



# ACADEMIC INTEGRITY PROGRAM (AIP)

Guide for Students





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# 1 BACKGROUND

## 1.1 WHAT IS THE AIP?

- AIP stands for Academic Integrity Program. All new to Curtin coursework students are required to complete Curtin's Academic Integrity Program. The AIP will inform students about a range of academic integrity related concepts.
- Topics include: ethics, Curtin's values and expectations for students, referencing, plagiarism, cheating, and misconduct processes and possible outcomes.
- Students are required to pass the program in their first study period at Curtin.

## 1.2 WHY DO STUDENTS NEED TO COMPLETE IT?

- The purpose of the AIP is to help students learn about the concept of academic integrity, Curtin's Values, and what Curtin expects of them as a member of this academic community.
- This program will provide students with the basic tools to successfully navigate tricky situations that challenge their academic integrity throughout their studies.

## 1.3 WHO NEEDS TO DO IT?

- All commencing students enrolled in a coursework degree. This includes most enabling/pathways students and current students that begin a new course.
- Students who have been directed to undertake the program as a requirement of a student discipline panel outcome.
- Higher Degree by Research (HDR) students generally do NOT have to complete this program because they complete a separate module which includes research integrity concepts.

## 1.4 HOW DO STUDENTS ACCESS THE AIP?

- Access to the AIP is through Blackboard. Students in their first study period at Curtin will see a link to the AIP in their 'My Units' list when they log into Blackboard.
- Blackboard can be accessed through OASIS (<https://oasis.curtin.edu.au/>).

## 1.5 HOW LONG WILL IT TAKE STUDENTS TO COMPLETE?

- The AIP will take approximately two hours and forty minutes to complete. After working through the program content, students must pass a test with 80% correct or more to pass the program.
- Students can retake the test as many times as necessary to pass the program.

## 1.6 WHAT HAPPENS IF A STUDENT DOES NOT COMPLETE IT?

- If students do not pass the program within 14 days of the start of their first study period of enrolment at Curtin, their results will be withheld until they pass.
- Students will see reminders and alerts to complete the AIP each time they log into OASIS until they have passed it.



### 1.7 WHAT WILL HAPPEN WHEN A STUDENT HAS COMPLETED IT?

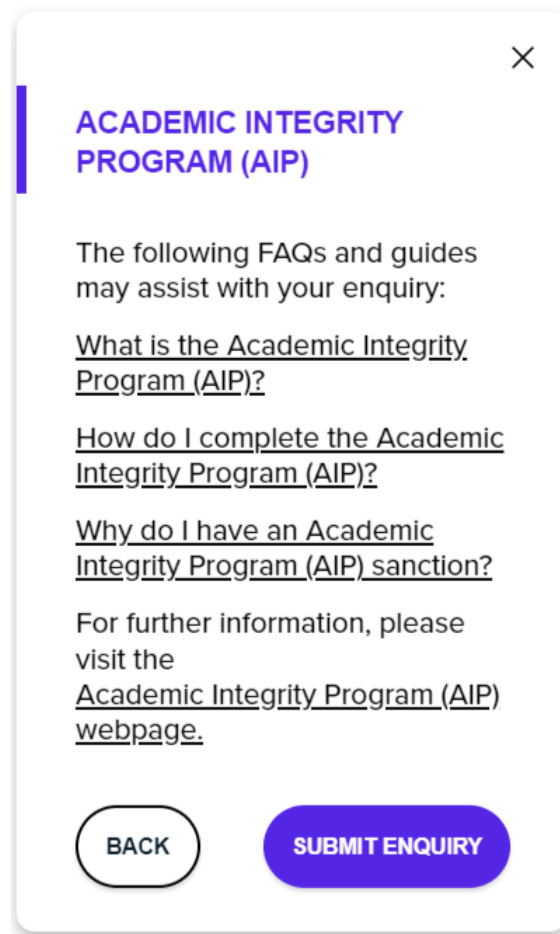
- When a student passes the AIP, the unit will be removed from the student’s Blackboard home page and any sanctions withholding their results will be automatically lifted within 48 hours.

### 1.8 WILL STUDENTS BE CHARGED FOR THE TRAINING?

- No, the training is free for students.

### 1.9 WHO SHOULD STUDENTS CONTACT FOR HELP?

- General questions about the AIP can be found on the AIP website (<https://www.curtin.edu.au/students/essentials/rights/academic-integrity/aip/>) or specific questions can be directed to [AIP@curtin.edu.au](mailto:AIP@curtin.edu.au).
- If students are having difficulty with the program content they should go to Study Support at Curtin (<https://students.curtin.edu.au/study-support/>) for help.
- If a student is having technical problems they should log a Curtin Connect support request via web form (<https://www.curtin.edu.au/students/connect/>).
  - Curtin Connect will either solve the problem or forward the student query to the appropriate area.





### 2.1 HOW ARE STUDENTS NOTIFIED OF THE AIP?

- All new coursework students will be sent an OC seven days before the start of their first study period of enrolment to explain that they are required to complete the AIP within 14 days of the start of the study period.
- Students will see a reminder to complete the AIP at the start of the study period when they log into OASIS.
- After study period start +14 days, if students have not completed the AIP they will receive an OC notifying that they have been sanctioned, and they will see alerts in OASIS until the AIP is complete.
- Alerts and reminders will cease 48 hours after the student has passed the AIP.
- The AIP will also be advertised on: Curtin social media, the OASIS homepage, EnrolNow!, the Start-Up Channel, on all unit outlines under the academic integrity heading, and during student orientation sessions.

### 2.2 WHAT IS THE AIP ALERT?

- Students will see reminders and alerts to complete the AIP when they log into OASIS until they have passed it. Example of AIP alert:

**Please complete the Curtin Academic Integrity Program (AIP).**

Completion of this program will ensure you are informed about the essential things you need to know about academic integrity. Topics will include ethics, Curtin's values and expectations for students, referencing, plagiarism, cheating, and misconduct processes and possible outcomes.

You are **required to pass the program** in your first term of enrolment at Curtin. If you do not pass the program by the end of your first term of enrolment, your results will be withheld until you pass.

[View the AIP](#)

### 2.3 WHAT IS THE AIP SANCTION, AND HOW DOES IT WORK?

- All incoming coursework students will have a sanction applied to withhold their results after study period start +14 days if they have not passed the AIP. Once the student has passed the AIP, the sanction withholding their results will be lifted automatically within 48 hours.

**You currently have a sanction that is withholding your results.**

To ensure that you are able to view your results, please check the sanctions channel for details and take action to clear your sanction/s as soon as possible. View results release date.

Note: If your sanction is related to an outstanding payment, it may take up to 3 days for your payment to be processed. This alert will disappear within 24 hours after your sanction is cleared.



## 2.4 WHAT SUPPORT MATERIALS ARE AVAILABLE TO STUDENTS?

- Blackboard help resources: <https://students.curtin.edu.au/essentials/it/guides/blackboard/>
- Students can access a range of resources on Curtin's Academic Integrity Website <https://students.curtin.edu.au/essentials/rights/academic-integrity/>. This includes the Academic Integrity Guide for Students, Checklist to Prevent Plagiarism and Student Conduct Guide for Students.
- Specific information on the Academic Integrity Program can be found on the AIP website. <https://www.curtin.edu.au/students/essentials/rights/academic-integrity/aip/>
- If students are having difficulty passing the program they can contact student support services for help: <https://students.curtin.edu.au/study-support/>



### 3.1 WHAT IF I'VE COMPLETED SIMILAR COURSE PREVIOUSLY?

- We encourage students to review academic integrity principles regularly. Additionally, the AIP has Curtin specific information that will be useful and necessary for students as they begin their coursework at Curtin. There is no Credit for Recognised Learning (CRL) for this program.

### 3.2 WILL THIS IMPACT MY COURSE WEIGHTED AVERAGE (CWA)?

- No, the mark for the AIP does not influence your CWA in any way.

### 3.3 WHAT IF I HAVE NO ACCESS TO A COMPUTER?

- Students can access the AIP from any computer, computer lab on campus, or mobile device that can access OASIS.

### 3.4 HOW WILL PEOPLE WITH SPECIAL NEEDS BE ABLE TO ACCESS THE LEARNING?

- The AIP is compatible with all standard special needs access software such as screen readers.

### 3.5 WHAT HAPPENS IF I SWITCH COURSE, WILL I HAVE TO COMPLETE THE COURSE AGAIN?

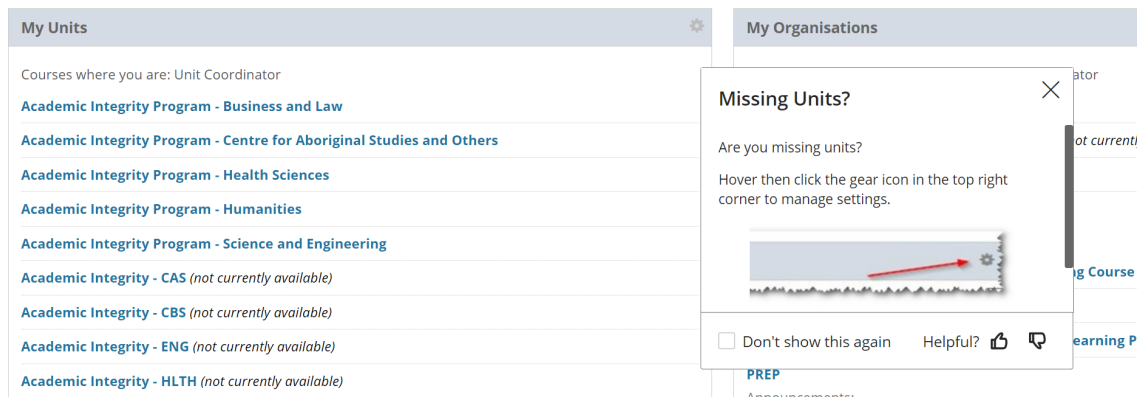
- No, the program is linked to the student and not to their course of study.

### 3.6 IF I COMPLETED THE AIP DURING A CURTIN UNDERGRADUATE DEGREE, WILL I HAVE TO DO IT AGAIN IF I ENROL IN A POSTGRADUATE COURSE?

- No, the AIP program is linked to the student and not to their course of study.

### 4.1 I CAN'T SEE THE MODULE IN BLACKBOARD

- The program is only available for newly enrolled Curtin coursework students.
- Higher Degree by Research (HDR) students will complete a different module.
- Please allow 48 hours for the module to appear in Blackboard from when you accept your offer.
- If it has been more than 48 hours since you accepted your offer, contact Curtin Connect.
- Ensure you do not have the unit hidden within Blackboard by clicking on the gear symbol for My Units and then adjusting your unit view settings if required.



### 4.2 I CAN'T SEE THE CONTENT IN BLACKBOARD

- The content will open in a new window; use the Ctrl button to prevent pop-up blockers from obstructing the content.
- **We recommend using Google Chrome browser.** Other browsers can cause formatting problems with some content.
- Clear your cache and restart your computer.

### 4.3 I CAN'T SEE THE TEST IN BLACKBOARD

- You will need to complete/review the entire program content before the test is released.

### 4.4 WHO DO I CONTACT FOR HELP WITH BLACKBOARD?

- Curtin Connect will help with basic Blackboard questions and will direct more complex queries to the appropriate team. Contact Curtin Connect by logging a support request via the web (<https://www.curtin.edu.au/students/connect/>).
- Blackboard help resources: <https://students.curtin.edu.au/essentials/it/guides/blackboard/>

### 4.5 I HAVE THE PROGRAM ASSIGNED TO ME BUT I HAVE ALREADY COMPLETED IT!

- Curtin Connect will check Student One for completion, if complete then Curtin Connect will lodge a service request to the appropriate area.





### 5.1 I'VE COMPLETED THE UNIT BUT I STILL CAN'T SEE MY RESULTS

- Pass/Fail results of the test will display immediately in Blackboard after test completion.
- Allow 48 hours after test completion in Blackboard for the sanction withholding results to be lifted.
- If it has been more than 48 hours since students passed the program and their marks have not been released, students should log a Curtin Connect support request via web form (<https://www.curtin.edu.au/students/connect/>).
- Curtin Connect will check the student's completion status in Student One and will direct the query to the appropriate area.