

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 Research and Scholarship Policy and Procedure, and the Managing Complaints About the Conduct of Research Procedure.

Definitions

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

The definitions set out below are either aligned with, or directly adopted from, the Tertiary Education Quality and Standards Agency (TEQSA)'s guidance on academic integrity¹.

Academic Integrity

Academic Integrity involves using, generating and communicating information in an ethical, honest and responsible manner, even in the face of adversity.

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 This includes use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, without acknowledging their sources.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. Acknowledgement of Generative AI use must follow the AIB Style Guide.

¹ <https://www.teqsa.gov.au/students/understanding-academic-integrity/what-academic-integrity>

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 to 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 but not limited to, fabrication of identity and impersonation, inclusion of non-existent or unidentifiable datapoints, direct quotes, or references. Fabrication can include inappropriate use of Generative AI, resulting in hallucinated references and/or content.

Falsification

Falsification refers to results or data that have been manipulated to reach a specific conclusion. Falsification can occur within content of assessment items or other documentation such as medical certificates used in an attempt to obtain approval for special circumstances. Falsification includes Misattribution of sources, when wrong source of information is provided for work, idea or quotation. 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 approval in writing from the relevant Subject Coordinator. Approval to resubmit previously submitted work will only be granted in rare and exceptional circumstances, such as where a medical or compassionate withdrawal has occurred, or where other formally approved extenuating circumstances apply. In the event that students do not seek approval 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 it confers.

3. AIB is committed to 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. AIB upholds Academic Integrity as a shared responsibility within the AIB staff and student community; however, staff with seniority have greater accountability in upholding AIB's principles with regard to Academic Integrity and guiding junior colleagues, team members and students in also doing so.
5. Students and staff are encouraged to act ethically and responsibly by raising concerns where they reasonably suspect academic misconduct may have occurred. Disclosures made in good faith will be treated confidentially, sensitively, and without prejudice in line with AIB's Whistleblower Policy and Procedure.
6. 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 and appropriately attributed work without breaching academic integrity.
7. AIB is committed to procedural fairness in the review and determination of suspected breaches of the policy and procedure is conducted consistently, equitably and in a timely way. This includes ensuring that:
 - individuals are informed of the nature of the allegation and supporting evidence,
 - individuals are provided with a reasonable opportunity to respond,
 - decisions are made impartially and without bias,
 - determinations are evidence-based, consistent and timely, and
 - outcomes are proportionate to the nature and severity of the breach.
8. Alleged breaches of this Policy will be determined on the balance of probabilities. A finding of misconduct will only be made where the available evidence establishes that is more likely than not that the misconduct occurred. The burden of proof rests with AIB.

Related Policies and Procedures:

[Academic Integrity Procedure](#)

Acceptable Use of Information Technology Facilities Policy and Guidelines for Staff (Internal)

Acceptable Use of Information Technology Facilities Policy and Guidelines for [Students](#)

Assessment [Policy](#) and [Procedure](#)

Awards and Graduation [Policy](#) and [Procedure](#)

Copyright [Policy](#) and [Procedure](#)

Dean's Merit List and Valedictorian Award [Policy](#) and [Procedure](#)

Higher Degrees by Research [Policy](#) and [Procedure](#)

Intellectual Property [Policy](#) and [Procedure](#)

Research and Scholarship [Policy](#) and [Procedure](#)

Managing Complaints About the Conduct of Research [Procedure](#)

Student Complaints, Grievances and Appeals [Policy](#) and [Procedure](#)

Student Code of Conduct [Policy](#) and [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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