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1. Purpose

The National Institute of Organisation Dynamics Australia (NIODA) values excellence and rigour in delivery and learning that is achieved in an intellectual environment where integrity is highly valued and carefully upheld.

This policy reflects NIODA's intent to promote the highest standards among staff, students and candidates.

2. Scope

This policy applies to all NIODA teaching and learning activities undertaken by its students and candidates whether online or onsite.

3. Policy Statement

NIODA adheres to the common understanding of academic integrity and honesty in that its staff require of themselves and the student/candidates to openly distinguish between the claims for knowledge that they attribute to themselves and those generated by others from which they have drawn. This applies to written assignments, published work and other 'knowledge' such as design for organisational interventions.

In addition to this common and fundamental understanding, the courses offered by NIODA raises many contemporary dilemmas of integrity and honesty within the work lives of staff or student/candidates. The experiential learning methods used by NIODA bring forward such experience in the work lives of student/candidates and make space to examine such dynamics both at work and within the courses.

4. Academic Misconduct

'Academic Misconduct' includes all conduct which compromises NIODA's integrity and honesty. The following definitions are examples of academic misconduct.

- Plagiarism: Direct copying or paraphrasing of sentences, paragraphs, or other extracts without acknowledging the source or failing to appropriately use quotation marks. Using ideas, facts or information derived from a source without acknowledgment

- 'Contract Cheating': Employment or use of a third party to undertake assessed work for the student. These third parties may include: essay writing services; friends, family or other students; private tutors; copyediting services; agency websites; or 'reverse classifieds' where a request is put out to the market and a supplier responds.

- Fabrication: Submitting changed or made up information

- Multiple submissions: submitting without prior authorisation work that has been submitted for other assessment

- Using generative artificial intelligence to write or rewrite student or candidate work. See Artificial Intelligence Policy - Students and Candidates for detailed information about use of generative AI.

- Falsifying information for academic records

- Supporting others in Academic Misconduct: knowingly assisting another person to engage in conduct that compromises integrity and honesty at NIODA.

- Unfair advantage: for example falsifying reasons for request for extensions to submit assignments or keeping library books purposefully past due dates to prevent others having access to them.

4.1 Academic Misconduct and Group Work

Collaborative group work is integral to the learning experience at NIODA. In some subjects in the master's and its nested degree courses students work in small learning groups on a group project with either a group or an individual written assignment required. Every student who is part of a group undertaking an assignment or other piece of assessed group work is required to take, and is deemed to have taken, individual as well as joint responsibility for all the work submitted by the group. In particular, this includes individual as well as joint responsibility for compliance with course integrity and honesty policies. Any action taken in the event of an offence is normally applied to all members of the group. The two exceptions to the application of this process to all members of the group are:

i) where a member of the group acknowledges, in writing to the Master's Course Lead that they have contravened the course integrity and honest policy; and

ii) where the offence can be shown to have been committed by (a) specific member(s) of the group responsible for those sections of the work that contravened the integrity and honest policy.

In these cases action is only to be taken with the (those) member(s) of the group.

4.2 Student/candidate Responsibilities

Students and candidates at NIODA have a responsibility to ensure that they develop a clear understanding of what constitutes, and how to avoid, dishonest and /or unethical practices in all aspects of their learning, research and scholarship practices.

4.3 Staff Responsibilities

NIODA recognises its obligation to educate students and candidates in the definition, identification and avoidance of academic misconduct. NIODA, as an organisation, is also aware that different cultures have varied attitudes towards scholarly authority and value student/candidate originality differently. Students/candidates entering NIODA are informed clearly of the academic standards expected in subjects and units, and the precise requirements of the required Harvard referencing style.

NIODA is committed to the following strategies to reduce the incidence of plagiarism and academic misconduct. Staff must:

- ensure all students/candidates are aware of the relevant NIODA policies

- teach students/candidates skills they need to avoid plagiarism and misuse of generative AI as per the NIODA Artificial Intelligence Policy -Students and Candidates

- inform students/candidates that rigorous standards in referencing and acknowledgment of sources are required in their course work

- encourage students/candidates to give attention to the role of reference lists, and full referencing within the body of assignments

- ensure that subject outlines are prepared according to the same high standards of referencing that they demand of students/candidates.

4.4 Procedures for Responding to Academic Misconduct

When academic misconduct is suspected, a staff member involved in the subject is required to put the matter to the student/candidate, identify specifically the type of misconduct and all details related to the alleged incident, and report the matter to the Master's Course Lead or PhD Course Lead. If it is alleged that an internet site is the source of plagiarism, it would be advisable to print out the material in case the site is changed.

If the staff member, in discussion with the student/candidate, believes the incident has in fact occurred and is a minor offence, the student/candidate will be required to re-submit the assessment task with all appropriate corrections, referencing additions or deletions and will have their work monitored carefully in the assessment of subsequent assignments.

Minor offences are limited instances of academic misconduct, for example, breaches in referencing/collaboration/contravening assessment expectations and regulations which in the case of first year student/candidates may be due to inexperience or a lack of understanding. In such cases NIODA staff work with the student/candidate to ensure any breaches do not recur.

If the staff member believes, in discussion with the student/candidate, that a serious breach of the guidelines has occurred then an academic misconduct subcommittee is convened by the Dean. The subcommittee proceeds as per the procedures outlined in the Grievance Policy.

5. Grievances

Grievances relating to academic misconduct decisions should be taken up as per the Grievance Policy. The Grievance Policy is published on the NIODA website www.nioda.org.au/policies.

6. Related Documents

Artificial Intelligence - Students and Candidates Policy

Grievance Policy

TEQSA Good Practice Note: *Addressing contract cheating to safeguard academic integrity* (2017*)*