ACADEMIC INTEGRITY POLICY

Purpose

This policy articulates and clearly communicates to the Australian Institute of Business (AIB) staff and students what is meant by Academic Integrity, the forms that academic misconduct may take, and the principles underpinning AIB's approach to Academic Integrity.

Scope

This policy applies to all AIB students and AIB Staff, specifically for all courses offered by AIB, including Master of Management and Graduate Certificate in Research Methodologies. Academic Integrity relating to Higher Degrees by Research (HDR) non-coursework components and Research conducted by AIB Staff is further covered by the Responsible Research Code of Conduct Policy and Procedure.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the glossary.

Definitions specific to Academic Integrity are also provided below for ease of access.

Academic Integrity

Academic Integrity involves using, generating and communicating information in an ethical, honest and responsible manner, even in the face of adversity. (Adapted from Monash University 2013, cited in TEQSA Guidance Note: Academic Integrity 2019 v1.2, p. 1; and International Centre for Academic Integrity, cited in TEQSA Guidance Note - Academic Integrity TEQSA Guidance Note: Academic Integrity 2019 v1.2, p. 1;)

Plagiarism

Plagiarism can be defined as submitting others' words or ideas as one's own without appropriate paraphrasing and/or without correct acknowledgement of source(s), including the unacknowledged use of quotations. This includes use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, without acknowledging their sources.

Inappropriate use of Generative Artificial Intelligence (AI)

AIB considers the inappropriate use of Generative AI may include, but is not limited to, its use to prepare, modify, or generate text or other works without acknowledgment and/or appropriate critique and modification of the generated content. It is expected that significant original cognitive and analytical effort is applied to the acknowledged text.

Collusion

Collusion refers to a situation where a student advertently or inadvertently assists, or is assisted by, someone else with assessment work that should have been the work of an individual student. This includes a student giving or sharing an assessment with another student, making an assessment available to others for potential use, using an assessment written by someone else and writing an assessment together. Collusion comprises any way of submitting assessment work as if it reflects individual effort while in reality, it includes the work of another person, as determined by AIB. Collusion includes 'contract cheating'. Collusion occurs if two or more students fail to abide by directions from the examiner regarding the permitted level of collaboration on an assessment; this includes unauthorised collaboration. Students must not publish their work or related AIB materials (such as publishing their assignments or assessment questions online or in chat rooms).

Contract Cheating

Contract Cheating means engaging services (paid or unpaid) of others to complete all or part of an assessment for an individual and submitting that assessment as the individual's own.
Contract cheating can also be referred as 'ghost writing' or 'contract writing'.

File-sharing

File-sharing refers to the exchange of assessment tasks, responses, and assessment reports internally or uploaded or downloaded through a third-party platform (TEQSA 2022).

Fabrication

Fabrication refers to results or data that do not exist and has been made up; this includes Fabrication of identity and impersonation. Fabrication can include inappropriate use of Generative AI.

Falsification

Falsification refers to results or data that have been manipulated to reach a specific conclusion. Falsification refers to content of assessment items and to the Misattribution of sources (also to other documentation for example, medical certificates used in an attempt to obtain approval for special circumstances). Falsification can include inappropriate use of Generative AI.

Double Submission

This can occur when substantially the same piece of work is submitted more than once. Where a student wishes to submit substantially the same piece of work more than once they must obtain agreement in writing from the relevant Subject Coordinator. In the event that students do not seek agreement from the Subject Coordinator, this may constitute self-plagiarism.

Principles

1. Ethical conduct and academic honesty are fundamental to AIB.

2. AIB is committed to safeguarding the integrity and reputation of the awards conferred by AIB.

3. AIB is committed to vigilance in protecting the integrity of Australia's higher education system, in line with the Australian Government's amendments to the Tertiary Education Quality and Standards Agency Act 2011, making it an offence to provide or advertise academic 'contract cheating' services in higher education.

4. The approach to Academic Integrity at AIB comprises three key elements:
   • Attitudinal – developing awareness of the ethical principles.

- Knowledge-based – building understanding among AIB Staff and students on what constitutes Academic Integrity, including the appropriate, responsible, and ethical use of Generative AI.
- Skills – ability to prepare original assessments without breaching academic integrity (students), to prepare original and appropriately attributed subject content and academic publications (AIB Staff) and the ability to identify and manage breaches (AIB Staff).

5. AIB is committed to ensuring that the review of suspected breaches of the policy and procedure is conducted consistently, equitably and in a timely way.

Related Policies and Procedures:
Academic Integrity Procedure
Acceptable use of Information Technology Facilities Policy
Assessment Policy
Assessment Procedure
Awards and Graduation Policy
Awards and Graduation Procedure
Copyright Policy
Copyright Procedure
Dean's Merit List and Valedictorian Award Policy
Dean's Merit List and Valedictorian Award Procedure
Higher Degrees by Research Policy
Higher Degrees by Research Procedure
Intellectual Property Policy
Research and Scholarship Policy
Research Integrity Breach Management Procedure
Student Grievance Handling Policy
Student Grievance Handling Procedure
Student Code of Conduct Policy
Student Code of Conduct Procedure
Whistle-blower Policy
Whistle-blower Procedure

Related Legislation and Frameworks:
Copyright Act 1968 (Cth)
Higher Education Standards Framework (Threshold Standards) 2021
Tertiary Education Quality and Standards Agency Act 2011

Responsibility:
Academic Dean

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