

ACADEMIC INTEGRITY MODULE

How you can learn what honesty means at La Trobe and what the University expects and requires of you

Welcome to La Trobe University

La Trobe's staff are committed to ensuring you have the information, skills and tools required to succeed in your studies. For example, to succeed at La Trobe, you will need to know and understand what this University means by the terms academic integrity, academic misconduct, plagiarism, and cheating. This will include learning and demonstrating skill in citing and referencing sources.

Even if you have studied at tertiary level before, you will need to understand La Trobe's expectations and policies – and your responsibilities as a member of this academic community.

What is Academic Integrity?

La Trobe University defines *Academic Integrity* as:

“ . . . a fundamental principle in teaching, learning, research and scholarship. The University requires its academic staff and students to observe the highest ethical standards in all aspects of academic work and it demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalising academic misconduct and all forms of cheating” (Academic Integrity Procedures, 2010, p. 1).

How can I learn about academic integrity and how to avoid academic misconduct?

La Trobe University (LTU) has created an '*Academic Integrity Module (AIM)*' on its *Learning Management System (LMS)* which you can work through at your own pace. *AIM* will provide the information you need to understand and avoid academic misconduct. *AIM* will guide you through your responsibilities; provide examples of academic misconduct; and show you where to find useful information and examples of referencing styles specific to your course. *AIM* also includes a quiz to evaluate how well you understand these topics.

How do I enrol in AIM?

You should have been enrolled in a special subject titled '*Academic Integrity Module*' when you enrolled in your other subjects. It is a compulsory part of your course however you will not be charged any fees for the *AIM* subject. If you are enrolled in *AIM*, the subject will appear on your *Statement of Account*, when you log into the *LMS*; and when you check your enrolment in *StudentOnLine*. Please contact your Faculty Office if *AIM* does not appear.

How can I log in to AIM?

Once you have enrolled and received your *LTU Username* and *Password*, simply log on to the *LMS*. Go to the University Home page (www.latrobe.edu.au) and click on the '*Current Students*' link. On the '*Students*' page, click either on the link in '*Student Tools*' titled '*LMS*' or the link under '*Learning Resources*' titled '*Learning Management System*'. Enter your *Username* and *Password* when the 'Log In' page is displayed and then click the 'Login' button. This should take you into a home page that shows all *LMS subjects* for which you are enrolled. Click on the '*Academic Integrity Module*' link to begin.

Do I have to pass the AIM and if so, by when?

La Trobe University requires that all commencing undergraduate students pass the AIM. You can log in to AIM as soon as you receive your La Trobe University (LTU) *Username* and *Password*. There is no need to wait until semester begins. However, you must make time to complete AIM *by the end of the first week of Semester*.

To pass AIM, you must complete **two** quizzes which can be found in the *'The final quiz'* block. The two quizzes are titled *'The Final Quiz'* and *'Statement of Student Responsibility'* and are indicated by an icon with a **red tick**.

To pass *'The Final Quiz'*, you must answer at least 80% of the questions correctly. You may attempt the AIM quiz as many times as needed to achieve a 'Pass' score of at least 80%. Complete and pass this quiz before moving onto the next quiz.

To pass the *'Statement of Student Responsibility'* quiz you must simply answer 'Yes' to the quiz after reading the text. The *'Statement of Student Responsibility'* is simply a statement acknowledging that you understand your responsibilities. If you do not understand the text in the statement or you require clarification of that text, please email your Course Coordinator or ask one of your academic staff for advice.

Your final AIM result will be automatically recorded as a 'Pass/Fail' result and it will appear on your Academic Transcript along with your other results at the end of the semester.

You are strongly encouraged to complete AIM as soon as possible. By doing so, you will ensure that you are well prepared prior to the submission of any other assessment.

How long will it take me to complete the AIM?

Allow at least one hour to work through AIM.

If I still have questions, where can I get answers?

Most of the information found in the AIM is also available at:
<http://www.latrobe.edu.au/learning/integrity.html>.

If you have further questions about Academic Integrity or Academic Misconduct, email those questions to your Course Coordinator or ask one of your academic staff for advice.

If I have problems accessing AIM or the LMS, where can I get help?

If you are having difficulties accessing or using the LMS, check out **Student Help – Learning Management System** (<http://www.latrobe.edu.au/studentlmsinfo/moodle/index.html>) for information on getting started, accessing the LMS, submitting assignments, joining discussion forums and more.

For all other assistance, please contact the **Computer Study Hall Support**.

Computer Study Hall locations, hours and contact details

- ➔ Opening hours and locations - <http://www.latrobe.edu.au/studyhall/computerlabs.html>
- ➔ Tel: (03) 9479 3694 [Metro] or 1300 786 535 [Regional]
- ➔ Web Assistance Request Form – <http://www.latrobe.edu.au/studyhall/assistance.html>
- ➔ Closed on Public and University holidays