



## Student Academic Misconduct Policy

Policy Category	Academic
Policy Code	ACA-HE-02
Policy owner	Dean
Responsible Officer	Dean
Approving authority	Dean
Contact Officer	Registrar
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Review date	3 years
Version	2020.1
Related Documents	Misconduct Register Student Academic Misconduct Procedure Student Complaint and Appeal Policy Student Complaint and Appeal Procedure Student Code of Conduct Diversity and Equity Policy

### 1. Purpose

The purpose of this Policy is to uphold the principle of academic integrity and independently achieved intellectual enquiry at the Australian Institute of Higher Education Pty Ltd (the 'Institute').

### 2. Principles

Key principles informing this Policy and the associated Procedure are that:

- It is a requirement of the Institute that all students submit their own work
- Failure to comply with this requirement and the extent of the breach will result in appropriate recorded penalties.

### 3. Context

This Policy has been developed in order to safeguard the academic integrity of the Institute, the standard of its courses and the quality of its graduates.

### 4. Scope

This Policy applies to all students and staff of the Institute. It addresses academic misconduct only. Non-academic misconduct is covered in the ***Student Code of Conduct***.

### 5. Definitions

See the ***AIH Glossary of Terms*** for definitions.

## 6. Policy Details

This Policy is authorised by the Academic Board to provide guidelines for the Institute’s academic staff and students on handling allegations of academic misconduct. The Policy ensures that:

- Students who fail to maintain academic integrity and acknowledge sources appropriately will result in a range of penalties.
- All reported claims of academic misconduct will be subject to a published process to assess their validity and determine appropriate penalties.
- Students will be entitled to representation at all stages of the process.
- All allegations of academic misconduct will be assessed by impartial delegates to ensure fair and equitable outcomes.
- All allegations of academic misconduct will be recorded on student files and all confirmed cases of academic misconduct will be recorded in the **Misconduct Register**.
- Staff and students will be made aware of this Policy through induction, orientation and handbooks.
- Prevention strategies, including workshops/information sessions, will be available to help clarify what constitutes academic misconduct.
- Software such as Turnitin will be utilised to detect instances of plagiarism, collusion and contract cheating.

Details of the process are contained in the **Student Academic Misconduct Procedure**. Appeals against outcomes may be made under the **Student Complaint and Appeal Policy** and associated Procedure.

## 7. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework standard 5.2 (Academic and Research Integrity), which specifies that:

“1. There are policies that promote and uphold the academic and research integrity of courses and units of study, research and research training activities, and institutional policies and procedures address misconduct and allegations of misconduct.

2. Preventative action is taken to reduce the risks to academic and research integrity including misrepresentation, fabrication, cheating, plagiarism, and misuse of intellectual property, and to prevent repeating misconduct.

3. Students are provided with guidance on what constitutes academic or research misconduct and the development of good practices in maintaining academic and research integrity.

4. Academic and research integrity and accountability for academic and research integrity are maintained in arrangements with any other party involved in the provision of higher education, including placements, collaborative research, research training and joint award of qualifications.”

## 8. Version Control

This Framework has been endorsed by the Australian Institute of Higher Education Academic Board as at September 2020 and is reviewed every 3 years. It is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under ‘Policies and Procedures’.

<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Restructured document; added table at beginning	22 February 2017	6 March 2017

2019-1	Principal	Minor Update: Title changed from Executive Dean to Principal.	20 November 2019	21 November 2019
2020-1	Dean/Academic Success Manager	Minor Update: Title changed from Principal to Dean, formatting and proofed for student comprehension. Inclusion of Contract Cheating.	24 September 2020	25 September 2020