

Student Academic Integrity Policy

Date of Approval by Governing Board: 1st Oct '15

Date of review: Oct '19

1. Purpose

1.1 This policy aims to ensure that *Leaders Institute* takes a consistent approach to academic integrity among students to safeguard the Institute's reputation and academic standards.

1.2 Academic integrity is fundamental to the business of the Institute and is at the core of all its academic endeavours.

2. Principles

2.1 *Leaders Institute* is committed to maintaining standards of academic integrity and honesty.

2.2 Institute students are expected to uphold the values of honesty and integrity in their studies and ensure that their work is in no way falsified.

2.3 Institute staff are expected to demonstrate leadership in academic integrity and help educate students to exercise honesty in their academic work.

2.4 Unit Coordinators have a responsibility to design assessment tasks in such a way as to support academic integrity and minimise opportunities for plagiarism, collusion and cheating.

2.5 The Institute will ensure all students and staff are aware of and have access to the electronic text matching software (Turnitin) to compare work submitted for assessment against electronic text on the publicly accessible internet, in published works and on commercial databases.

2.6 The Institute will take actions and impose penalties if a contravention of this policy has been found to occur.

3. Definitions

3.1 Academic integrity comprises using, generating and communicating information in an ethical, honest and accountable manner.

3.2 Academic misconduct includes but is not limited to conduct that involves plagiarism and any other dishonest conduct by a student to gain academic or general advantage. Cheating, misrepresentation and intentional falsification of information, misleading ascription of authorship, using a substitute person to undertake, in full or part, an examination or other assessment item, colluding with another person during an examination or other assessment item all constitute academic misconduct.

3.3 Plagiarism refers to taking and using another person's ideas and passing them off as one's own by failing to give appropriate acknowledgement.

4. Scope

4.1 This policy is applicable to all coursework students of the Institute.

4.2 This policy should be read in conjunction with the following documents:

- *Student Assessment Policy*
- *Student Assessment Guidelines*
- *Student Grievance & Appeals Policy*
- *Student Grievance & Appeals Procedures*
- *Student Learning Support*