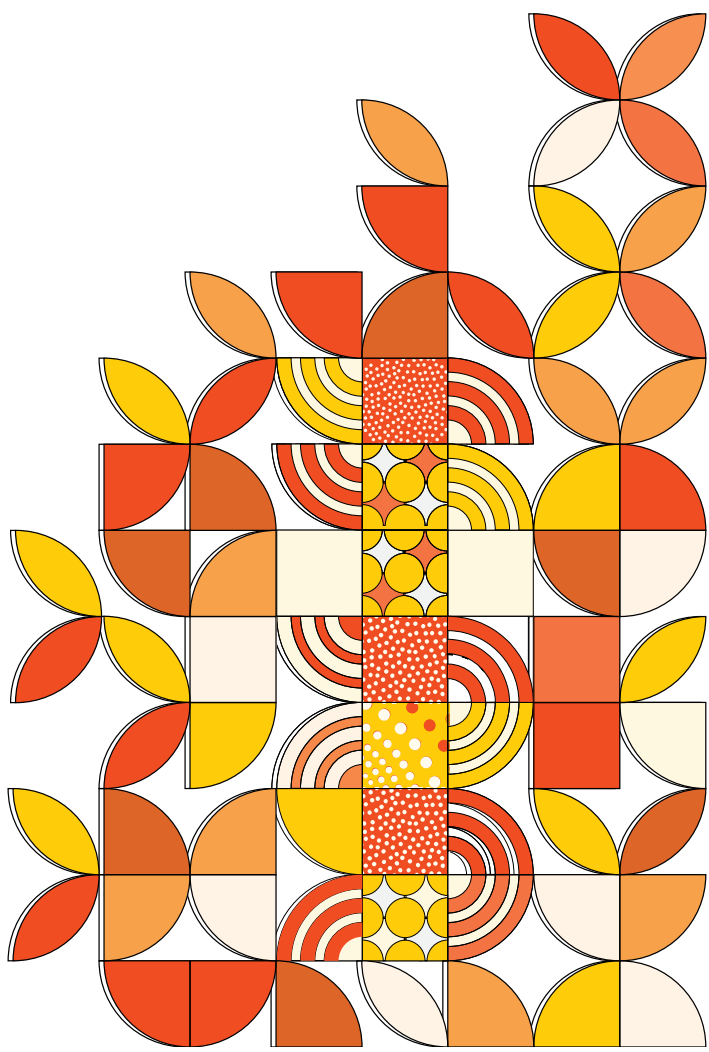


Academic Honesty and Integrity Policy



SECTION 1

Purpose

1. This policy describes the Institute of Health & Management's (IHM's) principles for promoting, supporting, and upholding high standards of academic integrity. It outlines how IHM will deter academic misconduct through educative approaches that articulate clearly IHM's expectations of staff and students.

Scope

2. This policy applies to all IHM staff and students.
3. This policy is concerned with all breaches of academic integrity, including, but are not limited to:
 - 3.1 Plagiarism;
 - 3.2 Contract cheating;
 - 3.3 Examination cheating;
 - 3.4 Duplicate submission;
 - 3.5 Impersonation;
 - 3.6 Academic fraud;
 - 3.7 Solicitation and promoting the breach of academic integrity;
 - 3.8 Collusion;
 - 3.9 Non-compliance with examination instructions/requirements; and
 - 3.10 Breach of academic integrity by using Artificial Intelligence.

Definitions

4. Definitions for key terms are presented in the [Glossary of Terms](#).

Suite documents

5. This Policy is linked to the following Procedure:
 - 5.1 Academic Honesty and Integrity Procedure
 - 5.2 Other documents as listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

6. Principles

- 6.1 IHM uses clear, educative approaches to communicate the importance of academic integrity requirements to students and academic/teaching staff. Failure to maintain academic integrity is considered academic misconduct.
- 6.2 IHM adopts preventative strategies that mitigate the risk of academic misconduct.
- 6.3 IHM is vigilant in detecting cases of academic misconduct.

6.4 IHM manages academic misconduct consistently and transparently, supporting students to avoid any reoccurrence.

7. Copyright

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

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

7.3 No staff member will instruct a student or subordinate to commit acts that breach copyright or contravene IHM policy. Consequently, IHM staff and students may be subject to disciplinary action.

7.4 The copyright holder for works produced by staff as part of their employment is IHM unless an agreement to the contrary has been established.

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

8. Use of citation and referencing in academic works

8.1 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* (1968).

8.2 Students and staff will be given access to information and advice that will allow them to do this and stay up to date with the latest versions of each citation style.

8.3 As a rule, IHM documentation will be cited using the current APA referencing style, except where it is for a specific purpose or discipline for which another style is specified.

9. Contract Cheating

9.1 Contract cheating occurs when a student requests someone else to produce all or part of an assessment task that is submitted as their work, including arrangements through a third party.

9.2 Contract cheating is a serious breach of academic integrity and a form of fraud. It has implications for students' learning outcomes, the reputation of IHM, educational standards and credibility, and public safety, particularly in fields where a student's mastery of the material is essential to their ability to practice professionally.

9.3 Contract cheating is usually, but not exclusively, a paid arrangement.

9.4 Third parties who are engaged to produce work may include:

- a) providers of essay writing services;
- b) friends, family, or other students;
- c) private tutors;
- d) copyeditors; ;
- e) providers of agency websites; or

f) providers located via 'reverse classifieds'.

9.5 Contract cheating is academic misconduct and, in all instances, will be subject to provisions outlined in the IHM Student Misconduct Procedure. Penalties for proven contract cheating may include the full range of penalties outlined, including expulsion from IHM.

10. Collusion

10.1 IHM staff and students are encouraged to discuss assignments and research activities, learn from each other, and proofread each other's work only to the extent of correcting grammatical errors and making suggestions.

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

10.3 Where two or more people have contributed to a document or work, all contributors will be acknowledged as co-authors.

10.4 Co-authorship is not permitted for documents or media submitted for assessment unless:

- a) the option of doing so is explicitly offered in the assessment documentation; or
- b) permission has been granted by the academic.

11. The role of assessment design in the prevention of plagiarism and collusion

11.1 The type and design of assessment tasks play an important role in the detection of academic misconduct, especially in the context of distance and/or online study.

11.2 A variety of assessment methods will be used, including both written assignments and oral presentations, in each unit of study.

11.3 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 may be asked questions to check their comprehension/knowledge to ensure that academic honesty and integrity been maintained.

12. Detection of plagiarism and collusion

12.1 IHM will take substantive measures to detect plagiarism and collusion.

12.2 These measures will include the use of similarity check software such as Turnitin, as well as manual checking methods.

12.3 Staff and students' regular communication will enable teaching staff to gain insights into the students' capability and comprehension.

13. Academic honesty and integrity

13.1 Academic integrity is the concept of presenting work as one's own that is a truthful production of one's knowledge, understanding and efforts in writing and communicating knowledge and/or ideas. Verifying that a students' work is indeed their own is therefore an important part of assuring that the student has learnt and

developed skills with the knowledge gained during the course of study at IHM as per the course and unit learning outcomes. IHM, therefore, takes a pro-active approach to identifying potential instances of academic dishonesty and breach of integrity.

13.2 Academic writing is an exercise in communicating understanding, interpretation and critical thinking. Individual perspective and application of learning is, therefore, an important objective of academic and scholarly activities. Higher education uses tools to help check that work submitted by a student is indeed a unique production of work, authored by the student with all sources of evidence used in the work given appropriate recognition as belonging to the rightful source. Together, the objective of demonstrating learning and skills combined with proper and honest representation of work submitted are the outcomes of academic integrity and student achievement.

14. Similarity Checker

- 14.1 IHM use a plagiarism checker software tool, the similarity checker, for automated authorship checking.
- 14.2 Focused on 'authorship', the similarity checker function uses a metadata to check if the content has been used elsewhere, including in previous assignments within the institution, or taken/copied from publicly available publications and websites etc.
- 14.3 To avoid plagiarism or being detected by similarity checker, students should use appropriate citations to recognise any content that is taken from anyone else's work.

15. Artificial intelligence (AI): Advice for students

- 15.1 The field of Generative Artificial Intelligence (gAI), also referred to as gAI or generative AI, is developing quickly. Artificial Intelligence chatbots like ChatGPT are a part of this category of technologies. It is crucial to be aware that employing Artificial Intelligence for academic purposes may be prohibited or restricted based on the IHM policies, procedures and guidelines.
- 15.2 There may be topics or tasks where using Artificial Intelligence is recommended or even needed. Students shall be provided sufficient guidance to comprehend how the use of these tools should be acknowledged and referenced and how to ascertain where the use of Artificial Intelligence is allowed/disallowed or to what degree is appropriate for the given assessment task.
- 15.3 A finding of academic misconduct may be made if Artificial Intelligence is used in a manner that is contrary to the policies of IHM. To prevent compromising academic integrity, TEQSA advises all higher education students to address expectations about Artificial Intelligence with their institutions and to make sure they adhere to their guidelines.
- 15.4 To ensure authorised use of gAI, it is vital to ensure students comprehend the expectations for each

assessment activity because regulations may vary from assessment to assessment and the increasing use of Artificial Intelligence in research and education requires consideration of the implications for academic integrity.

16. Principles of using Artificial Intelligence and Academic Integrity for Students

- 16.1 **Respect** for the ethical considerations involved in Artificial Intelligence use in academic work.
- 16.2 **Commitment** to transparency and accountability in the use of Artificial Intelligence.
- 16.3 **Dedication** to ensuring the integrity of academic work.
- 16.4 **Responsibility** for the appropriate use of Artificial Intelligence in academic work.

17. Standards of Artificial Intelligence and Academic Integrity for Students

- 17.1 Appropriate use of Artificial Intelligence: Students should only use Artificial Intelligence in academic work where it is appropriate and adds value to the research and education process.
- 17.2 Ethical considerations: The use of Artificial Intelligence in academic work shall adhere to ethical considerations, including the privacy of individuals and the protection of data.
- 17.3 Transparency and accountability: The use of Artificial Intelligence in academic work shall be transparent and accountable, this includes acknowledging and documenting the use of Artificial Intelligence and making this information available to relevant parties.
- 17.4 Ensuring the integrity of academic work: The use of Artificial Intelligence in academic work should not compromise the integrity of the work submitted. Any Artificial intelligence-generated content should be thoroughly and carefully reviewed for accuracy, appropriateness of analysis, results, interpretation and general content produced. Statements are checked for factual accuracy, and sources of evidence are checked for accuracy and proper citation.

18. Expectations from students regarding Artificial Intelligence and academic integrity

- 18.1 Students are expected to be familiar with the appropriate use of Artificial Intelligence in academic work and the potential implications for academic integrity.
- 18.2 Any use of Artificial Intelligence should be appropriate to the assessment, add value to the education process and should not compromise the integrity of the work.
- 18.3 Students are expected to disclose the use of Artificial Intelligence in their academic work where relevant including acknowledging any assistance provided by Artificial Intelligence.
- 18.4 Students are expected to uphold the principles of academic honesty including not plagiarising and falsifying academic work even when using Artificial Intelligence.

19. Consequences for violations of Artificial Intelligence-related academic integrity

- 19.1 Suspected violations of Artificial Intelligence-related academic integrity will be investigated by IHM.
- 19.2 The investigation will be conducted according to Academic Honesty and Integrity Procedure and other relevant IHM procedures based on a fair and impartial review of the evidence.

20. Uphold the Principles

- 20.1 By adhering to the principles, standards and expectations outlined in this policy, students are expected to ensure the appropriate use of Artificial Intelligence in their academic work to maintain highest standards of academic integrity.
- 20.2 It is the responsibility of all students to uphold these principles and commit to the responsible and ethical use of Artificial Intelligence in academic work.

Responsibilities or expectations

21. All staff members within the scope of this policy are expected to:
- 21.1 Contribute, practise, promote and defend the appropriate use of Artificial Intelligence.
- 21.2 Promote and maintain academic integrity in supporting teaching staff and students.
- 21.3 Monitor, review, advise on, identify and report suspected cases of academic misconduct.
- 21.4 Model Artificial Intelligence in their teaching practice, educate students about Artificial Intelligence, and report suspected cases of academic misconduct for investigation.
- 21.5 Model research integrity, educate students and higher degree research candidates about research integrity, and report suspected breaches of research integrity for investigation when the staff member supervises, or engage in, research work.
22. All students are expected to:
- 22.1 Comply with this policy and other IHM policies and procedures.
- 22.2 Report suspected or potential instances of breaching academic honesty and integrity to the relevant staff for further investigation.

SECTION 3

Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Academic Honesty and Integrity Procedure • Copyright Policy for Students • Learning and Teaching Policy • Learning and Teaching Procedure • Student Academic Progression Policy • Student Academic Progression Procedure
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	<ul style="list-style-type: none"> • Student Assessment and Examination Policy • Student Assessment and Examination Procedure • Student Code of Conduct • Student Code of Conduct Implementation Guidelines • Student Complaint and Appeals Policy • Student Complaint and Appeals Procedure • Student Misconduct Policy • Student Misconduct Procedure • Student Support Framework • Student Support Services Policy • Student Support Services Procedure
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Tertiary Education and Quality Standards Agency Act 2011 • https://www.teqsa.gov.au/students/artificial-intelligence-advice-students • https://www.open.edu.au/advice/insights/ethical-way-to-use-chatgpt-as-a-student • https://www.teqsa.gov.au/sites/default/files/2023-04/aain-generative-ai-guidelines.pdf • Higher Education Standards Framework (Threshold Standards) 2021 • TEQSA Guidance Note: Academic integrity
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Responsibility for implementation	Academic Dean
Document Custodian	Director of Studies
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Change History

Version Control		
Change Summary	Date	Short description of the change, including version number, changes, who considered, approved, etc.
Version 3.0	07/01/2021	Version 3 amended as: <ul style="list-style-type: none"> • Added definitions • Principles and contract cheating to the policy • version 3, approved by Academic Board
Version 3.1	07/03/2021	Version 3.1 amended as follows: <ul style="list-style-type: none"> • Added Clause 13.c • Minor edits • Approved by Academic Board on 26/04/2023

Version 4.0	15/05/2023	Version 4.0 amended as follows: <ul style="list-style-type: none"> • Inclusion of definitions of AI • Academic Integrity Procedure when using AI • Related legislations, standards and codes updated
Version 4.1	23/11/2023	Version 4.1 amended as follows: <ul style="list-style-type: none"> • The definitions have been relocated to the IHM Glossary and the template has been updated
Version 5.0	14/06/2024	Version 5.0 amended as follows: <ul style="list-style-type: none"> • Inclusion of context statements regarding academic honesty, integrity and academic writing • Feedback from Academic Board incorporated • Approved by Academic Board on 14/06/2024
Version 5.1	06/01/2025	<ul style="list-style-type: none"> • Minor editorial changes, including clarifying Artificial Intelligence vs Academic Integrity acronyms (Board endorsed on 21 May 2025)