

IEFT ACADEMIC INTEGRITY PROCEDURE

PURPOSE

This document aligns with IEFT's Academic Integrity Policy and details IEFT's procedures in the event of alleged instances of academic dishonesty by students.

SCOPE

This procedure applies to all IEFT students and academic staff.

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 classmates and colleagues and fairness in the presentation of ideas (either verbally or in writing).

Academic Dishonesty refers to any form of intentional deception, fraud or misconduct in an assessment task, such as plagiarism, cheating, contract cheating, collusion, or attempted bribery, as defined in IEFT's Academic Integrity Policy.

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

Exclusion means a student may not enter the campus facility, and all access to IEFT resources is withdrawn for a defined period.

RESPONSIBILITIES

The **Dean (Emotionally Focused Therapy)** is responsible for ensuring that all new students are instructed about academic honesty and conventions of academic referencing, and have access to the Academic Integrity Policy and this Procedure.

The **Course Co-ordinator** is responsible for the initial investigation of all instances of alleged academic dishonesty, and recording outcomes of investigations on the student's record. The Course Co-ordinator will prepare a preliminary report for consideration by the Dean (Emotionally Focused Therapy) when the investigation concludes that a student(s) may have breached the Academic Integrity Policy.

The **Dean (Emotionally Focused Therapy)** is responsible for the implementation of this procedure, and for convening the disciplinary panel to examine the evidence and interview all persons involved in allegations of academic dishonesty (including the student(s), and for recommending penalties.

The disciplinary panel will provide a detailed report with findings and recommendations to the CEO.

The **CEO** is responsible for:

- considering reports regarding serious incidents of academic dishonesty when a panel hearing has been held;
- considering recommendations to suspend, exclude or terminate the enrolment of a student, based on the Academic Integrity Policy, this procedure, and evidence provided in the report; and
- briefing the Board of Directors about serious breaches of the Academic Integrity Policy by students.

Following the CEO's approval, the **Dean (Emotionally Focused Therapy)** is responsible for documenting confirmed instances of academic dishonesty on the student's record, including the outcome, and implementing penalties.

PROCEDURE

Introduction to Academic Integrity

1. In order to mitigate risks to academic integrity:

- Academic integrity will be included in the Orientation Program for all new students;
- The Academic Integrity Policy and this procedure will be available on the IEFT website;
- IEFT academic staff will ensure that all new students are informed of the Academic Integrity policy prior to the submission of the first assessment task, and what the policy means in practice, by making reference to the policy in the outline for the unit of study;
- IEFT provides academic staff with training about academic integrity and misconduct, and the development of good academic practice for maintaining academic integrity and preventing academic dishonesty.

Suspicion of Academic Dishonesty

1. If academic teaching staff members suspect a student of academic dishonesty, they will first address their concerns and the reasons for them directly with the student.
2. If academic teaching staff members believe there are grounds for proceeding, they will notify the Course Co-ordinator in writing with supporting evidence for the allegation.
3. The Course Co-ordinator will assess the allegation of academic dishonesty and make reference to the student's record to ascertain if previous instances of academic dishonesty have been recorded.
4. When the Course Co-ordinator has reasonable grounds to conclude that a student has breached the Academic Integrity Policy, she/he will immediately submit a preliminary report in writing to the Dean (Emotionally Focused Therapy).
5. The Dean (Emotionally Focused Therapy) will provide a student facing an allegation of academic misconduct with written notification of the alleged breach of the Academic Integrity Policy, including full details of the allegation and supporting evidence, via email and postal service, and will invite the student to respond in writing or in person within five (5) working days.

Disciplinary Hearing

6. Following the student's response, or if there is no response, if the Dean (Emotionally Focused Therapy) is satisfied that intentional academic dishonesty is likely to have occurred, he/she will advise the student that there will be a disciplinary hearing into the allegation.
7. The hearing will be conducted within the framework of the Student Discipline Policy. Written advice will be provided to the student at least ten (10) days prior to the hearing. The student will be invited to bring a support person to the hearing.
8. The disciplinary hearing will be conducted by a panel consisting of the Dean (Emotionally Focused Therapy) and one other senior staff member who has no conflict of interest in the matter.
 - 8.1. A student who is required to attend a disciplinary hearing has the right to:
 - be heard;
 - make a written submission;
 - submit written evidence in response to the allegation; and
 - be accompanied and assisted by a support person.
 - 8.2. Students will not be permitted to have legal representation at the hearing.
 - 8.3. If the student does not attend the hearing, the hearing will proceed.
9. If the student is found by the panel to have breached the Academic Integrity Policy, the Dean (Emotionally Focused Therapy) will provide a written report to the CEO within 10 (10) working days, outlining the particulars of the breach, the panel's findings and decision, the recommended penalty, and the date of determination.
10. The CEO will report to the Board of Directors on the panel findings and the recommended penalty for ratification.

11. The CEO will notify the student in writing of IEFT's decision, outlining particulars of the breach, the panel's findings, the decision, the recommended penalty, the date of determination, and the student's right to appeal, via email and postal service.

Penalty Options

1. In the instance of a minor (unintentional) failure to understand academic referencing or integrity requirements, the student may receive a formal warning (once only). The panel may recommend that the student is asked to resubmit the assessment task, or receives a fail grade for the assessment, or a fail grade for the unit of study.
2. For all other instances of (intentional) academic dishonesty, the possible penalty options are:
 - the student is formally counselled and receives a zero mark for the assessment task;
 - the student is formally counselled and receives a Fail or Ungraded Fail grade for the unit of study;
 - the student is suspended from the course for a specified period of time;
 - the student is excluded from IEFT for two semesters;
 - the student's enrolment with IEFT is terminated.

The penalty to be applied will be based on the extent of the breach of the Academic Integrity Policy, on a continuum from a failure to fully understand the full implications of academic honesty, to deliberate and repeated attempts to plagiarise the work of others, gain unfair advantage or cheat.

APPEALS

A student may appeal against a decision made within the framework of the Academic Integrity Policy and this Procedure. Appeals must be made as outlined in the Grievance Complaints and Appeals Policy and Procedure.

RELATED

Academic Integrity Policy
 Code of Conduct
 Student Discipline Policy
 Student Discipline Procedure
 Students at Risk Policy
 Students at Risk Procedure
 Student Assessment Policy
 Student Assessment Procedure
 Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeals Procedure
 Student Progression Exclusion and Graduation Policy
 Student Progression Exclusion and Graduation Procedure

Version Control

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