

ACADEMIC MISCONDUCT POLICY ENGLISH AND PROFESSIONAL COMMUNITY PROGRAMS

SECTION 1 – PURPOSE AND SCOPE

- (1) The College expects students to avoid any action or behaviour that may give them an academic advantage to which they are not entitled or which will bring the College's academic processes into disrepute. The College undertakes the responsibility to ensure that students are made aware of accepted academic conventions in their field/s of study and the consequences of failing to follow these conventions. It is the responsibility of students to learn the academic conventions appropriate to their field, including acknowledgement of the intellectual property of others and to become familiar with the policies and procedures regarding all forms of academic misconduct.

- (2) The College is committed to academic integrity and good scholarship and supports the rights of a scholar's ownership of their ideas and research - their intellectual property. The authors who have developed knowledge and research deserve the right to have their work acknowledged. Failure to give due acknowledgement is the equivalent of stealing. These procedures apply to students undertaking any course of the College.

- (3) Any person who has reason to believe that a student has acted in a manner that constitutes academic misconduct, according to the College's definition below, is to advise according to the appropriate procedures listed below. The allegations will be investigated under the procedures described in this section and if found substantiated, penalties may be imposed.

SECTION 2 – DEFINITIONS

- (4) For the purpose of this Policy:
 - a. "Academic misconduct" has the meaning set out in clause 5.

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- b. "Cheating" has the meaning set out in clause 6.
- c. "Collusion" means causing, assisting, facilitating, hiding or being involved in plagiarism, cheating or other academic misconduct with others.
- d. "Date of delivery" means the date on which a notice is handed to the student, or the date of sending an email or facsimile, or two days after the date of posting by mail.
- e. "Plagiarism" has the meaning set out in clauses 7 and 8.
- f. "Student" means all persons taking any courses at the College.
- g. "Working day" means any day that is not a Saturday or a Sunday or a public holiday or a College closedown day.

(5) Academic misconduct includes, but is not limited to:

- a. Plagiarism,
- b. Collusion,
- c. Cheating, or
- d. Any other academic misconduct that includes, but is not limited to:
 - i. tampering or attempts to tamper with examination scripts, class work, grades or class records;
 - ii. failure to abide by directions or regulations regarding the work to be handed in;
 - iii. acquisition, attempted acquisition, possession, or distribution of examination materials or information without the correct authorisation;
 - iv. impersonation of another student in an examination or other class assignment;
 - v. falsification or fabrication of clinical, practical or laboratory reports; or
 - vi. non-authorised use of audio and visual recording of lectures.

(6) Cheating includes, but is not limited to:

- a. dishonest or attempted dishonest conduct during an examination, such as speaking to other candidates or otherwise communicating with them while the exam is in progress;
- b. bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical or electronic device (including mobile phones), or any other item, not authorised by the examiner;
- c. writing an examination response or part of it, or consulting any person or materials outside the confines of the examination room while the exam is in progress, without permission to do so;

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- d. leaving answer papers exposed to view, or persistent attempts to read other students' examination papers.
- (7) Plagiarism involves submitting or presenting work in a subject as if it were the student's own work done expressly for that particular subject when, in fact, it was not. Most commonly, plagiarism exists when:
- the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work; or
 - The whole of or parts of the work are taken from another source without reference to the original author;

SECTION 3 – POLICY STATEMENTS

Part A –Responsibilities and Rights of Staff

- (8) The College and staff have the responsibility to:
- Ensure staff are aware of the College's policies and procedures regarding academic misconduct and plagiarism;
 - Provide training for academic staff regarding the detection of plagiarism and other academic misconduct, and appropriate ways to deal with academic misconduct;
 - Inform students of the College's policies and procedures regarding academic misconduct and plagiarism at the beginning of the course regardless of the student's stage of study; and
 - Provide instructions for students on how to avoid plagiarism and collusion.
- (9) The College and the Staff have the right to expect that students will avoid any action or behaviour that may give them an academic advantage to which they are not entitled or which will bring the College's academic processes into disrepute.

Part B –Responsibilities and Rights of Students

- (10) Students have the responsibility to:
- Read, understand and respect the College's policies and procedures regarding plagiarism, collusion, cheating and other forms of academic misconduct;
 - Acquire the knowledge and skills to ensure that they are able to use the appropriate academic conventions in their field of study; and
 - Ensure they give due acknowledgement in work presented for assessment to any research and ideas obtained from others.

- (11) Students have the right to:

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- a. Be made aware of the College's policies and procedures regarding academic misconduct and the penalties that will be imposed for proven academic misconduct;
- b. Be made aware of the appropriate academic conventions in their field of study; and
- c. Respond to allegations of plagiarism, cheating, collusion and other academic misconduct.

Part C – Responsibility for Managing Academic Misconduct

- (12) Academic Misconduct shall be managed by the relevant Coordinator/Head of Program responsible for the course the student is enrolled in.
- (13) Where the student does not accept the findings of the investigation or refuses to accept the penalty the matter shall be referred to the Program Manager.

Part D - Consideration of Allegations of Student Misconduct

- (14) All matters in the first instance shall be reported to and dealt with by the relevant Coordinator/Head of Program within 10 working days.
- (15) The Program Manager shall consider the following allegations of misconduct where:
 - a. there has been previous instance(s) of proven academic misconduct by the student,
 - b. the allegation is considered by the Coordinator/Head of Program to be too serious or inappropriate to be dealt with by them,
 - c. the student does not agree that the allegation is correct and appeals, or
 - d. the student does not accept the penalty imposed by the Coordinator/Head of Program and appeals.

Part E - Decisions of the Coordinator/Head of Program

- (16) The Coordinator/Head of Program, having reached a decision, may impose a penalty. One or more of the following penalties may be imposed:
 - a. a warning/ reprimand given and no further action taken;
 - b. a requirement that the student meet and apologise formally to the aggrieved party(ies);
 - c. a requirement that the student resubmit an item of work in which misconduct has been detected, after he or she has edited or totally

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rewritten it, as appropriate, so that it meets the required academic standards;

- d. a request that the student completes a new assessment task (other than a formal examination) where misconduct has been detected in the originally submitted work;
 - e. a penalty which reduces the mark/outcome for an item of assessment;
 - f. imposing an assessment of fail or not competent in an assessment task;
 - g. any combination of the above
 - h. expulsion in rare and extreme cases.
- (17) Where appropriate, students will also be encouraged to seek advice through the on-campus student support services.

Part F – Decisions of the Program Manager

- (18) The Program Manager having reached a decision may impose a penalty. One or more of the following penalties may be recommended:
- a. a warning/reprimand given and no further action taken;
 - b. a penalty which reduces the mark/outcome for an item of assessment;
 - c. a penalty which gives an assessment of fail/incomplete in a unit;
 - d. the student to meet and to apologise formally to the aggrieved party(ies);
 - e. the student to resubmit an item of work in which misconduct has been detected, after he or she has edited or totally rewritten it, as appropriate, so that it meets the required academic standards;
 - f. the student to complete a new assessment task (other than a formal examination) where misconduct has been detected in the originally submitted work;

Part G - Appeals against Determinations made in relation to Academic Misconduct

- (19) A student may appeal to the Program Manager against determinations made in relation to academic misconduct within 20 working days on either one or both of the following grounds:
- a. the student does not agree that the allegation is correct.
 - b. the student does not accept the penalty imposed by the Coordinator/Head of Program
 - c. evidence exists that a determination made by the Coordinator/Head of Program was made in breach of procedural fairness; or

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d. substantial new evidence relating to the original act of misconduct that was not previously available is now readily available.

- (20) Late or non-receipt of official letters from the College will not be accepted as grounds for appeal if the student has not ensured that the College is in receipt of accurate and current contact details.

Part H – Variations to Timeframes

- (21) Whilst allegations of academic misconduct are to be considered by the College with due diligence and expedition, the timeframes contained in the procedures are indicative and may be affected by a number of factors.

Part I – Confidentiality

- (22) All matters relating to academic misconduct including any “sensitive” or personal information presented shall be treated in confidence by those involved in any academic misconduct matter.
- (23) All appeals to be recorded and filed securely and confidentially in TRIM→ Misconduct Matters.

SECTION 4 – PROCEDURES

- (24) The English and PCP Programs Advisory Committee has approved the use of the following procedures, work instructions, forms and other documents for the application of this Policy:
- a. Procedures Relating to Academic Misconduct Policy.

SECTION 5 – GUIDELINES AND REFERENCES

Refer UWSCollege Student Complaint Handling and Resolution Policy. The Policy is available on UWSCollege website www.uwscollege.edu.au.

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