IATA Training Academic Integrity Policy

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Purpose

This policy defines the principles of academic integrity, the behaviors that are contrary to these principles and how to deal with procedures 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 academic partners such as universities and colleges or training courses conducted by CBTA Centers are expected to comply with their parent institutions' 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 recognition obtained from successfully demonstrating the expected learning outcomes.

Definitions

The following are definitions 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 assignments, tests and examinations

- Cheating includes, but is not limited to:
  - Copying the answers or other work of another person or using someone else's ideas, words, data or other material produced by them without proper acknowledgment.
  - Contracting a third party to provide work, which is then used or submitted as part of a formal assessment or take-home assignments as though it is the student's own work.
  - Sharing information or answers when doing take-home assignments, tests or examinations except where the Instructor has authorized collaborative work.
  - Fabrication, falsification or misrepresentation of data, results or other outputs or aspects of research, including documentation and participant consent, or presenting or recording such data, etc, as if they were real.
  - 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 in 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 an assessment, 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.

Use of publicly available external Next Generation online Technology Tools (NGT Tools)

- Students must be the authors of their own work product, including assignments, tests or examinations. Any academic work product produced by any Next Generation online Technology Tool (NGT Tool) does not represent the student's own original work product and will not be considered as such by IATA Training or the Local Exam Coordinator.
- It is a violation to use NGT Tools i.e., any generative artificial intelligence chatbot, platform, program or tool or any such similar or subsequent technology, in order to:
  - produce any work product as part of the IATA Training course
  - generate answers for assignments tests or examinations
  - undertake mock assessments of take-home assignments, practice test or examination questions
  - undertake any interrogation, assessment or analysis of any nature of any course material, books, papers, notes or other information provided as part of the IATA training course.
- It is also prohibited to:
  - load into any NGT Tool, any course material, books, papers, notes or other information provided by IATA Training or the Local Exam Coordinator
  - use any NGT Tool to create or produce any form of modified or derivative version of any course material, books, papers, notes or other information provided by IATA Training or the Local Exam Coordinator.

General values and 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 that new types of cheating infractions are not 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 the 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 online proctors in the case of some virtual classrooms 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 or Partner-taught courses, Online Exams with Remote Supervision (OERS) 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 an Academic Dishonesty Notice (AD Notice) including a determination of the penalties, with a copy being provided to their Authorized Training Center (ATC) if applicable.

Determining appropriate penalties

- If there is compelling information to support the allegation, IATA Training or its authorized training partner shall make a determination concerning 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 or 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.

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 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.
  - Any instance of using NGT Tools for assignments and tests should result in a grade of zero for the assignment when it covers a minor part of the work, and a grade of zero for the course when used for a substantial part of the work.