



IATA Training Academic Integrity Policy

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1. 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.

2. 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 to IATA self-study programs.

Please note that students attending IATA Training courses conducted by Accredited Training Schools (ATSS) and academic partners such as universities and colleges are expected to comply with their parent institution's academic integrity policy.

3. 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.

4. 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.

5. 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.

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.

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.
- 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.
- 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.