



AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

Professional Academic Misconduct Policy

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| Policy Category | Academic |
| Policy Code | ACAHE16 |
| Policy owner | Dean |
| Responsible Officer | Dean |
| Approving authority | Academic Board |
| Contact Officer | Registrar |
| Approval date | 28 September 2022 |
| Commencement date | 29 September 2022 |
| Review date | 3 years |
| Version | 2022.2 |
| Related Documents | Professional Academic Misconduct Procedure |
| HESF (Threshold Standards) 2021 | 5.2.1; 5.2.2 |

1. Purpose

The intent of this Policy is to provide guidelines for staff at the Australian Institute of Higher Education Pty Ltd ('the Institute') with respect to handling allegations of academic misconduct.

2. Principles

This Policy and the associated Procedure are informed by the Institute's commitment to the principles of academic integrity, professional standards and behaviour, and independently achieved intellectual enquiry for all staff. Failure to comply with these principles will result in appropriate and recorded sanctions based on the extent of the breach.

3. Context

This Policy has been developed in the interests of the scholarly integrity of the Institute, and to ensure that all staff are aware of the above principles and the Institute's expectations of their professional standards and conduct.

4. Scope

This Policy applies to all academic staff employed at the Institute.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

Through this Policy and the associated Procedure, the Institute will ensure that:

- 6.1** Academic staff maintain academic integrity and do not claim ownership of concepts or ideas of another person or source without appropriate acknowledgement and/ or otherwise incurring the appropriate consequences.
- 6.2** All reported incidences of professional academic misconduct will go through a published process of clearly defined lines of communication to ascertain the validity of claims of professional academic misconduct and appropriate consequences,
- 6.3** Academic staff will be entitled to representation (not including legal) at all stages of the process of determining academic misconduct,
- 6.4** All allegations of professional academic misconduct will be assessed under impartial conditions to ensure fair and equitable outcomes,
- 6.5** All proven allegations of professional academic misconduct and serious misconduct will be recorded on staff files where appropriate, and
- 6.6** Academic staff and students will be made aware of this **Professional Academic Misconduct Policy** through induction, orientation and handbooks

7. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework standard 5.2 (Academic and Research Integrity), which specify that:

5.2.1 There are policies that promote and uphold the academic and research integrity of courses and units of study, research and research training activities, and institutional policies and procedures address misconduct and allegations of misconduct.

5.2.2 Preventative action is taken to mitigate foreseeable risks to academic and research integrity including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches.

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at September 2022 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

| Change and Version Control | | | | |
|-----------------------------------|--------------------|---|-----------------------|------------------------|
| Version | Authored by | Brief Description of the changes | Date Approved: | Effective Date: |
| 2016-2 | Registrar | Updated template | 6 July 2016 | 6 August 2016 |
| 2017-1 | Ms. McCoy | Restructured document, added box to beginning Added legislation Initial revision/editing of content | 22 February 2017 | 6 March 2017 |
| 2020.1 | Dean | Minor title changes | 24 September 2020 | 25 September 2020 |
| 2022.1 | Registrar | Updated Higher Education Standards Framework [Threshold Standard] 2021 | 25 May 2022 | 26 May 2022 |

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| 2022.2 | CEO/Dean | 3-year review cycle, no recommended changes | 28 September 2022 | 29 September 2022 |
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