

More information about academic integrity at AIHE

Academic integrity is an essential quality for higher education and is a fundamental part of learning and teaching. AIHE is committed to promoting academic integrity and ethical behaviour. At AIHE, students belong to a community that values academic integrity.

Since academic integrity underpins all academic activities, students are suggested to make themselves familiar and understand what it means and why it is important. This section is designed to help students deeply understand what academic integrity looks like and how to study successfully within a culture of academic integrity.

What is academic integrity?

The term *academic integrity* involves using, generating and communicating information in an ethical, honest and responsible manner (Higher Education Standards Framework (Threshold Standards) 2015 and Monash University (2013)).

AIHE also notes the International Centre for Academic Integrity (2014) definition: 'a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action'.

As a student at AIHE, you are expected to act ethically, with integrity, when you complete and submit your assessment tasks. When submitting the assignment, AIHE students are required to include a coversheet with the following signed declaration:

"I declare that the work contained in this assignment is my own, except where acknowledgement of sources is made. I have not previously submitted this work for another assessment at AIHE, in whole or in part. I authorise the Institute to test any work submitted by me, using text similarity detection software, for instances of plagiarism. I understand this will involve AIHE or its contractor copying my work and storing it on a database to be used in future to test work submitted by others."

In practice, this means that:

- you acknowledge the people (or organisations) whose work you used in your assignments. This is done by citing their ideas, their words or their work. By this way, you not only show where information comes from - you also show that you have read widely and engaged with the literature relevant to your topic.
- your assignments that are authentic, original and are the result of your own research and writing.
- you take ownership of your own work, i.e. you don't copy the work of other people or don't share your assignments with other students.

What is academic misconduct?

Academic misconduct takes place when students act dishonestly in an assessment task or examination in order to gain an unfair advantage for themselves or other students. Acts of academic misconduct are considered to be misconduct as defined under the Student Code of Conduct. Examples of academic misconduct include:

- plagiarism;

- cheating in examinations and tests;
- collusion; and
- ghostwriting.

Plagiarism

Plagiarism means copying or paraphrasing the words or ideas of others without acknowledging the source.

How do I avoid plagiarism?

The best way to avoid plagiarism is to know what it might look like. Refer to Turnitin for having an illustrative demonstration of the common types of plagiarism, at http://turnitin.com/assets/en_us/media/plagiarism-spectrum/

Cheating

Cheating in an examination or test occurs when a student takes action that is in breach of the Examination Procedure and includes:

- action or attempts to take action to gain an unfair or dishonest academic advantage;
- having access to unauthorised material during the examination;
- sitting an examination on behalf of another student or permitting another student to sit an examination on their behalf;
- reading, copying from or otherwise using another student's work, or knowingly allowing another student to read, copy or otherwise use their work in an examination;
- assisting any other student to complete their examination, either directly or indirectly;
- accepting assistance from any person during an examination other than authorised staff; and

inappropriately obtaining prior knowledge of an exam's contents and/or expected answers.

How do I avoid cheating?

Being honest and open in all your academic activities is the best way to avoid cheating. Learn more about plagiarism and collusion to avoid cheating in assessments.

Collusion

Collusion occurs when there is unauthorised collaboration in the preparation and production of work for assessment which is presented as a student's own individual effort. Collusion includes:

- inappropriately assisting other students in the production of an assessment task;
- accepting inappropriate assistance in the production of an assessment task;
- submitting work which is the same, or substantially the same, as another student's piece of work for the same assessment task; and
- assisting another student to plagiarise material or cheat in an examination.

How do I avoid collusion?

Awareness is the first step. Strategies to avoid collusion might include:

- checking with your lecturers about how much group work is allowed; and
- taking and using your own notes when working in a group.

Ghostwriting

Ghostwriting occurs where a person other than the student has authored, either wholly or in part, a piece of assessment and the student presents the assessment piece as if they themselves have wholly authored the assessment.

There are many ways in which a student might attempt to deliberately gain an unfair advantage by dishonest means. Some examples are:

- submitting fabricated or falsified data as if they were genuine;
- inventing references, quotes or sources;
- submitting the same, or substantially the same piece of work for assessment in one or more different subjects;
- contract cheating, paying for another person to write assignments or sit exams;
- offering bribes; and
- falsely indicating attendance at an activity when attendance is an assessment requirement.

How do I avoid ghostwriting?

Besides efforts on the lecturers' side, students should commit themselves to saying no to ghostwriting. Students should only submit work that is their own, or which properly acknowledges the thoughts, ideas, findings and/or work of others.

Consequences of academic misconduct

The consequences of academic misconduct are serious and range from alternative assessment retaking, loss of marks, downgrade on the mark, zero mark to expulsion from AIHE. Depending on the seriousness, possible consequences include:

- a. student to undertake an alternative assessment task where the opportunity to plagiarise has been removed (e.g. an oral or invigilated individual examination)
- b. a downgrade on the mark or an Unsatisfactory outcome for the relevant assessment item or for the assessment task
- c. a zero mark or Unsatisfactory outcome for the assessment task, but having regard to the factors listed in Section 7 may also be a more significant penalty, or
- d. a downgrade on the final grade in the subject.
- e. a probationary period of up to two years, during which time any further breaches result in automatic exclusion;
- f. referral to the Student Misconduct Board with a recommendation of suspension for one or more study periods;
- g. referral to the Student Misconduct Board with a recommendation of exclusion from the course; or
- h. referral to the Student Misconduct Board with a recommendation of expulsion from the course.