

# Academic Integrity



*Policy P1*

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## Purpose

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To provide a systematic approach to academic integrity in academic work at the Institute of Internal Auditors-Australia (IIA-Australia). The policy promotes honesty in learning and assessment and respect for the work of others. Contravention of this policy may result in candidates being penalised (refer to Policy P14: Code of Academic Conduct).

## Scope

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This policy applies to all candidates undertaking higher education programs with the IIA-Australia as outlined in the [Candidate Handbook](#).

## Definitions

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P1.1	<b>Academic Integrity</b>	The moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner ( <a href="#">TEQSA Guidance Note v 1.2 March 2019</a> )
P1.2	<b>Academic Misconduct</b>	A breach of academic integrity. Contract cheating, plagiarism and fabrication or falsification of data are examples of such breaches (TEQSA Guidance Note v 1.2 March 2019).
P1.3	<b>Plagiarism</b>	The presentation of the works of another person(s) as though they are one's own by failing to properly acknowledge that person(s) and the work concerned.
P1.4	<b>Intentional Plagiarism</b>	Plagiarism associated with intent to deceive.
P1.5	<b>Unintentional Plagiarism</b>	Plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing/acknowledging others' work (still a breach of this policy).
P1.6	<b>Collusion</b>	The unauthorised act of a candidate presenting work, which is the outcome of directly working with others, as his or her own.
P1.7	<b>Cooperative Learning</b>	The informal process of candidates interacting to enhance their achievement of learning outcomes, which is encouraged.
P1.8	<b>Self-plagiarism</b>	The unacknowledged presentation of work previously submitted by the candidate presented as new work.
P1.9	<b>Contract cheating</b>	Contract cheating is having someone else (paid or unpaid) prepare all or part of your work submitting it as your own.
P1.10	<b>Group work</b>	The authorised act of a group of candidates producing either a common assessable work or an individually assessed piece of work as part of a larger project.

## Policy statement

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Breaches of academic integrity including intentional or unintentional plagiarism, contract cheating or collusion, runs counter to the IIA-Australia values of ethics and integrity. IIA expects candidates will prepare and submit work which is their own and which appropriately acknowledges the work of others.

## Responsibility

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### *Education Committee*

- ❖ Establish, review and approve policies
- ❖ Ensure IIA-Australia's academic integrity policies and procedures are accessible to staff and candidates
- ❖ Establish processes to support the consistent implementation of IIA-Australia policies relating to academic integrity
- ❖ Monitor and assess academic integrity cases and the suitability of this policy to manage academic integrity matters
- ❖ Provide processes for candidates to appeal decisions arising from academic misconduct
- ❖ Ensure adequate candidate support and information is provided by IIA-Australia and tutors relating to acceptable referencing techniques.
- ❖ Provide assurance to the IIA-Australia Board regarding sound oversight of matters relating to academic integrity.

### *Education Manager*

- ❖ Ensure the policies and procedures of the IIA-Australia concerning academic integrity are known and implemented.
- ❖ Use academic integrity software to identify possible cases of academic misconduct. Make available to students to check their work prior to submission.
- ❖ Support the use of appropriate referencing techniques.
- ❖ Provide information to candidates on acceptable referencing practice.
- ❖ Oversee the investigation of reported academic misconduct.
- ❖ Provide a ruling on outcomes of academic misconduct.
- ❖ Maintain confidential records of previous breaches.

### *Academic Staff*

- ❖ Know and consistently implement policies and procedures of the IIA-Australia concerning academic integrity.
- ❖ Educate candidates in the correct use of referencing conventions and how to avoid unintentional plagiarism.
- ❖ Provide examples to candidates of appropriate referencing techniques and practice.
- ❖ Ensure candidates understand the difference between cooperative learning, group work and

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collusion.

- ❖ Be vigilant in the detection of plagiarism, contract cheating and other forms of academic misconduct.
- ❖ Report suspected academic misconduct to the Education Manager for further investigation.
- ❖ Provide transparent and consistent feedback to candidates about academic integrity
- ❖ Set a good example through their own practice.

### *Candidate*

- ❖ Understand and comply with the policy and procedures of the IIA-Australia concerning academic integrity and seek help if unclear about its requirements.
- ❖ Be familiar with, and apply, the referencing practices acceptable to the IIA-Australia.
- ❖ Ensure that all sources of information are appropriately acknowledged.
- ❖ Understand that submitting the same or substantially the same work for two different assessment tasks constitutes self-plagiarism and misleads your readers by presenting old work as completely new and original.
- ❖ If including any text ideas or data from an assignment you have previously submitted, always inform the reader by citing your own work. Regarding reflective journals, growth is to be shown from one semester to the next. It is not acceptable to submit a journal, or substantially similar reflections, from a previous semester.
- ❖ Take all reasonable precautions to ensure own work cannot be copied and used in another candidate's assessable work.
- ❖ Use academic integrity software to check work prior to submission.
- ❖ Candidates are required to declare that any submission is their own work by attaching a cover sheet (provided) to all assignments submitted which acknowledges the following:
  - **I have read and understood the Institute of Internal Auditors - Australia Candidate [Academic Integrity Policy](#).**
  - **I understand that failure to comply with the Candidate Academic Integrity Policy P1 can lead to IIA-Australia commencing proceedings against me for potential candidate academic misconduct. (Refer to Policy P14: [Code of Academic Conduct](#)).**
  - **This work is substantially my own, and to the extent that any part of this work is not my own I have indicated this by acknowledging the source of that part or those parts of the work.**
  - **I have prepared this work myself and have not engaged anyone to prepare it on my behalf as this would be considered contract cheating.**
  - **This assignment has not previously been submitted for assessment in this or any other module of this course or at any other institution. Submitting the same piece of work twice (or a significant part thereof, as determined by IIA- Australia administrators, tutors and/or examiners) will be regarded as an offence of 'self-plagiarism' and will be processed under Policy P1: Academic Integrity).**
  - **I understand that this assignment may be checked for plagiarism and other forms of academic misconduct by electronic or other means.**

## Procedure and Penalties

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An alleged breach of this policy may amount to a breach of Policy P14: Academic Code of Conduct.

All allegations of academic misconduct are referred to the IIA-Australia Conduct and Appeals Subcommittee for investigation in accordance with the Academic Integrity Procedure. The specific penalty for any breach of the Academic Integrity Policy is determined after the investigation.

Penalties vary according to the severity of the breach and the candidate's conduct history. Penalties may take the form of a warning, academic probation, an automatic fail grade of the unit in which the academic misconduct occurred, suspension, or exclusion from the course. Fees are not refundable where a candidate is excluded because of academic misconduct

## Appeals

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Appeals against any penalty imposed can be lodged with the Candidate Conduct and Appeals Committee in accordance with Policy P4: Candidate Grievance.

## Legislative Context

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- ❖ Higher Education Standards Framework (Threshold Standards) 2021

## Associated documents

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- ❖ Academic Integrity Procedures
- ❖ Policy P4: Candidate Grievance
- ❖ Policy P8: Candidate Support and Consultation
- ❖ Policy P11: Intellectual Property and Copyright
- ❖ Policy P14: Code of Academic Conduct
- ❖ Form F6: Candidate Declaration Plagiarism
- ❖ Education Committee Charter which contains the Terms of Reference (ToR) of its sub-committees
- ❖ Graduate Certificate in Internal Auditing Course Handbook

The above documents are available on the website at: [www.iaa.org.au](http://www.iaa.org.au)

## Version

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Version No	Date	Document Location	Name of Person	Comments
V1	April 2015		EC	Revised version
V2	29 Nov 2016		EC	Editing; updating of legislation and responsibilities as required.
V3	January 2017		EC	Updating for HES Framework 2015
V4	December 2018		IIA-Australia	Updated email address
V5	July 2020		Education Committee	Revise to change name Academic Integrity policy and expand scope
V6	May 2021		Education Committee	Revised to include references to self-plagiarism and some clarification of EC role.
V7	August 2021		Education Manager	IIA-Australia new address. Reference to 2021 Threshold Standards

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