



IATA Training Academic Integrity Policy

Purpose

This policy defines the principles of academic integrity, the behaviors that are contrary to these principles and the procedures for dealing with violations thereof.

Scope

This policy applies to all students attending IATA Training courses held at IATA Training Centers, Regional Training Partners (RTPs) and Authorized Training Centers (ATCs), as well as independent students registered for IATA self-study programs. Please note that students attending IATA Training courses conducted by Accredited Training Schools (ATs) and academic partners such as universities and colleges are expected to comply with their parent institution's academic integrity policy.

IATA Training reserves the right to exercise its sole discretion in both determining and enforcing the appropriate penalties for academic integrity violations.

Principles of academic integrity

Students, instructors, partners and staff involved with IATA Training are expected to demonstrate a commitment to the values of honesty, trust, fairness, respect, and responsibility in all activities related to learning, teaching, and service. Any action that violates these ethical values undermines the value of training received through the IATA Training network and the recognitions obtained from successfully demonstrating the expected learning outcomes.

Definitions

The following is a definition of the violations of academic integrity covered by this policy. Students who are in doubt as to what constitutes a violation in a particular instance should consult their Instructor, Training Coordinator, Local Exam Coordinator, IATA Training or its authorized training partner.

Cheating on work, tests and examinations

- Cheating includes, but is not limited to:
 - Copying the answers or other work of another person
 - Sharing information or answers when doing take-home assignments, tests or examinations except where the Instructor has authorized collaborative work
 - Having, in an examination or test, any materials or equipment other than those authorized by the examiners
 - Accessing unauthorized information when doing take-home assignments, tests or examinations
 - Impersonating a student on an examination or test, or being assigned the results of such impersonation
 - Accessing or attempting to access examinations or tests before it is permitted to do so
- Students found communicating with one another in any way or having unauthorized books, papers, notes or electronic devices in their possession during a test or examination will be considered to be in violation of this policy.

Aiding others to cheat

- It is a violation to help others or attempt to help others to engage in any of the conduct described above.

General Values & Principles

- Any action that violates IATA Training's principles of academic integrity is subject to penalties for academic integrity violation, even if these actions are not explicitly stated above.



- Within a constantly changing landscape, and introduction of new technologies, it is possible for new types of cheating infractions to not be covered in this document. Should a behavior be reported to go against IATA Training's principles of academic integrity, they shall be treated with the same procedures outlined in this document, even if not specifically outlined.

Procedures for dealing with violations of academic integrity

Procedures for determining the nature of alleged violations and appropriate penalty involve primarily the Instructor, the Local Exam Coordinator, the student(s) and IATA Training or its authorized training partner.

Allegations

- Alleged violations must be documented by the Instructor or Local Exam Coordinator, who must inform IATA Training or its authorized training partner. The authority responsible for examining the allegation shall then inform the student(s) in writing of the nature of the allegation and give the student(s) a reasonable opportunity to respond to the allegation. Normally, this shall involve a meeting with the student(s). Upon deliberation, IATA Training or the authorized training partner shall make a determination as to whether compelling information exists to support the allegation.
 - If the student(s) refuses to provide a response to the allegation or to participate in the process, IATA Training or its partner may proceed to make a determination.
 - In the case of Self-Study / Partner taught courses, Online Exam with Remote Supervision proctors will remit their findings to IATA Training for review. Should the webcam footage provide enough evidence to support allegations of cheating (including suspicious behavior), IATA Training will submit to the student Academic Dishonesty notice (AD Notice) with a determination of the penalties, with carbon copy to their Authorized Training Center (ATC) if applicable.
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Determining appropriate penalties

- If there is compelling information to support the allegation, IATA Training or its authorized training partner shall make a determination with respect to the appropriate penalty, in accordance with this policy.
 - Any penalty will be accompanied by a letter of reprimand which will be written by the authority responsible for imposing the penalty and sent to the student.
 - In the case of Self-Study / Partner taught courses where students have been served an AD Notice, students and/or ATCs may respond by replying directly to the case/email under which they were served the notice. At IATA Training's sole discretion, penalties may be alleviated in favor of the student should the facts presented be deemed to adequately support their case.
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Penalties for academic integrity violation

- In situations where a determination is made that a student has committed an academic integrity violation, the following penalties will normally be imposed.
 - Any instance of impersonation of a student during an exam should result in a grade of zero for the course for the student being impersonated and for the impersonator (if he or she is an IATA Training student).
 - Isolated instances of copying the work of another student during an exam should result in a grade of zero for the exam and apply to any remaining exam attempts.
 - Systematic copying of the work of another student (or any other person with access to the exam questions) should result in a grade of zero for the course.
 - Any instance of bringing unauthorized equipment or material into an exam should result in a grade of zero for the exam and apply to any remaining exam attempts.
 - Sharing information or answers for take-home assignments and tests when this is clearly prohibited in written instructions should result in a grade of zero for the assignment when such sharing covers a minor part of the work, and a grade of zero for the course when such sharing covers a substantial part of the work.



- Any instance of helping or attempting to help others to engage in any of the conduct described above shall lead to the same penalties as those associated with the violation.