Academic Honesty and Integrity Policy and Procedure

Policy Code: ACA001

Version 1.2  Effective Date: 23/11/2014

Purpose

To set out the policies and procedures IHM will follow and use to ensure that standards of academic honesty and integrity befitting of a higher education institute are maintained.

Scope

This policy applies to all documents and media produced by staff and students of the Institute of Health and Management, including but not limited to work produced by students in response to assessment tasks, documents produced by staff such as curricula, study guides, research papers by staff and students and marketing materials.

Responsibility

Adherence to this policy is the responsibility of every IHM staff member and student involved in study, research or any other form of document or media production. The CEO will manage the implementation of the policy.

Principles

Copyright

IHM staff and students will not be indemnified by IHM for any criminal or civil case brought against them, should their actions breach copyright laws.

No staff member will instruct a student or subordinate to commit acts that breach copyright and should they do so their actions will contravene IHM policy. Consequently they may be subject to disciplinary action.
Academic Honesty and Integrity Policy and Procedure

Policy Code: ACA001

Version 1.2 Effective Date: 23/11/2014

Breach of copyright is defined as the commission of an act that is disallowed, either explicitly or implicitly, by the Copyright act (1968) and subsequent amendments.

The copyright holder for works produced by staff as part of their employment is the Institute of Health and Management Pty Ltd unless an agreement to the contrary has been established.

The copyright holder for all student work, including items submitted for assessment tasks, is the student. As such, the work will not be published or shared without the student’s prior informed consent.

Use of citation and referencing in academic works

All papers, essays and assignments will use a recognised citation style and will acknowledge all sources of data, ideas, concepts, phrases, quotes and any other content in accordance with the Copyright Act of 1968.

Students and staff will be given access to information and advice that will allow them do this and to stay up to date with the latest versions of each citation style. As a rule, IHM documentation will be cited using the current Harvard referencing style, except where it is for a specific purpose or discipline for which another style is preferred.

Collusion

IHM staff and students are encouraged to discuss assignments and research activities, learn from each other and proof read each other’s work to the extent of correcting grammatical errors and making suggestions.

IHM staff and students will not attempt to publish, share or submit for assessment any work created by someone other than themselves whilst indicating that the work is their own.

Where two or more people have contributed to a document or work, all contributors will be acknowledged as co-authors. Co authorship is not permitted for documents or media submitted for assessment unless the option of doing so is explicitly offered in the assessment documentation or permission has been granted by the contract academic to whom the assessment item will be submitted.
Academic Honesty and Integrity Policy and Procedure

Policy Code: ACA001
Version 1.2  Effective Date: 23/11/2014

The role of assessment design in prevention of plagiarism and collusion

The type and design of assessment tasks play an important role in detection of academic misconduct, especially in the context of distance education through online study. Therefore, a variety of assessment methods will be used, including both written assignments and oral presentations, in each unit of study. Where a major discrepancy is apparent between a student’s level of demonstrated knowledge and comprehension of different types of assignments, their work will be further examined and the student will be asked comprehension check questions to ensure that academic honesty and integrity have been maintained.

Detection of plagiarism and collusion

Institute of Health and Management will take extensive measures to detect plagiarism and collusion. These measures will include the use of similarity check software such as TurnItIn, as well as manual checking methods. Staff and students will communicate closely and teaching staff will gain insight into students’ ability and comprehension through ongoing communication.

Procedures

Similarity check procedure for student assignments

Before submitting any written assignment students will:

1. Upload the work to TurnItIn, using the TurnItIn link included in the Learning Management System for their subject
2. Download a similarity report
3. Check the highlighted words and phrases in the report and check to ensure that they are legitimate similarities, such as names of organisations, titles, quotes that have been correctly cited or common phrases such as idiomatic expressions
Academic Honesty and Integrity Policy and Procedure

Policy Code: ACA001

Version 1.2 Effective Date: 23/11/2014

4. Make amendments as necessary, then resubmit the amended assignment to TurnItIn

5. Submit both the assignment document and the similarity report with an assignment declaration cover sheet bearing their signature.

Detection of plagiarism and collusion procedure for staff when accepting assignments

Upon receipt of any item submitted by a student in response to an assessment task, staff will:

1. Ensure that the student has included a signed Assignment Declaration Cover Sheet and a TurnItIn similarity report (for written work) and that the report matches the submitted assignment

2. For written assignments, check the highlighted words and phrases in the similarity report and check to ensure that they are legitimate similarities, such as names of organisations, titles, quotes that have been correctly cited or common phrases such as idiomatic expressions

3. Read, view or listen to the work (depending on what medium it is in) and search common databases and search engines for key words that may relate to significant ideas and phrases

4. Check the reference list and ensure that all referencing information is complete and correctly formatted

5. Complete an assignment integrity form and checklist

6. Mark the assignment

7. Once all assignments are marked, compare any covered similar topics or concepts to ensure they are not the result of collusion

Supplementary Information
Academic Honesty and Integrity Policy and Procedure

Policy Code: ACA001

Version 1.2  Effective Date: 23/11/2014

Related policies/procedures: Not applicable
Benchmarks: Not applicable
Supporting research and analysis: Not applicable
Related documents:
- Student Assessment Policy and Procedures
- Research Policy
- Student Assessment Policy and Procedures
- Copyright Policy for Staff
- Copyright Policy for Students

Related legislation: Copyright Act (1968) Australia
Guidelines: Not applicable

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Academic Honesty and Integrity Policy and Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Committee</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>Endorsement Committee</td>
<td>Academic Board</td>
</tr>
<tr>
<td></td>
<td>Teaching and Learning Committee</td>
</tr>
<tr>
<td>Policy Status</td>
<td>New</td>
</tr>
<tr>
<td>Date of Approval</td>
<td>22/02/2013</td>
</tr>
<tr>
<td>Responsibilities for Implementation</td>
<td>CEO</td>
</tr>
<tr>
<td></td>
<td>Director of Studies</td>
</tr>
<tr>
<td></td>
<td>Course Coordinator</td>
</tr>
<tr>
<td>Key Stakeholders</td>
<td>CEO</td>
</tr>
<tr>
<td></td>
<td>Director of Studies</td>
</tr>
<tr>
<td></td>
<td>Chair of the Academic Board</td>
</tr>
<tr>
<td>Date for Next Review</td>
<td>22/02/2016</td>
</tr>
<tr>
<td>Policies Superseded by</td>
<td>None</td>
</tr>
<tr>
<td>this Policy</td>
<td></td>
</tr>
</tbody>
</table>
Academic Honesty and Integrity Policy and Procedure

Policy Code: ACA001

Version 1.2 Effective Date: 23/11/2014

Table of Amendments

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Version Date</th>
<th>Authorised Officer</th>
<th>Amendment Details (short description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>14/12/2012</td>
<td>CEO</td>
<td>New</td>
</tr>
<tr>
<td>1.1</td>
<td>22/02/2013</td>
<td>CEO</td>
<td>Approved by Board of Governors – No changes required</td>
</tr>
<tr>
<td>1.2</td>
<td>23/11/2013</td>
<td></td>
<td>Specified citation. New version approved by the Board of Governors</td>
</tr>
</tbody>
</table>

Acknowledgement

In drafting this policy, IHM staff read and gained ideas from similar policies developed by:

Queensland University of Technology
RMIT University
Edith Cowan University
Victoria University
Sydney College of Business and Information Technology
Australian Institute of Technology