

Academic Integrity Policy

Version 1.1

Overview

The purpose of this policy is to uphold and promote a culture of academic integrity at AIM Institute. Academic integrity is fundamental to ethical scholarship, credible qualifications, and public trust in the quality of AIM Institute's higher education awards.

Scope

This policy applies to all AIM Institute students, staff, contractors, and any individuals engaged in academic, assessment, research, or scholarly activity under the auspices of AIM Institute.

Policy Principles

AIM Institute is committed to ensuring that all academic work—whether undertaken in teaching, learning, assessment, or research—is conducted with honesty, fairness, responsibility, and respect. Academic integrity is central to AIM Institute's values and its compliance with the Higher Education Standards Framework (Threshold Standards) 2021.

AIM Institute will:

- Foster a culture that promotes ethical academic conduct.
- Educate staff and students about the principles and responsibilities of academic integrity.
- Detect, investigate, and address breaches of academic integrity fairly and consistently.
- Protect whistle-blowers and maintain confidentiality in integrity processes.

Principles of Academic Integrity

All members of the AIM Institute community are expected to uphold the following principles:

1. Honesty – Presenting one's own work truthfully and acknowledging the contributions of others.
2. Trust – Building confidence in academic processes and the integrity of assessment outcomes.
3. Fairness – Applying consistent standards and expectations across all courses and cohorts.
4. Respect – Valuing diverse perspectives, feedback, and intellectual property.

5. Responsibility – Taking ownership of one’s actions and their impact on the academic community.
6. Courage – Upholding ethical standards even when under pressure.

Breaches of Academic Integrity

A breach of academic integrity occurs when a person acts (intentionally or unintentionally) in a manner contrary to the principles above. Examples include, but are not limited to:

- Plagiarism – Presenting another’s work, ideas, or data as one’s own without proper acknowledgment.
- Collusion – Working with others in a manner not authorised by the lecturer or assessment instructions.
- Contract cheating – Submitting work completed by another person or service, whether paid or unpaid.
- Fabrication or falsification – Inventing or altering data, sources, or citations.
- Misrepresentation – Providing false information to gain an academic advantage.
- Exam or assessment misconduct – Engaging in unauthorised behaviour during assessments.

Prevention and Education

AIM Institute believes that prevention is preferable to management, and will implement proactive strategies, including:

- Orientation sessions and learning resources for students on academic integrity.
- Ongoing professional development for academic and support staff.
- Use of plagiarism detection tools and assessment design that promotes authentic learning and assessment.
- Clear referencing and citation guidelines consistent with disciplinary conventions.

Reporting and Investigation

- Suspected breaches of academic integrity must be reported to the relevant Course Coordinator or Academic Integrity Officer.
- Reports will be handled confidentially and investigated according to procedural fairness.
- Students will be informed of the allegation, evidence, and opportunity to respond.
- Investigations and outcomes will be documented and retained in accordance with AIM Institute’s record-keeping policies.

Outcomes and Penalties

Penalties will be proportionate to the seriousness, intent, and impact of the breach. Possible outcomes may include:

- Educational intervention (e.g., integrity training or resubmission).
- Reduction in marks or assessment failure.
- Course failure.

- Suspension or exclusion in severe or repeated cases.
- For staff or researchers: disciplinary action consistent with employment and research policies.

Appeals

Students may appeal a finding or penalty under AIM Institute's Student Grievance and Appeals Policy as appropriate. Appeals must be submitted in writing within 10 working days of the decision notification.

Roles and Responsibilities

Role	Responsibility
Academic Board	Oversees policy effectiveness and compliance with HESF standards.
Academic Integrity Committee	Managing escalated issues, providing institutional leadership on Academic Integrity
Academic Integrity Officer (or Academic Director)	Coordinates investigations, maintains records, and provides training.
Course Coordinators	Promote integrity in curriculum design and assessment.
Lecturers and Tutors	Model ethical practice and report suspected breaches.
Students	Uphold integrity in all academic activities and seek support when uncertain.

Record-Keeping and Reporting

AIM Institute will maintain a secure register of academic integrity cases, outcomes, and appeals. Data will be used for continuous improvement and reported periodically to Academic Board, through the Learning and Teaching Committee.

Review

This policy will be reviewed every three years or earlier if required due to changes in regulatory requirements or institutional governance arrangements.

Related Documents

Legislation	Higher Education Standards Framework (2021) National Code
-------------	--

Internal documents	AIM Institute Student Code of Conduct Assessment Policy Research Integrity Framework Student Grievance and Appeals Policy Australian Code for the Responsible Conduct of Research (NHMRC, ARC, Universities Australia) Academic Progress and Student at Risk
--------------------	---

Document Approval

Endorsed by:	Board of Directors		
Date endorsed:	10/11/2025		
Effective date:	26/01/2026		
Version number:	1.1		
Last amendment date/by:	10/06/2026,		
Review due date:	27/05/2029		
Related documents:			
Alignment to HESF	5.2 Academic and Research Integrity	1.4 Learning Outcomes and Assessment	6.3 Academic Governance
Responsibilities:			
Contact:	info@aiminstitute.nsw.edu.au +61 02 4505 1924		

Document Change and Review log

Version	Updated by	Approval date and body	Details
0.1	TWEIR	Choose an item.	draft edition
1.0	TW		First edition
1.1	TW	AB	Inclusion of academic integrity committee