same or another unit without permission from the lecturer/unit assessor. The assignment might be the student's own or be written by another person;</li> <li>● submitting an assignment 'ghost written' (for payment or free of charge) by someone else as the student's own work;</li> <li>● obtaining an assignment from the internet or from any other source (for payment or free of charge) and submitting it as the student's own work;</li> <li>● stealing another student's work (e.g. by 'hacking' into their LMS/portal site) and passing it off as the student's own;</li> <li>● knowingly claiming the work of others in a group assignment as the student's own individual work;</li> <li>● taking unauthorised study material or other aids into an examination;</li> <li>● allowing another person to complete an exam or online quiz, or assessment on behalf of the student;</li> <li>● file sharing, where exam questions and assignments are exchanged internally or uploaded or downloaded through a third-party platform</li> <li>● use of artificial intelligence (AI) software or paraphrasing tools as a form of contract cheating. This includes using translation software to convert copied text from English into another</li> </ul>

	<p>language and then back into English;</p> <ul style="list-style-type: none"> <li>• otherwise cheating in examinations; and</li> <li>• falsifying data from research, Work-Integrated-Learning (e.g. internship/placement), clinics, surveys, field trips or other investigations.</li> </ul>
Collusion	<p>It is presenting the product of unauthorised collaboration as independent work, or copying, or attempting to copy, another person's work and pass it off as one's own work, or knowingly allowing work to be copied and passed off as the work of another person, e.g. if a student enables another student to review their individual assessment and components of it are copied and submitted by that student, both students may have breached academic integrity standards</p>
Investigation	<p>The action of investigating something or someone; formal or systematic examination or primary research.</p>
IP	<p>Intellectual Property</p> <p>“Intellectual property is a broad categorical description for the set of intangible assets owned and legally protected by a company or individual from outside use or implementation without consent. An intangible asset is a non-physical asset that a company or person owns. The concept of intellectual property relates to the fact that certain products of human intellect should be afforded the same protective rights that apply to physical property, which are called tangible assets. Most developed economies have legal measures in place to protect both forms of property” (Investopedia, 2022).</p>
Literacy	<p>Sufficient English language skills for learning and assessment, at the relevant AQF level, in the relevant subject area</p>
Orientation	<p>Student orientation or new student orientation is a period of introduction before the start of an academic term at a university or tertiary education institution. In VET, often the Orientation Day is also the start of classes. In HE, Orientation is often in the week prior to the first class.</p>
Sham referencing	<p>False entries in reference lists; false in-text citations</p>



# Section 2 – Policy

## 1. Broad Strategies

AIT uses the following broad strategies to reduce academic misconduct:

- i) **Education:**
  - (1) Educate students and staff in ethical and practical considerations
  - (2) Build awareness of integrity feedback tools, such as TurnItIn, for checking similarity levels prior to submission deadline
  - (3) Build knowledge and methods of practice to recognise the creators and/or owners of all forms of intellectual property used during each student’s academic journey
  - (4) Educate students of their rights in relation to the material they create
  - (5) Educate students of the academic integrity processes, breaches by misconduct, institutional and legal consequences
- ii) **Support** (Addressing issues that lead to loss of integrity):
  - (1) Provide literacy assistance including access to TurnItIn Draft Coach
  - (2) Provide guidance and advice on time management and study skills
  - (3) Assist students in acquiring effective approaches to their assessments
  - (4) Identified and addresses learning gaps
  - (5) Schedule assessment submission dates to balance student workloads
- iii) **Encouragement** (academic integrity through its teaching and learning environment):
  - (1) Academic staff lead through examples of good practice
  - (2) Assessment design encourages engagement and independent thinking
  - (3) Varying assessments from term to term
  - (4) Require students to document their development processes (drafts)
  - (5) Require students to use visual diaries and/or personal notes to verify original ideas
  - (6) Require students to reference all artworks used to inspire their creative projects

## 2. Staff and Student Responsibilities

Academic staff will

Task	Implemented
Inform all students of appropriate referencing techniques and provide clear examples of what is acceptable	<ul style="list-style-type: none"> <li>● Initial and remedial modules on Canvas</li> <li>● The Student Handbook</li> <li>● Organised visits by librarian</li> </ul>
Explain academic expectations and what constitutes plagiarism	<ul style="list-style-type: none"> <li>● During Orientation</li> <li>● In the assessment guides</li> </ul>
Set appropriate conditions for group work and make clear the distinction between group work and individual work. Describing what is acceptable collaboration and what is cheating	<ul style="list-style-type: none"> <li>● When discussing a group assessment task</li> <li>● In writing in the assessment brief</li> </ul>
Demonstrate the use of Turnitin tool for similarity checking of written works	<ul style="list-style-type: none"> <li>● During Orientation</li> </ul>

Demonstrate the need to cite existing content used in student submissions including computer code, video files, sound, files, designs, or images	<ul style="list-style-type: none"> <li>• During Orientation</li> </ul>
Cultivate in students a respect for original work including the avoidance of self-plagiarism	<ul style="list-style-type: none"> <li>• During Orientation</li> <li>• Discussion in introductory classes</li> </ul>
Design tasks that discourage cheating	<ul style="list-style-type: none"> <li>• Appropriately written assessment briefs</li> </ul>

Library staff will:

Action	Implemented by
<b>Help Inform and guide</b> all students on matters relating to academic misconduct in general, plagiarism, self-plagiarism, copyrights and referencing techniques	<ul style="list-style-type: none"> <li>• Hold workshops</li> <li>• Provide (technique) Guides accessible through the online library</li> <li>• Advise and mentor students</li> <li>• Support and help educate academics</li> </ul>
Assist with research techniques	<ul style="list-style-type: none"> <li>• Provide guides and workshops to assist students to evaluate academically reliable sources EG peer reviewed works.</li> </ul>
Identify and recommend sites which should be blocked	<ul style="list-style-type: none"> <li>• Recommendations to the Teaching &amp; Learning Committee</li> </ul>

Students will:

Action	Demonstrated by
Attend Academic Integrity workshops	<ul style="list-style-type: none"> <li>• Attendances noted on workshop records</li> </ul>
Develop time management skills	<ul style="list-style-type: none"> <li>• Attend workshop</li> <li>• Schedule self-study times to work on assessment tasks progressively and avoid deadline panic</li> </ul>
Use the TurnItIn (TII) tool to check work before submission	<ul style="list-style-type: none"> <li>• Allowing time before the deadline to receive TII feedback and adjust the work accordingly</li> </ul>
Act with academic integrity	<ul style="list-style-type: none"> <li>• Refusing to do anything related to assessment that would misrepresent their ability</li> </ul>
Recognise authorship	<ul style="list-style-type: none"> <li>• Claiming as their own work, only what they have truly originated themselves. This includes reusing their own previously submitted work with proper citation.</li> </ul>



	<ul style="list-style-type: none"> <li>• Properly referencing any other works used or have relied on to create their work - including sources for design, or image creation or written paraphrasing.</li> </ul>
Not help others to cheat	<ul style="list-style-type: none"> <li>• Student politely refuses requests when asked to lend original work</li> <li>• Avoids lending their original work to other students for any reason, even after graduation</li> <li>• Impersonate a student to complete an assessment task (EG exam)</li> </ul>
Not collude	<ul style="list-style-type: none"> <li>• Do not cooperate with others if it unfairly advantages them in an assessment</li> <li>• Do not work with others when it is meant to be an individual piece of work.</li> <li>• Do not give assessment questions and answers with others (includes students, friends, family, tutors, paid or barter services).</li> </ul>
Know and follow the rules on academic integrity	<ul style="list-style-type: none"> <li>• Ensure they read and understand documentation provided to them</li> <li>• Read specific instructions on assessment outlines</li> </ul>
Not 'recycle' their own work from another subject or previous attempt	<ul style="list-style-type: none"> <li>• New paraphrasing used for each submission</li> <li>• Low TII similarity score</li> </ul>

#### Marketing Material will

Action	Demonstrated by
Ensure students have accurate expectations of nature of studies, workloads and study levels	Website, brochures, and Letter of Offer
Ensure students understand cultural expectations about academic integrity in Australia	Website and brochures

#### Academic Management will

Action	Provided Through
Define and describe academic integrity	<ul style="list-style-type: none"> <li>• This policy</li> <li>• Librarian-led modules and workshops</li> </ul>
Provide useful information to stakeholders	<ul style="list-style-type: none"> <li>• Resources regarding the outsourcing of assignments held online and in library</li> </ul>





Create a culture of high integrity within AIT community	<ul style="list-style-type: none"> <li>● Training and professional development of staff</li> <li>● Regular statistical feedback through the Academic Board and the Teaching &amp; Learning Committee (TLC) or equivalent.</li> <li>● Staff engagement strategies to identify continuous improvement actions to AI policies and procedures</li> </ul>
Provide Guidance to teachers	<ul style="list-style-type: none"> <li>● The academic teacher onboarding process</li> <li>● Streamline reporting of AI issues</li> <li>● Teacher's handbook</li> <li>● Procedures and Guidelines</li> <li>● Use of Assessment Moderation sampling for Grading Comparisons to help identify breaches of integrity</li> <li>● Training in reporting suspected AI breaches or misconduct</li> </ul>
Provide Guidance to Students	<ul style="list-style-type: none"> <li>● Student orientation</li> <li>● Student handbook</li> </ul>
Utilise technical options	<ul style="list-style-type: none"> <li>● Use each LMS as a repository for AI student education tools and skill development content</li> <li>● Implement strategy of blocking identified 'Essay Mills' sites</li> <li>● Monitor each education provider's site/s for evidence of hacking by contract cheating providers</li> </ul>
Remain up to date with industry trends	<ul style="list-style-type: none"> <li>● Monitor and contribute to industry forums</li> <li>● Monitor regulator's updates</li> </ul>

### 3. The rights of AIT and Students

AIT reserves the right to investigate accusations of Academic Integrity and apply described penalties if those accusations are upheld.

AIT reserves the right to revert the passing of subjects, even the granting of qualifications if new substantial evidence challenges the integrity of an original decision.

Students have the right to respond to accusations of breaching this Academic Integrity Policy during a period of 10 working days from written notice. Students also have the right to appeal any decisions made by academic management - see the Grievances, Complaints, and Appeals Policy for details.



## 4. Penalties

### Penalties for Plagiarism

Offence	VET	HE
1st	Relevant part of assessment recorded as not yet competent until reliable evidence submitted.	Resubmits within one week of notice provided. There is no cap on possible mark achievable for that assessment. However, the student is mandated to complete a remedial/graded online training module on plagiarism which is to be completed within 2 weeks. If the student has been studying in higher education for longer than one year, there is a Cap of 50% on grade achievable.
2nd	Assessment recorded as 'Not yet Competent' the student must resubmit the entire assessment	Assessment not accepted. The student must re-submit based on a new brief. Cap of 50% on grade achievable.
3rd	Assessment recorded as 'Not yet Competent' student must repeat the subject	Assessment not accepted. Resubmit not allowed. Referred to the Academic Director with a view to suspension till end of term and must redo subject
4th	Cancellation of enrolment with the provider	Student referred to Academic Director and Executive General Manager with a view to cancellation of enrolment.

### Penalties for Plagiarism and Cheating in Examinations Including Tests and Quizzes

Offence	Penalty
1st	Submission receives a Fail grade. If the student is in first year, the student will receive a warning and a fresh assessment task. The student will bear any additional expenses incurred by AIT in managing the new assessment
2nd	Submission receives a Fail grade. The Academic Director/Academic Manager consults with the Executive General Manager with a view to the student's enrolment cancelled

### Penalties for Collusion

Offence	Penalty
1st	Submission receives a Fail grade. If the student is in first year, the student will receive a warning and a fresh assessment task. The student will bear any additional expenses incurred by AIT in managing the new assessment. If the

	student has been studying in higher education for longer than one year, there is no opportunity to resubmit or be given an alternative assessment task.
2nd	Submission receives a Fail grade. Resubmit not allowed. Referred to the Academic Director/Academic Manager with a view to suspension till end of term and must redo subject.
3rd	Submission receives a Fail grade. Student referred to Academic Director/Academic Manager and Executive General Manager with a view to expulsion.
Partner	If the collusive party is a past student of that subject, and they shared their previously graded work, an outcome of the investigation may include a referral to the Academic Director/Academic Manager with a recommendation for withdrawing the grade for that assessment task. This may result in a new grade of Fail for that subject.

### Penalties for Contract Cheating

Contract cheating is considered a serious form of academic misconduct. A student found to have used a third party (paid or unpaid) to undertake work for them may not only receive a fail for their assessment but may be suspended from their course and have their enrolment cancelled. The student's visa could be affected or cancelled altogether.

### Penalties for misuse of AIT Intellectual Property

- i) Suspension occurs when the student:
  - (1) Takes the material down immediately
  - (2) Has uploaded content only
  - (3) Is in their first term
  - (4) Is unaware of the seriousness of what they have done.
  - (5) Gets only non-financial award like more access
  - (6) Student uploads assessment tasks or test questions
  
- ii) Cancellation of enrolment occurs when the student
  - (1) Offends for the second time
  - (2) Uploads assessment answers
  - (3) Does not comply with a takedown request
  - (4) Received financial reward in exchange for any AIT IP
  - (5) Intentionally uploads to a site that is widely known for cheating

### 5. Publication

This procedure is published on each AIT's website and LMS to ensure students have up-to-date and accurate information publicly available to them.



# Section 3 – Reference and Supporting Information

## Supporting Documentation

Document name	Document type	Location
Exam Policy	Policy	Internal
Student Code of Conduct	Policy	Internal
AIT Student Handbook	Policy Guide	Internal
Teacher's Handbook	Policy Guide	Internal
Academic Integrity Module	Policy Guide	Internal
ESOS Student Fact Sheet 2017	Policy Guide	External
Academic Integrity Rule 2021	Legislation	External
TEQSA Amendment (Prohibiting Academic Cheating Services) Act 78, 2020 regarding penalties of jail and fines for commercial and non-commercial service providers.	Legislation	External
<a href="#">Academic Integrity</a>	TEQSA Guidance note	External
<a href="#">TEQSA Addressing contract cheating to safeguard AI</a>	TEQSA Good Practice Note	External
<a href="#">TEQSA AI Toolkit</a>	TEQSA Guidance note	External
TEQSA Sector update: Maintaining up to date academic integrity policies and procedures	Policy Guide	External
TEQSA <a href="#">Blocked illegal cheating websites</a>	Policy Guide	External
TEQSA Substantiating contract cheating for symbol-dense, logical responses in any discipline, particularly mathematics	Policy Guide	External
This policy reflects the academic and primary research requirements of the Higher Education Standards Framework (Threshold Standards) 2015 specifically in respect to the extract below: <a href="#">5.2 Academic Research and Integrity:</a>	Regulatory Standards	External
This policy also addresses Standards for Registered Training organisations (RTO's) 2015, Standard 1, clauses: <a href="#">1.8 - 1.12 Conduct Effective Assessment</a> Table 1.8-1: Principles of assessment Table 1.8-2: Rules of evidence For more information, please refer to TEQSA's Guidance Note: <a href="#">Academic Integrity</a>	Regulatory Standards	External

<a href="#">Academic Integrity at MIT A Handbook for Students</a>	International web reference	External
Bretag, T & Mahmud, S 2016, A conceptual framework for implementing exemplary academic integrity policy in Australian higher education, Chapter 32 in Handbook of Academic Integrity (Ed. Tracey Bretag), Springer	Best Practice Guide	External
Universities Australia 2017, Academic Integrity Best Practice Principles, <a href="https://www.universitiesaustralia.edu.au/wp-content/uploads/2019/06/UA-Academic-Integrity-Best-Practice-Principles.pdf">https://www.universitiesaustralia.edu.au/wp-content/uploads/2019/06/UA-Academic-Integrity-Best-Practice-Principles.pdf</a>	Best Practice Guide	External
Maurer, HA, Kappe, F, Zaka, B 2006, Plagiarism-a survey. <i>Journal of Universal Computer Science</i> , 12(8): 1050-1084	Industry guide (article)	External
Ellis, C Zucker, IM & Randall, D 2018, The infernal business of contract cheating: understanding the business processes and models of academic custom writing sites. <i>International Journal for Educational Integrity</i> . <a href="https://doi.org/10.1007/s40979-017-0024-3">https://doi.org/10.1007/s40979-017-0024-3</a>	Industry guide (article)	External
Newton, D 2021, Cheating Companies Hacked Websites at MIT, Stanford, Columbia and More Than 100 Other Schools, <i>Forbes</i> Accessed at: <a href="https://www.forbes.com/sites/dereknewton/2021/02/25/cheating-companies-hacked-websites-at-mit-stanford-columbia--and-more-than-100-other-schools/?sh=5676c6042617">https://www.forbes.com/sites/dereknewton/2021/02/25/cheating-companies-hacked-websites-at-mit-stanford-columbia--and-more-than-100-other-schools/?sh=5676c6042617</a>	Industry guide (article)	External



## Section 4 – Change History

### Change History

Version	Approval date	Approved by	Change
V1.0	22 September 2014	PEO, AIT	Placed in a combined document: AIT Higher Education Handbook
		General Manager, AIT	
V1.2	7 December 2017	Compliance Manager, Group Accreditation & Compliance	Removed from a combined policy document and split into policy, procedure and guidelines
		General Manager, AIT Technology & Design Division	
V1.3	21 October 2019	Group Manager, Group Accreditation & Compliance	Update to new template, add penalties
		General Manager, AIT Technology & Design Division	
V1.4	11 May 2020	Group Manager, Group Accreditation & Compliance	Updated format
		General Manager	
V1.5	31 October 2021	Group Manager, Group Accreditation & Compliance	Clarification of terms and issues. Updated penalties to reflect best practice.
		Executive Dean, AIT Technology & Design Division	
V2.0	31 August 2022	Chief Executive Officer	Clarification of definitions; reformat to iCollege template; updates to reflect industry response to contract cheating.
V2.1	16 March 2023	Chief Executive Officer	AIT name change; reformat to AIT template.