



Academic Integrity Policy and Procedure

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1. Purpose

To ensure that the IKON Institute of Australia provides a quality educational environment based on free intellectual enquiry and consistent with its vision and mission, where learning is evidence-based and students and staff adhere to high standards of academic integrity.

2. Scope

The scope of this policy includes the academic conduct of all students studying with the IKON Institute of Australia, and relates particularly to all work produced and submitted for assessment. This policy also applies to the conduct of IKON Institute of Australia staff in relation to the education of students in the required standards of academic integrity.

This policy is to be read in conjunction with *S005 Student Code of Conduct and Misconduct Policy*, *Student Code of Conduct* and *S002 Student Grievance Policy*.

3. Definitions

Academic Integrity: this term is used to describe honest academic work including research, reporting and writing that is original and fully acknowledges all sources and collaboration.

Academic misconduct: any breach of academic integrity, which may include but is not limited to: cheating, contract cheating, fabrication, fraud, misleading ascription of authorship, misrepresentation and plagiarism.

Collusion: Collusion is when two or more students each submit work as if it has been done individually rather than jointly.

Contract cheating: The purchase or procurement of work by another person for the purpose of being submitted as an original piece of assessment by a student.

Free intellectual enquiry: is defined as intellectual enquiry based on evidence of research and scholarship, which encourages critical reasoning and debate, is not tied to any particular philosophical or religious persuasion and is respectful of opposing views.

Intellectual property: is a work that arises as a result of intellectual or artistic activity that can be owned by a person or company. Specifically, this includes inventions, publications, computer software, works of art, industrial and artistic designs, as well as other creations that can be protected under patent, copyright, or trademark laws.

Plagiarism: is the action or practice of taking and submitting or presenting the thoughts, writings or other work of someone else as though it is your own work. Plagiarism can occur from almost any form of work including but not limited to inventions, publications, computer software, works of art, industrial, and artistic designs. Plagiarism may infringe other people's intellectual property, which may be protected under patent, copyright or trademark laws.

4. Principles

The IKON Institute of Australia is committed to providing a quality educational environment based on free intellectual enquiry, where learning is evidence-based and students and staff adhere to high standards of academic integrity. The policy is based on the following principles:

- Higher Education (HE) is based on the principle of free intellectual enquiry and respect for opposing views.
- Learning and teaching is based on evidence from scholarship and research.
- Academic integrity is a requirement of all students and staff.
- Breaches of academic integrity are considered to be academic misconduct to which penalties apply.
- Students have a responsibility to be aware of this policy, to use the resources provided for practicing academic integrity, and to acknowledge appropriately the work of others.
- Staff have a responsibility to publicise this policy in all subject outlines, and to educate students on appropriate practice.

5. Plagiarism and Collusion

Plagiarism and collusion are breaches of academic integrity, and considered by IKON Institute of Australia to be a form of academic misconduct. Collusion is not academic misconduct if the assessment item is a group project; however, it is collusion if the students fail to follow the direction of the trainer regarding the level of collaboration on an assessment.

- 5.1 Initial instances of plagiarism or collusion will be considered as minor misconduct and will be dealt with informally by an educative approach in accordance with the Student Code of Conduct and Misconduct Policy.
- 5.2 Repeated or serious instances of plagiarism or collusion will be treated as major misconduct and will be dealt with formally by a Misconduct Committee established by the Academic Board in accordance with the Student Code of Conduct and Misconduct Policy.
- 5.3 Where an allegation of plagiarism or collusion is upheld, penalties will apply depending on the seriousness of the offence, in accordance with the Student Code of Conduct and Misconduct Policy.
- 5.4 A student has a right to appeal a decision of the Misconduct Committee. Any appeal will be conducted in accordance with the procedure for an appeal in the Student Grievance Policy.

6. Academic misconduct during exams

6.1 This may include:

- Being in possession of books, diagrams, notes, or other material other than those permitted by the invigilator
- Giving assistance to any other person
- Copying from or otherwise seeing or using material of another student
- Using any means to gain an undue advantage in completing the exam
- Unruly or disruptive behaviours during an exam

7. Procedures

IKON Institute of Australia aims to promote academic integrity throughout the Institute. It will do this through publication of policies and procedures that:

- inform students about acceptable and unacceptable academic conduct and provide a consistent and transparent process for handling misconduct and
- inform students about academic integrity, academic misconduct, and grievance procedures contained in subject outlines and other relevant publications.

7.1 Education in appropriate practice

- Students will be advised of the importance of free intellectual enquiry, evidence-based learning, academic integrity and grievance procedures at their orientation to IKON Institute of Australia and will be reminded of this at the commencement of each subject.
- Academic skills, including appropriate referencing and the avoidance of plagiarism and collusion, will be included in academic curricula.
- Students will be advised that any involvement in contract cheating constitutes a major breach of the Student Code of Conduct, and will be dealt with accordingly.

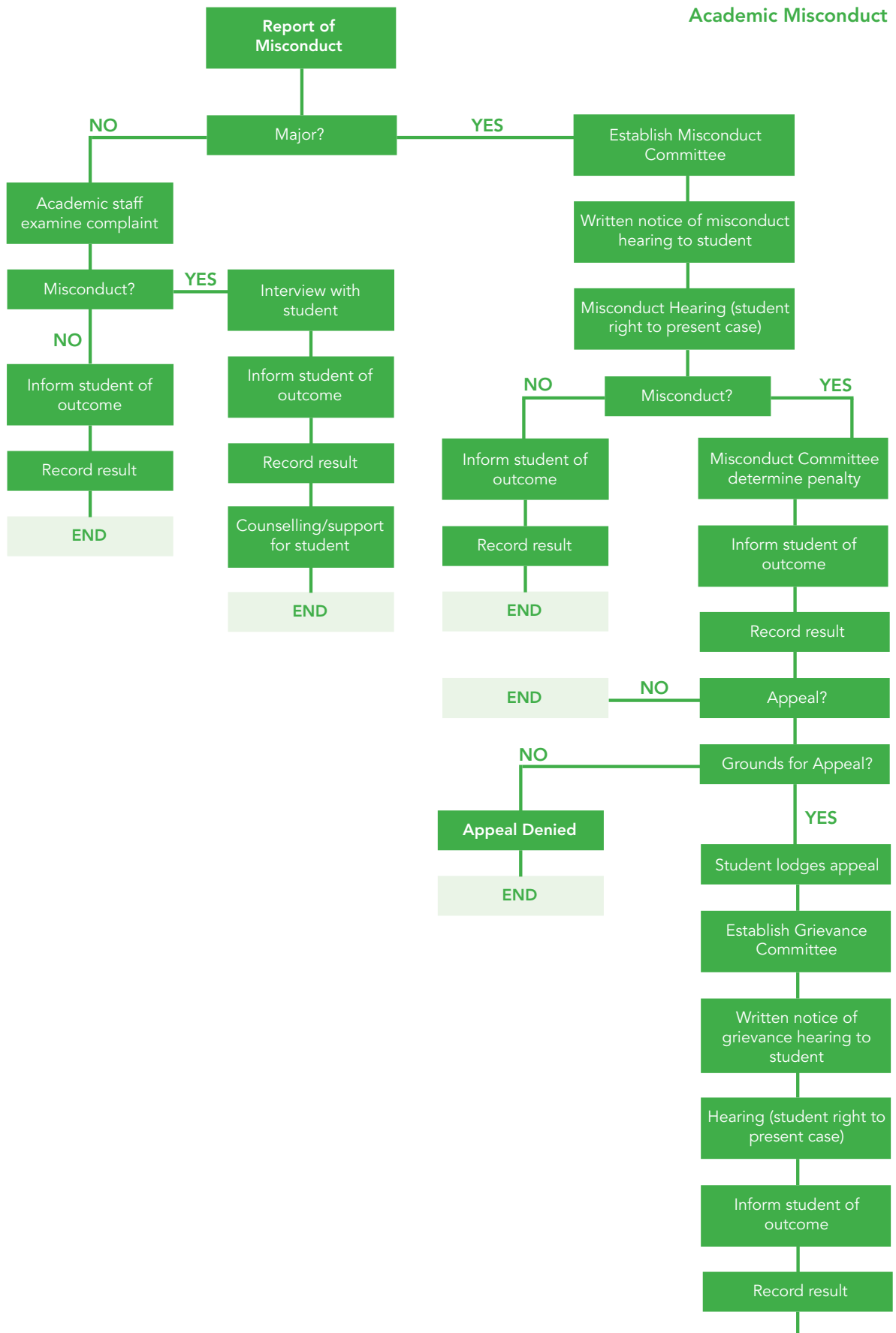
7.2 Assessment design

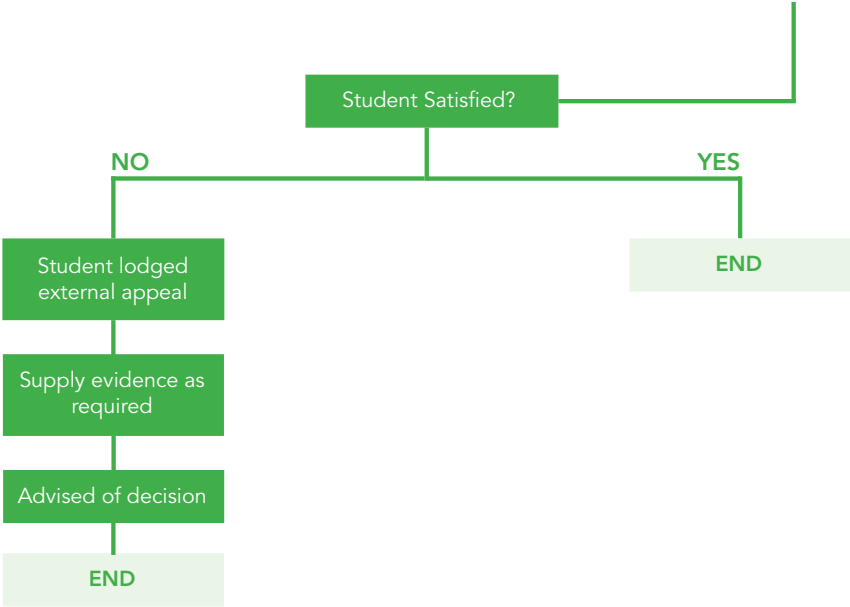
- Small class groups which enable teaching staff to get to know each individual student, to identify students who may be experiencing difficulties with course content, or who submit an assessment piece which is out of character for that student
- All students required to produce photographic identification prior to sitting each exam session
- All units include elements of practical, face to face assessment of individual proficiency where student's identity is clear
- Integration of group work in some assessment items, which allows academic staff to clearly assess individual student input into group projects (Assessment is based upon individual contribution as well as final outcomes)
- Inclusion of self-reflection, self-evaluation and journals as appropriate to document each student's unique personal learning experiences, and as evidence of authentic student work
- Direct assessment of student performance in simulated environments through triads, and in the workplace during the practical placements, which allows clear identification of student
- The inclusion of a variety of assessment tasks, staged throughout the trimester to ensure that assessment is not solely reliant on a single assignment and reducing the opportunity for academic misconduct
- The use of plagiarism detection software for checking authenticity of all assignments submitted

7.3 Maintaining records

- Incidences of academic misconduct will be recorded in student records and penalties will apply in accordance with the IKON Institute of Australia Code of Conduct and Academic Misconduct Policy.

- Student will have access to view a copy of their student records.





8. **Publication**

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON Institute of Australia staff have up to date and accurate information.

9. **Related Forms/Documents:**

Student Code of Conduct

10. **Related Policies:**

S005 Student Code of Conduct and Misconduct Policy.

S002 Student Grievance Policy.