

Academic Integrity

Academic integrity is the commitment to and demonstration of honest and moral behaviour in an academic setting. This is most relevant at a vocational level as it relates to providing credit to other people when using their ideas. It requires the acknowledgement of other individual's contributions. Failure to provide such acknowledgement is considered plagiarism.

AIHFE is committed in minimising instances of student plagiarism, cheating and collusion and aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.

General Academic Integrity Principles

One of the essential functions of AIHFE is to develop our learner's ability to apply critical reasoning and knowledge to assessment activities through independent thought and to make decisions that reflect the learner's considerations of the task or workplace requirement.

This policy seeks to encourage ethical conduct and set high standards of academic behaviour. Learners have a responsibility to maintain the highest standards of academic integrity in their work, and not cheat or plagiarise in assessment.

AIHFE will treat any and all forms of plagiarism, cheating and collusion seriously and consequences may apply where learners have been caught or found to be plagiarising, cheating or colluding.

Responsibilities

The CEO is responsible in overseeing and ensuring the policy is implemented appropriately.

The Trainers and Assessors are responsible for:

- Informing all learners of expectations relating to assessment and the correct referencing techniques and provide clear examples of what is acceptable ([APA referencing system](#));
- Explain to learners what constitutes academic misconduct and plagiarism; and
- Assist learners in understanding and applying correct referencing techniques.

Academic Misconduct and Plagiarism

There are many forms of academic misconduct or plagiarism, including:

- Direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the internet) without acknowledging the source
- Paraphrasing someone else's words without acknowledging the source
- Using facts and information derived from a source without acknowledging the source
- Using ideas directly derived from an identifiable author without acknowledging the source
- Producing assignments that should be your own independent work in collaboration with and/or using the work of other people (e.g. a student or tutor)
- Copying from another student's work
- Submitting someone else's work as your own
- Helping a friend who has been ill by letting him or her read your paper and use it as a basis of their own paper
- Reusing part or all of an assignment you submitted for another subject
- Buying an essay from the internet or another student and submitting it as your own work
- Using the work of other members of a group project without acknowledging who contributed the work
- Using a diagram from another text or the internet as a basis for your diagram without acknowledging the source
- Taking statistics from another source and using them in a new table or figure without acknowledgement
- Making up fake quotes or sources
- Talking or copying someone else's work during an exam, or taking written notes into the exam room

Plagiarism Detected

Where academic misconduct or plagiarism has been detected, AIHFE will make a Not Yet Competent judgement on the relevant unit of competency on the confirmation of the breach.

All confirmed cases of academic misconduct or plagiarism are recorded on the learner's file and remain there permanently. Learners will be disciplined appropriately. Each case is assessed individually.

Where a learner is found to have cheated or plagiarised a second time, they will receive a formal written warning from the Dean of Studies and further disciplinary action may be taken depending on the severity. Each case is assessed individually.

Continued academic misconduct and/or involvement in plagiarism will result in having their enrolment cancelled with AIHFE.

Referencing

Learners are to refer to the APA Referencing System for guidance on how to appropriately acknowledge sources of information that has been used in preparing their assessment submission.

Academic Integrity Process Flow-Chart

