

Policy and Procedure: Academic Misconduct

Objective:

The Australian Institute of Fitness ('AIF') has an institutional culture of academic integrity. All Students are given the capacity and right to learn with equal opportunity to develop their maximum potential.

This policy and procedure 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 and procedure applies to all Students and Coaches and is relevant to all aspects of a Student's training and assessment with AIF.

Effective Date: 26 July 2021

Definitions:

Academic dishonesty means 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 means submission of an assessment in which the submission does not represent the individual's own work. Cheating can include collusion or plagiarism or other methods 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 also involves:

- 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 means where 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 is where an individual deliberately uses someone else's work and passes it off as their 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.

**Responsibilities
and
Accountabilities:**

This version of the policy and procedure and any amendments to related documents, have been authorised by AIF's Chief Executive Officer (CEO). The Head of Compliance and Training and General Manager - Training, as delegated by the CEO, are responsible for ensuring this policy and procedure is implemented at all times across AIF and ensuring that all staff are fully trained in its operation.

AIF's Compliance Manager is also responsible for ensuring this policy and procedure and related documents are maintained and up to date through an annual revision, as well as through any ongoing quality activities including audits and feedback.

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 and AIF Code of Conduct.

Procedure:

AIF provides Students with the opportunity to study, learn and develop skills in a safe and supportive educational and social environment. AIF is committed to the integrity of all Students' work and preventing any academic misconduct by both Students and staff. Students are required to conduct themselves in an appropriate way and maintain appropriate standards of conduct at all times.

Where a Student's behaviour is deemed to be offensive or inappropriate as outlined below, the provisions outlined in this policy and procedure will be implemented.

Through AIF's Student Code of Conduct, made available in the Student Handbook, the enrolled Student is required to:

- Demonstrate respect for people, property and equipment
- Take responsibility for their own behaviour
- Share responsibilities when working as a member of a team or group
- Communicate effectively and in an appropriate manner to all fellow students, staff and AIF stakeholders
- Respect other people's rights to hold different positions and views
- Be receptive to an others' point of view
- Not discriminate against another person for their beliefs, nationality, religion, age, associations or sex
- Not impose their own values on other Students
- Show respect towards and follow the instructions of AIF staff at all times
- Maintain mature and professional behaviour that would reflect the professionalism expected in the workplace.

Students are also required to:

- Attend all required sessions and arrive on time
- Advise their Coach as soon as possible, if they are unable to attend any scheduled sessions
- Dress appropriately for all sessions
- Complete all assessments by the due date and time
- Follow all instructions given by their Coach and other AIF staff
- Follow Work Health & Safety requirements of the campus.

All students are required to notify the AIF if:

- There is a change in personal details, such as name, address, contact details
- There is a change in their ability to complete their enrolled course due changed circumstances such as injury or change in health status
- Any other appropriate information that may have a bearing on tier capacity to complete their enrolled course.

Offensive Behaviour

Through AIF's Student Code of Conduct, the enrolled Student is advised of what behaviours are considered as offensive and will not be tolerated, specifically, offensive or inappropriate behaviour includes, but is not restricted to:

- Being on AIF premises and consuming or having consumed alcohol (unless where specifically authorised by AIF management e.g. official events)
- Disruptive behaviour on more than one occasion
- Smoking or the use of prohibited or illegal substances at AIF classes or within AIF premises
- Deliberate misuse of AIF facilities
- Wilful or malicious damage to AIF facilities or property
- Discriminatory behaviour
- Possession of a weapon of any kind or dangerous article of any type on AIF premises
- Physical assault on a member of AIF staff or Students or members of the public, or behaviour which is perceived to be aggressive
- Theft from staff or students at AIF
- Slander or harassment (verbal, sexual or otherwise) of AIF staff or students
- Any student who has been found to willingly or accidentally activate AIF fire or security alarms which result in the calling out of emergency services (Fire department, police, ambulance or any other emergency service) is liable for whatever costs are incurred by their actions. Students may also be prosecuted under State or Federal laws in relation to their actions and subject to AIF disciplinary action
- Serious misconduct is any behaviour deemed to be illegal, wilful or premeditated. This behaviour can result in immediate suspension of AIF enrolment pending investigation and may lead to expulsion. Misconduct of a criminal nature will be reported to the appropriate authority in every instance.

Safe and Healthy Environment is Upheld at all Times

Drugs and Alcohol

AIF has an obligation to provide a safe and healthy work environment for its Students. To ensure a safe environment, no machinery (including all training and

assessment equipment) may be operated or used by anyone who is under the influence of alcohol or drugs.

Where an AIF staff member or other Student or stakeholder suspects that an individual is attending an AIF session under the influence of drugs and/or alcohol, they must immediately report it to their Coach or another AIF staff member.

Medication

Students on prescribed medication are required to check with their doctor to ascertain whether use of the drug will impact on their performance, particularly the impact on their ability to operate any machinery (including training and assessment equipment).

Students on prescribed medication, other than antibiotics, must advise their Coach in writing and provide written advice from their medical/health practitioner, that the medication will not adversely impact on the Student's performance.

Smoking

AIF observes a strictly no smoking policy in all premises..

Plagiarism

AIF considers any of the following acts as constituting plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged:

- Copying out part(s) of any document or audio-visual material (including computer-based material) about copyright limitations (see below)
- Using or extracting another person's concepts, experimental results, or conclusions
- Summarising another person's work
- In an assignment where there was collaborative preparatory work, submitting substantially the same final version of any material as another Student.

AIF seeks to minimise plagiarism by supporting staff and Students in identifying and acknowledging the difference between through education in their respective inductions, including the KickStart program:

- Knowledge that is learned, acquired or found
- Knowledge or information that is a creation or application of someone else's work (original source material).

AIF also ensures that no later than the first week of studies, that Students understand that they are required to:

- Reference all assignments for submission appropriately
- Seek advice and support from Coaches if unsure about anything
- Make submissions about alleged breaches.

Copying/Reproduction Limits

All copying must be for educational purposes only and includes for staff and Student use. The following limits apply to reproduction of hardcopy communications of more than 10 pages in length:

- 10% of the number of pages in that edition

- One chapter of that edition
- The whole or part of an article contained in a periodical publication
- The whole or part of two or more articles contained in that publication if those articles relate to the same subject matter
- The whole or part (other than an article in a periodical publication) of if a new copy cannot be obtained within a reasonable time at an ordinary commercial price.

The following limits apply to reproduction of electronic communications:

Literacy and dramatic words:

- 10% of number of words from
- All, if not published or published on its own and
- All, if not available within a reasonable period of time at an ordinary commercial price
- One article or more from periodical publications.

To recognize a moral right of ownership, copies are always marked with:

- The title of the work
- Name(s) of authors and
- Name of publisher (where known).

Controls

AIF has put into place and will use the following process to encounter the incidence of plagiarism:

- Ensures a tight control over the distribution of assessment materials by AIF staff
- Checks the use of referencing in all submitted assessment tasks
- Ensures assessments are conducted by suitably qualified assessors, and
- If suspicious, using plagiarism identification devices on the internet, such as TurnItOn.

Coach/Support Team Roles and Responsibilities

Where a Coach and/or a Support team member believes there to be an incident of academic misconduct involving plagiarism, cheating, and/or collusion, they will report this immediately to AIF's General Manager – Training along with reasons for allegation. Reasons may include:

- Similarity between Student responses
- Copy of material from the internet or textbooks
- Use of un-referenced source materials, and/or
- Copying another Student/s' work.

It will be determined by the General Manager -Training if the case warrants more than a warning. If so, the Student will be informed in writing of the nature of the complaint and informed of the process, including asking them to respond to the allegation and provide an explanation.

The person subject to the allegation of academic misconduct is provided an opportunity to respond to the allegation. In accordance with AIF's Access and Equity policy and procedure, the individual's concerned will continue with their

studies/employment until the investigation is completed and advice on the outcome submitted to the individual/s.

Determining the Outcome of Cases of Confirmed Plagiarism

The outcome of the investigation is referred to the General Manager - Training who will impose any 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 - this may include using an alternative form of assessment to determine the Student's understanding
- Where a Student has repeated serious allegations of academic misconduct they will be withdrawn from the course.

Academic misconduct involving a Coach action may result in termination of employment. Any instance of fraud will 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 Head of Compliance and Training.

All outcomes will be provided in writing to the Student/s and Coach/es, as soon as practical after the investigation's completion and sign off by the General Manager - Training, and no later than 5 working days.

Appealing a Decision of Academic Misconduct

Appeals regarding the outcome of an investigation into academic misconduct must be made in writing and must follow AIF's Complaints and Appeals policy and procedure (Tier Two) for all Students.

Appeals from Students will only be accepted where procedural fairness was deemed as not followed in cases of determined academic misconduct.

AIF's Human Resource grievance policy and procedure will be followed for all Staff.

NSW Smart and Skilled Program - Additional Requirements:

Under Review

VET Student Loans (VSL) - Additional Requirements:

Nil

Related documents:

Code of Conduct, as outlined in the Student Handbook
Complaints and Appeals Form

**Associated
Policies and
Procedures:**

Quality Training and Assessment policy and procedure
Complaints and Appeals policy and procedure
Access and Equity policy and procedure

Amendments:

Version	Date	Descriptor
V2	26 July 2021	Strengthened detail of plagiarism information

Authorised by:

Title: Head of Compliance and Training
Date Authorised: 26 July 2021