

Academic

Policy:	Academic Integrity
Approved By:	Board of Directors
Date of Approval:	09 February 2022
Review Date:	09 February 2022
Policy Owner:	Quality Assurance Manager

Purpose

Students are expected to demonstrate academic integrity. Cheating and plagiarism are unacceptable. Plagiarism is defined as "passing off as one's own" the ideas, concepts, images, or creative work of another person. While the creative process always involves interpretation, translation, transmutation, appropriation, abstraction, or other derivation from previously existing works or images, academic integrity demands clear attribution of sources.

The expectation of Ama Training Group is that students will conduct themselves as responsible members of the academic whanau. Staff may invoke Academic Discipline regulations against students for academic dishonesty discovered in their courses.

Procedure

- If a student is caught cheating, they will be advised of a formal meeting whereby they may be dismissed from the programme/course they are enrolled in.
- Students, trainer, Quality Assurance Manager and a support person will meet to discuss the allegation of cheating with the proof being produced.
- If the decision to dismissed based on the evidence and statements from Students and the trainer then Students will be advised at the completion of the meeting.
- Students will receive a letter advising them of the decision to dismiss with the information attached. Students can appeal the process as per the policy and procedure for appeals.

Compliance

Approved policies and procedures are intended at all times to comply and conform with current Ministry of Education, TEC, NZQA and other external agency requirements and procedures.