



IHM[®]
Institute of Health and Management

Academic Honesty and Integrity Policy and Procedure

Academic Honesty and Integrity Policy and Procedure

Purpose: This Policy sets out the principles and procedures to ensure standards of academic honesty and integrity are maintained at the Institute of Health Management (IHM).

Scope: All staff and students at the Institution.

Definitions: Academic Integrity, Academic Misconduct, Collusion, Plagiarism [See Appendix A]

Policy Principles: This Policy and Procedure is underpinned by the following principles:

- Academic honesty and integrity are fundamental to learning and teaching, enabling students and staff to demonstrate their learning whilst acknowledging the work of others.
- A developmental approach to academic integrity recognises that students and staff need support and guidance to ensure that the highest standards of academic integrity are upheld.
- The type and design of assessment tasks play an important role in detection of academic misconduct. Clear instructions and rubrics are expected for all assessment tasks to reduce confusion about academic integrity.
- Procedures outline the levels of academic misconduct and the possible penalties or outcomes.
- Records of investigations and outcomes will be kept secure and confidential.

Responsibilities

Students are responsible for:

- Submitting their own work and doing their own examinations;
- Acknowledging the work of other people that they have used in assessments and other tasks;
- Using Turn-It-In and providing a similarity report with their submitted assignment;
- Following instructions for all assessment tasks, including approved APA style referencing conventions, accurate citation and submission procedures;
- Providing accurate and truthful documentation to the institution; and
- Encouraging other students to act with academic integrity.

All teaching staff are responsible for:

- Designing assessments to encourage honesty;
- Educating students about academic integrity;
- Promoting academic writing and referencing skills;
- Verifying the originality of student work through Turn-it-In;
- Checking the accuracy and appropriateness of references and citations using APA style referencing and checking the similarity report; and
- Reporting suspected academic integrity breaches.

The DOS is responsible for implementing this Policy and Procedure. The Director of Studies is responsible for the appropriate management of academic misconduct and for identifying areas of risk. Academic Board is responsible for monitoring the effectiveness of academic integrity policies and processes and reporting on academic misconduct issues.



Procedure

<p>Measures to Detect Plagiarism and Collusion</p>	<ol style="list-style-type: none"> 1. Staff and students are informed of the extensive measures to detect plagiarism and collusion. 2. Similarity check for student assignments includes: Uploading work onto Turn-It-In, using the Turn-It-In link 3. Students download similarity report checking highlighted words and phrases and where necessary making amendments before resubmitting to Turn-It-In. 4. Students submit both the assignment and the similarity report with the assignment declaration cover sheet, including their signature in Turn-It-In. Results will vary depending on the assignment and level of research required, but generally a result of over 20% is cause for concern. 5. Staff check that the information that students have submitted, including the similarity report for written work and that the report matches the submitted assignment. Staff are to search common databases and search engines for key words, check that the reference list is correct and complete the assignment integrity form and checklist.
<p>Academic Integrity Warnings Register</p>	<ol style="list-style-type: none"> 1. An Academic Integrity Warnings Register will be maintained to record: <ul style="list-style-type: none"> • Warnings have been given to students about plagiarism or collusion, even when no formal action has been taken or penalty applied • Penalties applied and the nature of those penalties are only accessible to teaching staff.
<p>Reporting Plagiarism Cases</p>	<ol style="list-style-type: none"> 1. Teaching staff must report suspected academic misconduct to the Course Coordinator. 2. There is an initial determination about whether the allegation is an unintended, minor or major breach of the Policy. 3. The student may be asked to attend a meeting with the Course Coordinator to discuss the assessment task in question. Students must be warned that a formal process of academic misconduct will be undertaken. 4. The discussion will be based on whether the incidence of plagiarism or collusion was minor or unintended and a possible educative response may be implemented. 5. If the discussion demonstrates a deliberate academic misconduct has occurred, the Course Coordinator must advise the student that a disciplinary process will be initiated. The matter is referred to the Director of Studies in a written report. 6. If the Director of Studies decides that an allegation of misconduct against a student is to be investigated, the matter must be discussed at Academic Board and the student is formally notified of the allegation process. 7. A committee will investigate the allegations which includes the student. The student may have a support person at the hearing. The Committee makes a decision and imposes any penalties deemed appropriate in accordance with the Academic Board’s final decision. 8. The Director of Studies informs the student of the decision, any penalties that have been applied and the right to appeal the decision. The Student Administration and Registration Manager is informed so that the student’s record is updated.



Penalties for Plagiarism	<p>1. The penalties applied will depend on the seriousness of the offence. The potential penalties for plagiarism or collusion may be either be in the form of an educative response or a punitive response.</p> <p>Educative Responses to Minor Plagiarism</p> <p>Educative responses rather than punitive responses may be applied to minor acts of plagiarism where some effort has been made to cite sources, or where collusion has occurred in an inadvertent fashion (e.g. students working closely together submitting similar assignments). However, it will still be recorded on IHM’s Academic Integrity Warning register and the student’s file.</p> <p>Educative responses may include:</p> <p>Providing verbal or written feedback to the student.</p> <p>Providing the opportunity to redo and resubmit the assessment where the student will get 50% marks for the assessment task.</p> <p>Deducting marks allocated for referencing, with explanation of the reasons.</p> <p>Referring the student to one of the academic assistance programs available in IHM.</p> <p>Providing the student with examples of plagiarised and non-plagiarised texts to assist them in understanding the difference.</p> <p>Punitive Responses</p> <p>A punitive response is more appropriate for serious breaches of academic integrity such as intentional plagiarism, contract cheating, and exam cheating.</p> <p>Issuing a Warning letter to the student and Zero marks for the assessment task.</p> <p>Zero marks for the unit.</p> <p>Suspension from the course.</p> <p>Exclusion from the course.</p>
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Supplementary Information

Related Policies/Procedures

- Assessment Policy and Procedure
- Copyright policy and Procedure

Related Documents

- Academic Integrity Warnings Register
- IHM Warning Letter

Relevant Legislation

- Higher Education Standards Framework (Threshold) (2015)
- National Code of Practice for Providers of Education and Training to Overseas Students (2018)
- Tertiary Education Quality and Standards Act (2011)

Name of Document	Academic Honesty and Integrity Policy and Procedure
Approval Committee	Academic Board
Endorsement Committee	Academic Board
Document Version	2
Date of Approval	18/ 9/2019
Responsibilities for Implementation	Director of Studies Academic Board
Key Stakeholders	Students
Date for Next Review	27/08 /2020

Acknowledgement

- The University of Melbourne
- Deakin University