

Policy: **Academic Misconduct Policy****Objective:** The Australian Institute of Fitness ('AIF') has an institutional culture of academic integrity.

This policy defines (without limiting) the standard of conduct expected of Students as well as Trainers and Assessors ('Coaches') of AIF, with regards to academic integrity and behaviour.

There is a shared responsibility between students and coaches in maintaining academic integrity. As such, this policy applies to all students and coaches and is relevant to all aspects of a student's training and assessment with AIF.

Last updated: 02 July 2020**Definitions:** **Academic dishonesty** - any deliberate attempt to fabricate, falsify, or otherwise alter assessment outcomes, electronic records, or any other material that is relevant to a student's participation in any program. Academic dishonesty can include any person seeking to gain for themselves or any other person, any academic advantage through the unauthorised possession, use or distribution of AIF's resources, assessment materials or intellectual property.

Cheating – submission of an assessment in which the submission does not represent the individual's own work. Cheating can include collusion or plagiarism or other method of copying the work of another. It also includes the use of unauthorised devices or study aids during an assessment or the copying of answers (or allowing others to do so) during an assessment in which students are expressly not permitted to work in collaboration with others. Cheating may also involve:

- breaching the process for conducting an assessment activity
- compromising or defeating the purpose of the assessment
- impersonating another student or facilitating anyone to impersonate a student, in any assessment activity

Collusion – Two or more people working together in a deceitful way in an effort to circumvent a formal assessment process or an unauthorised collaboration in the development of a submission for assessment which was required to be the work of an individual. Collusion can occur between students or between a student and a coach and can include student's sharing their work with each other

Plagiarism – Deliberately using someone else's work and passing it off as your own or without proper acknowledgement.

Policy:

All dishonesty, including cheating, collusion or plagiarism, is a form of academic misconduct.

Any attempt or conspiracy to commit academic misconduct is still academic misconduct regardless of the 'success' of the attempt or conspiracy.

Allegations of academic misconduct

Any person may report suspected academic misconduct to the Regional Training Team Leader, General Manager or Head of Training. Allegations must be made in writing.

Any member of staff who receives a complaint in relation to suspected academic misconduct refers the allegation, along with any relevant evidence, to the Training Team Leader and in consultation with the Head of Training or any other delegated person, conducts an investigation.

The person subject to the allegation of academic misconduct is provided an opportunity to respond to the allegation.

The outcome of the investigation is referred to the regional General Manager / National Executive Member before recommending or imposing any action.

Where academic misconduct is demonstrated to have occurred by a student, AIF will take disciplinary action. This action may include, but is not limited to:

- A formal caution being issued
- A requirement to re-sit an assessment or undertake further assessment activities with any resulting costs to AIF to be borne by the student.
- Cancellation of enrolment

Academic misconduct involving a Coach action may result in termination of employment. Any instance of fraud may be reported to external authorities.

In circumstances where it is not possible or appropriate for an allegation of academic misconduct to be investigated or resolved at a campus level, the allegation is referred to the CEO.

Where any allegation is not substantiated, the person submitting the complaint is notified.

Appealing

Appeals regarding the outcome of an investigation into academic misconduct must be made in writing and may only be submitted on the grounds of lack of procedural fairness.

Compliance:

In accordance with the AIF Code of Conduct, any breach of this policy is dealt with seriously and may result in disciplinary action including termination of employment, depending on the severity of the breach.

Where Team Members consider that significant departures from the principles of this Policy have occurred, they are obligated to report it immediately to their Line Manager or iExec Team Member. Failure to do so constitutes a breach of this Policy & AIF Code of Conduct

Associated documentation:

- Complaints and Appeals Policy
- Complaints Procedure
- Code of Conduct
- Student Handbook

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