



ACADEMIC INTEGRITY PROCEDURE

Governing Policy

[Academic Integrity Policy](#)

Purpose

This procedure outlines responsibilities and guidelines for identifying and managing Academic Integrity breaches and the consequences of Academic Misconduct breaches.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Procedure

The values that underpin the Australian Institute of Business (AIB) policy and procedure on Academic Integrity are honesty, fairness and responsibility on the part of students and AIB Staff. Any breaches of the requirements of Academic Integrity by students or Staff are deemed as Academic Misconduct and this includes Plagiarism, Collusion, Contract Cheating, File-sharing, Fabrication, Falsification and Double Submission of work. This list is not exhaustive as there may be other forms of dishonest or irresponsible conduct which may be deemed as Academic Misconduct by AIB. Depending on the circumstances and the nature of the Academic Misconduct, consequences including penalties may be expected to follow.

1. Responsibilities

1.1. AIB is responsible for:

- (a) providing information about this policy and procedure via its website to all AIB Staff and students.
- (b) promoting Academic Integrity measures through the provision of educational resources, including resources on Generative Artificial Intelligence (AI), ensuring students are aware of the benefits of Academic Integrity, and the consequences of Academic Misconduct.
- (c) ensuring the materials provided to students advising them of the assessment methods:
 - (i) clearly identifying when an assessment is a collaborative assessment and explaining what level of collaboration is appropriate for work that is a collaborative assessment.
 - (ii) providing clear guidelines on the appropriate, responsible, and ethical use of Generative AI.
- (d) appointing an Academic Integrity Officer (AIO) and ensuring that the AIO promotes Academic Integrity standards and awareness.
- (e) ensuring that assessments are refreshed in each subject instance to minimise opportunity for breaches of Academic Integrity.

- (f) ensuring that AIB Academic Staff complete relevant Academic Integrity training modules within 3 months of appointment.
- (g) monitoring students' completion of the Academic Integrity modules, including where they are required to repeat the Academic Integrity modules, and ensuring that students who do not attend the verbal summary meeting are awarded zero for the assessment.
- (h) providing access to an appeal against decision process.

1.2. AIB must ensure that all submitted student work is original by:

- (a) clearly articulating and communicating the various forms of Academic Misconduct.
- (b) designing assessments and rubrics that limit the potential for Academic Integrity breaches.
- (c) ensuring that students understand the purpose of referencing conventions and how to use them.
- (d) ensuring students are informed of the consequences of Academic Integrity breaches.
- (e) ensuring that AIB Staff are aware of the types of Academic Misconduct that may occur, are supported in their ability to detect them, and are familiar with the procedures that are in place for handling suspected breaches of the policy.
- (f) taking all reasonable measures to deter and detect Academic Misconduct, including but not limited to the use of word-matching technology, Generative AI detection tools, and verbal tests.

1.3. Academic Staff, which includes contractors, are responsible for:

- (a) being familiar with the AIB policies and procedures in relation to Academic Integrity.
- (b) appropriately acknowledging the work of others in their teaching (i.e. subject resources).
- (c) ensuring that unauthorised materials are not distributed.
- (d) providing students with appropriate guidance and feedback on Academic Integrity.
- (e) designing assessment tasks that minimise the potential for Academic Misconduct.
- (f) informing the Academic Integrity Officer (AIO) through the subject coordinator of any issues.
- (g) conducting verbal summaries with students, including contacting a random selection of students who submitted the Capstone assessment assignment in each term.
- (h) conducting verbal summary if there is a need for further investigation.

1.4. The Academic Dean (or nominee) is responsible for:

- (a) ensuring that AIB Staff and Students understand their responsibilities under this policy and procedure
- (b) taking steps to ensure that the policy and procedure are implemented.

1.5. The Academic Integrity Officer, in consultation with the Associate Dean (Teaching and Learning), is responsible for:

- (a) advising academic staff on determinations related to suspected instances of Plagiarism.
- (b) ensuring consistent application of policy and procedures across the disciplines
- (c) supporting the development of information for students regarding the use and interpretation of Turnitin Reports.

- (d) promoting good practice in assessment that inhibits Academic Integrity misconduct.
- (e) sharing best practices with the Academic Team.
- (f) making recommendations to the Associate Dean, Teaching and Learning regarding determinations, and penalties for suspected breaches.

1.6. Students are responsible for:

- (a) successfully completing the Academic Integrity Module.
- (b) familiarising themselves with the Academic Integrity Policy and Procedure and complying with it.
- (c) familiarising themselves with the educational resources on Academic Integrity available on the student learning portal.
- (d) ensuring that all submitted assessments are original work, and that significant original cognitive and analytical effort has been applied.
- (e) seeking additional assistance if in doubt about any aspect of what is required.

2. Procedures for Managing Academic Misconduct by Students

2.1. AIB identifies four levels of Academic Misconduct as follows:

- a) Formal Warning – is used as an educative process and refers to any instance of Academic Misconduct which the Academic Dean (or nominee) deems to warrant a warning as a result of breaching this Academic Integrity policy and procedure (or any such Academic Misconduct rules).
- b) Minor Academic Misconduct – this refers to any instance of Academic Misconduct which the Academic Dean (or nominee) deems to be a minor breach of this Academic Integrity policy and procedure (or any such Academic Misconduct rules). Examples may include (but are not limited to) minor Plagiarism, or minor Double Submission.
- c) Moderate Academic Misconduct – this refers to any instance of Academic Misconduct which the Academic Dean (or nominee) deems to be a moderate breach of this Academic Integrity policy and procedure (or any such Academic Misconduct rules). Examples may include (but are not limited to) moderate Plagiarism or Collusion, or the second breach of Academic Integrity.
- d) Major Academic Misconduct – this refers to any instance of Academic Misconduct which the Academic Dean (or nominee) deems to be a major breach of this Academic Integrity policy and procedure (or any such Academic Misconduct rules). Examples may include (but are not limited to) the following: a third breach of Academic Integrity, major Plagiarism or any serious cases of Collusion, Double Submission, and Fabrication or Falsification.

2.2. AIB uses various tools as an indicator of potential breaches of Academic Misconduct, such as Similarity Indexes from text-matching software.

2.3. To determine that a student may be involved in a case of Academic Misconduct (“Case”) the subject coordinator, in conjunction with the Academic Integrity Officer, must collate any evidence and recommend the alleged level of Academic Misconduct or Plagiarism.

2.4. In the case of alleged Academic Misconduct that requires further investigation, the Subject Coordinator (or nominee) may request the student to participate in a recorded verbal summary to provide clarity on issues pertaining to the case. This may be relevant to (but not limited to) Collusion, File-sharing, Contract Cheating, or Inappropriate use of Generative AI. In such cases where a student is invited to attend

a verbal summary but fails to attend, a zero will be awarded for the relevant assessment.

- 2.5.** The Academic Dean (or nominee) will determine whether the Case amounts to Academic Misconduct. If it does amount to Academic Misconduct, the Academic Dean (or nominee) shall determine the appropriate level of the Academic Misconduct (taking into account relevant factors including, but not limited to, the exact nature of the alleged Plagiarism or Collusion, the extent of a student's academic experience, the student's previous record of Academic Misconduct) and action to take.
- 2.6.** The Academic Dean (or nominee) will determine in their absolute discretion the appropriate penalty to be applied, according to the following categories:
 - a) If the Case is deemed to be Formal Warning, the student will be issued a formal warning letter, and no marks will be deducted for the assessment (or relevant part or question within the assessment).
 - b) If the Case is deemed to be Minor Academic Misconduct or it is a repeated breach, marks may be deducted for the assessment (or relevant part or question within the assessment).
 - c) If the Case is deemed to be Moderate Academic Misconduct, marks may be deducted for the assessment (or relevant part or question within the assessment) and/or a mark of zero may be awarded for the assessment (or relevant part or question within the assessment).
 - d) If the Case is deemed to be Major Academic Misconduct, a mark of zero may be awarded for the assessment (or relevant part or question within the assessment) and/or for the whole subject.
 - e) In a case of recurring breaches of Academic Integrity the student will be warned that a further incident may result in the penalty of expulsion and when a further incident occurs the penalty may be applied. In such cases, students are required to repeat the Academic Integrity modules.
- 2.7.** In cases of severe or ongoing breaches of Academic Integrity (of any type and any level), the Academic Dean may decide that the appropriate penalty is that the student be expelled. In such a case the student will be informed of the likely penalty and be given the opportunity to 'show cause' before the final decision about the penalty is made.
- 2.8.** If the Academic Dean decides that the student is to be expelled, then the fees for their enrolled subjects which have not yet commenced will be refunded (and/or Fee Help loan debt will not be incurred) and the student will not be permitted to continue with their course or later return to undertake the course.
- 2.9.** In relation to all decisions made, the Academic Dean (or nominee) shall arrange for an appropriate letter or email to be sent to the student at their nominated address advising them of the breach, educative actions, any applicable penalties and the avenue for appeal.
- 2.10.** Students who receive any warning or penalty for Academic Misconduct are encouraged to arrange for an academic support session with an AIB Academics Study Skills Advisor. Students may be encouraged or required to repeat the Academic Integrity modules, dependent upon the level of Academic Misconduct. Students are entitled to appeal the allegation or the process in accordance with the Student Grievance Handling Policy and Procedure.

2.11. Students who have been penalised for breaching the Academic Integrity policy and procedure during the course of their studies will be ineligible to be on the Dean's Merit List, regardless of their final GPA.

2.12. In cases where a student is included in the Dean's Merit List and is later found to have breached the Academic Integrity Policy, the award will be withdrawn, and every effort will be made to recover all associated documentation.

2.13. Revocation of Award

- (a) Where a matter is raised with AIB that pertains to a case of alleged Academic Misconduct (in which AIB has already awarded the related qualification), the Director of Academic Operations refers the matter to the Academic Dean. The misconduct must be Academic Misconduct related to the basis upon which the award was made. If the Academic Dean recommends revocation of the award, they must put their written recommendation to the AIB Academic Board, with reasons for its determination.
- (b) The Academic Board must consider the recommendation of the Academic Dean and the reasons advanced for that recommendation.
- (c) The Academic Board must then:
 - (i) decide to revoke the award
 - (ii) decide not to revoke the award
 - (iii) refer the matter back to the Academic Dean for further investigation.
- (d) In the case of an award revoked the student will be informed in writing of its decision, with a statement of reasons within 20 business days of the decision being made.
- (e) The Board of Directors will be advised of all cases of revocation with acknowledgement that the Board has delegated authority to the Academic Board as per the Delegations Authority.
- (f) The student may appeal to the Students Appeals Committee (Stage Two – Internal Appeal) against that decision in accordance with the Student Grievance Handling Procedure.
- (g) The Chair of the Students Appeals Committee must be the Chair of the Ethics Committee. This appointment is only in relation to revocations of awards based on Academic Integrity breaches.
- (h) Any appeal against the decision of the Student Appeals Committee will be as per Stage 3 of the Student Grievance Handling Procedure which is either an external review or mediation.
- (i) Where an award is revoked, AIB will not accept applications for re-admittance into any AIB Course.
- (j) Where a parchment and official transcript have been issued to the student, AIB will request that the certification related to the revoked award be returned to AIB.

3. Recording of Academic Misconduct

3.1. When a record of all alleged and proven breaches of Academic Integrity is required, the Academic Dean (or nominee) shall arrange for an appropriate note (including details of the alleged misconduct, action taken and penalty applied) to be made in the Confidential Register.

3.2. Access to the records in the Confidential Register is restricted to the members of the Senior Academic Leadership Team and designated administrative staff.

3.3. Any record of Academic Misconduct (alleged or proven) will not be printed on student academic transcripts.

3.4. Students may request access to view a copy of any entries relating to their Academic Misconduct in the Confidential Register.

4. **Reporting of Academic Misconduct**

4.1. An annual report on Academic Misconduct is provided to the Teaching & Learning Committee, Research & Higher Degrees Committee and Academic Board.

4.2. The report will include data on Academic Integrity breaches, including expulsions as a consequence of Academic Integrity breaches. Information provided in the report is depersonalised and in aggregate format.

4.3. AIB will notify TEQSA of incidents of Academic Misconduct where required under the TEQSA Notifications of Material Changes Policy and guidelines.

5. **Procedures for Academic Misconduct by Staff or Consultants**

5.1. Academic Misconduct by AIB Staff is a serious transgression. Alleged Academic Misconduct is investigated by the Academic Dean (or nominee). Where misconduct is confirmed, the matter is forwarded to the Human Resource department. Confirmed and intentional Academic Misconduct is likely to lead to termination of employment at or contract with AIB.

5.2. Academic Misconduct by AIB Staff relating to Research is covered by the Research and Scholarship Policy and Research Integrity Breach Management Procedure.

Related Forms and Documents:

Confidential Register

Student Handbook

Staff Induction Manual

Formal Grievance Form

Internal Appeal Form

Responsibility:

Academic Dean

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