

# Academic Integrity Statement

## Navitas Professional Institute

### Document

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### Version Control

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28 September 2015	Initial approval	September 2020
25 January 2016	Minor template technical amendments	September 2020

# Academic Integrity Statement

## 1. Purpose and Scope

This statement outlines the Navitas Professional Institute's commitment to academic integrity. This statement applies to all of the institution's functions and business units.

## 2. Academic Integrity Statement

The institution is committed to academic integrity as fundamental to its operations as an academic community. Academic integrity rests upon the establishment, maintenance and enforcement of ethical standards in teaching, learning, assessment, scholarship and research.

## 3. Principles of Academic Integrity

The following principles underpin the practice of academic integrity at the institution and are based on the Fundamental Values of Academic Integrity (updated April, 2014) as espoused by the International Centre for Academic Integrity (Fishman, T, 2014).

- 3.1. **Honesty:** The institution values honesty as an indispensable component of all aspects of its academic operations, including teaching, learning, assessment, research, and service. The institution has established policies and procedures for dealing with breaches of academic honesty and with student grievances against academic staff in relation to assessment. The institution's academic policies procedures send a clear message that falsification of data, lying, cheating fraud, theft, and other dishonest behaviours are unacceptable.
- 3.2. **Trust:** The institution aims to foster a climate of trust in order to encourage and support freedom of scholarly inquiry and quality teaching, learning and assessment practices. The institution expects academic staff to create a climate of trust by administering their units and courses with integrity, honesty, respect and fairness and for students to prove themselves worthy of such trust.
- 3.3. **Fairness:** The institution has established clear and transparent policies and guidelines to support fairness in the interactions of academic staff and students, especially in relation to assessment. Academic staff members are required to demonstrate fairness in all their dealings with students, especially by communicating expectations clearly, responding to dishonesty in accordance with institutional policy and consistently assessing student work on the basis of clear and transparent criteria. Students are required to demonstrate fairness in all their dealings with academic staff and other students especially by completing their work honestly, both in individual and team tasks, and acknowledging borrowed work appropriately.
- 3.4. **Respect:** The institution values the interactive, cooperative and participatory nature of learning and scholarship and recognises the need to respect and consider diverse opinions and ideas. Academic staff members are required to demonstrate respect in all their dealings with students, especially by avoiding the development of intimate personal relationships with students, taking students' ideas seriously and providing constructive, honest feedback on assessments, and with colleagues by extending professional courtesy, acknowledging intellectual contributions and properly citing sources. Students are required to demonstrate respect in all their dealings with academic staff and other students, especially by avoiding disruption in classes and rudeness to others.
- 3.5. **Responsibility:** The institution accepts responsibility for ensuring that principles of academic integrity are upheld, especially in cases of academic misconduct. THE INSTITUTION expects academic staff and students to accept responsibility for safeguarding the integrity of its scholarship, teaching and research by demonstrating high standards of academic integrity and enacting established procedures to hold others accountable when they fail to uphold the values of the group.

## 4. Education and Prevention

The institution will take a proactive approach in preventing academic misconduct through educating academic staff and students in academic integrity and plagiarism prevention.

## 5. Definitions

**Academic integrity** refers to the ethical standards that underpin all aspects of academic work and ensure its validity and credibility.

**Academic misconduct** represents a breach of the standards of academic integrity and the conventions of academic honesty.

**Academic staff/teaching staff** refers to permanent and casual employees engaged in teaching courses at the institution.

**Institution (the)/College (the)** means the Navitas Professional Institute and its colleges (see registration information below).

**Unit** means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

**International student/ Overseas student** means a student required to hold a student visa for study in Australia.

## 6. Review

The next scheduled review of this document is September 2020, as listed in the Version Control section on Page 1. The Academic Integrity Statement will be reviewed in 5 years.

## 7. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according relevant privacy processes.

## 8. Related documents

This statement should be read in conjunction with the following institutional policies:

- Academic Misconduct Policy and Procedures
- Non-Academic Misconduct Policy
- Assessment Policy
- Academic Grievances, Complaints and Appeals Policy and Procedures
- Student Code of Conduct
- Freedom of Inquiry Policy Statement.

## 9. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; and Australian Qualifications Framework.

## Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.