

IEFT ACADEMIC INTEGRITY POLICY

PURPOSE

This document sets out IEFT's policy regarding academic integrity.

SCOPE

This policy and procedure applies to IEFT's academic staff and students.

DEFINITIONS

Academic integrity means upholding high ethical standards of academic conduct. It requires honesty in the use of information, respect for the knowledge and work of others, responsibility to other students and colleagues, and fairness in the presentation of ideas (either verbally or in writing).

Attempted bribery means a student offering money or other inducements for grades, transcripts, or qualifications.

Cheating means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted, or completed for assessment (such as by taking notes or other unauthorised materials into an examination, or by having unauthorised prior knowledge of an examination).

Contract Cheating is a form of plagiarism. It occurs when students outsource the writing of an assessment or assignment for a fee and then submit the work as their own.

Collusion means unauthorised collaboration on assessable work with another person or persons, doing work for another student, or engaging another student to sit for an examination.

Exclusion means the student may not enter the campus facility and all access to IEFT resources is withdrawn.

Plagiarism means the unattributed use of someone else's words, creations, ideas and arguments as one's own. Specifically, plagiarism occurs when:

- other people's work and/or ideas are paraphrased and presented without due acknowledgement;
- any part of another student's work is copied;
- other people's designs, codes or images are presented as the student's own work;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page; and/or
- lecture notes are reproduced without due acknowledgement.

Suspension means a student is excluded from participation in classes, but may still use the institution's resources (such as the library).

RESPONSIBILITIES

The **Academic Board** is responsible for oversight of this policy, and receives reports about risks to academic integrity and, where necessary, recommends corrective and preventative actions.

The **Course Advisory Committee** is responsible for the oversight the design of assessment tasks for each course and unit of study so as to eliminate or minimise, as far as is practicable, opportunities for students to gain unfair advantage through plagiarism or other forms of academic dishonesty.

The **Dean (Emotionally Focused Therapy)** is responsible for the implementation of this policy, for reporting any risks to academic integrity to the Academic Board, and for implementation of recommendations by Academic Board regarding academic integrity.

The **Orientation Program Organiser** is responsible for ensuring there is a presentation on academic integrity in the Orientation Program.

All Academic Staff are responsible for:

- assessing the academic integrity of all student's submitted assessment tasks and examination papers;
- advising the Course Co-ordinator when they have reason to suspect there has been an instance of academic dishonesty.

Every member of the IEFT community has an obligation to support practices that promote academic integrity.

POLICY

1. The integrity of IEFT's grades and accredited higher education courses is paramount.
2. The assessment tasks for each course and unit of study will be designed so as to eliminate or minimise, as far as is practicable, opportunities for students to gain unfair advantage through plagiarism or academic dishonesty.
3. Instances of academic dishonesty represent a failure to maintain that integrity. Therefore:
 - a. It is the expectation of the IEFT community that all students and staff will carefully acknowledge the work of others in all their academic activities.
 - b. Academically dishonest behaviour is viewed as a serious breach of IEFT's community standards.
 - c. New students are provided with detailed information on the importance of undertaking all academic endeavours honestly and ethically, and the serious consequences of academic dishonesty. This is an essential component of the Orientation Program.
 - d. All students are provided with access to this policy on the IEFT website.
 - e. Resources and tips about how to avoid plagiarism are provided to all students by IEFT academic staff.
 - f. All unit outlines explain the meaning of academic dishonesty and give students clear instructions as to whether they are permitted to work on an assignment jointly. The unit outline also refers students to this policy.
 - g. Where an instance of academic dishonesty is established, a student is entitled to ONE (1) formal warning only. All future instances shall incur a penalty in accordance with IEFT's Academic Integrity Procedure.
 - h. All substantiated instances of academic dishonesty will be noted on the student's record.

RELATED

Academic Integrity Procedure
 Students at Risk Policy
 Students at Risk Procedure
 Student Assessment Policy
 Student Assessment Procedure
 Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeal Procedure
 Quality Assurance Framework
 Quality Assurance Procedure
 Student Progression Exclusion and Graduation Policy

Version Control

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