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## **Application**

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This policy outlines the rights and responsibilities of all participants within programs offered by the Australian Institute of Company Directors (AICD) whilst enrolled as a course participant.

All course participants are expected to have read and understood this policy.

This policy applies to:

- All AICD course participants, whether they intend to complete the available assessment tasks and apply for membership or not.
- All activities within AICD courses, regardless of how those activities are delivered to participants.

This policy should be read in conjunction with the AICD Participant Code of Conduct.

## **AICD expectations of participant conduct**

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AICD's reputation is dependent upon the conduct of its members and participants within the programs it offers. AICD expects that participants within its programs will at all times conduct themselves in a manner that is consistent with the core values of AICD and its members.

This involves treating all other participants and AICD representatives with respect and understanding at all times.

## **Communication**

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AICD will communicate with course participants using contact details (primarily, email and telephone), provided by participants. Should a participant's contact details change, the participant is responsible for notifying AICD of the change. Should a participant fail to notify AICD of any change in details, then the participant is responsible for the consequences due to this failure.

Participants are required to regularly check emails sent by AICD to the email address as per their contact details.

## **Assessment Attempts**

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Participants may complete a maximum of four attempts per assessment component<sup>1</sup> in a financial year.

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<sup>1</sup> Assignment, examination, multiple choice quiz.

## Extensions

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Extensions of time to complete assessment tasks including resits may not be granted.

Participants should note that work-related reasons are generally not considered an acceptable reason for granting an extension. Serious illness or misadventure, or extreme and unpredictable circumstances, may constitute grounds for an extension.

If an extension is granted, it will be for **maximum period of one month** only.

All requests for extensions of time must be received one week prior to the due date for completion of assessment tasks.

Requests will be responded to in writing, normally within two working days.

## **Academic misconduct**

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Academic misconduct includes, but is not limited to:

- Cheating, including acting in a dishonest manner in relation to any assessment task set by AICD,
- Copying or using the work of another person, without acknowledgement of the source of that work,
- Tampering with any notices from AICD in relation to course participation or results,
- Breaching of any rules and regulations, associated with courses offered by AICD,
- Behaviour that impedes or disrupts the learning of other course participants,
- Conduct that is in any way detrimental to AICD,
- Abuse of other participants or AICD representatives, either verbal, written or electronic,
- Any action that may cause an individual to be concerned for their personal safety,
- Any breach of the AICD Participant's Code of Conduct.

## **Plagiarism**

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Plagiarism occurs when a person or persons represent their work/idea as being original, when it is in fact the work/idea of another person or persons, without appropriately recognising/acknowledging the source of that work/idea.

Collusion is the representation by a person or persons that a piece of work/idea is their own, when in fact it is the result (either in whole or in part) of unauthorised collaboration with another person or persons. In this circumstance both the participant(s) presenting the work and the person or persons involved in the unauthorised collaboration will be considered as contributors in academic misconduct.

Where a person or persons is found to have committed plagiarism, they will also be found to have committed academic misconduct.

## **Turnitin**

AICD requires all participants to lodge written assessment tasks using Turnitin®. Turnitin® is used by AICD to help ensure that work submitted by participants is their own work.

Where Turnitin® indicates that work submitted by a participant (excluding references) may be sourced from other works, AICD representatives will review the participant's work in detail to determine if plagiarism has occurred.

Participants may be contacted to explain matters highlighted by Turnitin®.

## Penalties

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Where a participant is found to have committed academic misconduct (including plagiarism), AICD may impose a range of penalties, including, but not limited to:

- Warnings for breach
- Removal of participant(s) from the enrolled course (at the participant's cost)
- Withholding of certificates or awards
- Exclusion from future courses
- Exclusion from membership

In determining the level of penalty, AICD will take into account the seriousness of the breach and any previous breaches by the participant.

## **Grievances and appeals**

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### **Grievances**

Where a participant believes that they have been treated unfairly and as a result their academic progression/achievement is below what would have occurred if they had not been treated in such a way, they may lodge a written grievance with the General Manager, Education.

The General Manager, Education will investigate the participant's grievance and advise the participant of their findings and the determination in relation to their grievance.

Participants are required to lodge any grievance within a reasonable time frame, in order to allow a full and proper investigation of their grievance. In a majority of circumstances the participant will receive an advice in relation to their grievance within 4 weeks.

### **Appeals**

If a participant wishes to appeal the grade achieved in an assessment task, they should contact the [assessment@AICD.com.au](mailto:assessment@AICD.com.au).

Contact should be made in writing within 10 working days of the formal notification of the grade. The participant's notification should include all details relevant to their appeal.

Upon investigation of the participant's appeal, [assessment@AICD.com.au](mailto:assessment@AICD.com.au) will advise the participant of the result of their appeal within 4 weeks.

### **Participant assistance**

Where a participant requires assistance in relation to their participation within any course offered by AICD, they should lodge their request for assistance in writing with [assessment@AICD.com.au](mailto:assessment@AICD.com.au) at the earliest possible date.

Assistance may be relevant to workshop attendance, access to resources or undertaking assessment tasks. In order to allow AICD to appropriately assess a participant's requirements, participants should provide all relevant details in their request, including independent medical or other professional evidence.

## Special consideration

Where a participant requests special consideration in relation to their participation within any course offered by AICD, they should lodge their request in writing with 10 working days of the relevant event.

Special consideration is primarily related to a participant undertaking assessment tasks. In order to allow AICD to appropriately assess a participant's request, participants should provide all relevant details in their request, including independent medical or other professional evidence.

## Review of results

AICD has a robust process for assessing participant's performance in assessment tasks. This process includes a moderation of all written assessment components to ensure a consistent standard is applied to all participants.

## Privacy

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AICD is committed to the protection of the privacy of its participants, including compliance with relevant privacy legislation.

Participant's details (including assessment results) will only be discussed (either verbally or in writing) directly with the participant, unless the participant has provided authorisation for AICD to release details to another individual. Such authorisation needs to be writing, and include the signature of the participant.

<http://www.companydirectors.com.au/general/privacy-policy>