

# Academic Conduct Policy

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**Purpose** The purpose of this document is to set out the College’s policy in relation to the academic conduct of students enrolled in an Australian program (both award and non-award).

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**Applicability** The policy applies to all College students enrolled in an Australian program, staff and independent contractors.

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**Definitions** **“Academic misconduct”** means conduct that the higher education community would ordinarily regard as dishonest, dishonourable or improper in accordance with the accepted standards of academic integrity in the higher education sector.

Academic misconduct includes but is not limited to:

- a) Cheating;
- b) Plagiarism;
- c) Collusion;
- d) Failure to adhere to the College’s policies and procedures relating to students or to the Assessment Rules in such a way as to obtain unfair academic advantage;
- e) Tampering or attempting to tamper with examination papers, class work, grades or class records;
- f) Impersonation of or by another student or person in an examination or other assessment activity;
- g) Use or attempted use of any material or equipment in an examination room, or during any other assessment activity, that is stated not to be permitted either on the examination paper or in the assessment instructions or by a member of College staff;
- h) Unauthorised communication or attempted communication with another person during an examination or other assessment activity.

**“Assessment”** means an examination or other assessment task, whether oral or written.

**“Cheating”** means dishonest conduct, whether in assessable or non-assessable work, and includes but is not limited to:

- a) Communicating, or attempting to communicate, with another student during an examination;
- b) Reading, or attempting to read, another student’s examination script;

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- c) Obtaining, using or distributing unauthorised notes, answers or other material during an examination or other assessment activity;
  - d) Accessing, uploading College coursework or materials to, or using content from a contract cheating or coursework sharing website;
  - e) Stealing the work of another student;
  - f) Unauthorised collaboration in creating an item of coursework; or
  - g) Acting so as to subvert the assessment process or obtain an unfair advantage over other students in the creation or performance of any coursework or assessment activity.
  - h) Unauthorised submission of coursework that purports to be the student's own work but that has been created, in whole or in part, with the assistance of an artificial intelligence tool or application.

**“Chief Academic Officer”** means the person however titled holding the position of senior academic responsibility reporting directly to the Principal.

**“Collusion”** means inciting, assisting, facilitating, concealing or otherwise being involved with another person in an act of unsatisfactory academic conduct, or academic misconduct, whether in assessable or non-assessable work.

For example, two students will have colluded when one student provides a copy or draft of an answer to an item of coursework to another student or prospective student in a College program.

In addition, a student must not collude with a person who is not a student, such as a lawyer.

Collusion does not include authorised collaboration by students in the preparation of an item of coursework.

Submission by more than one student of substantially similar items of coursework may be evidence of collusion.

Where an allegation involves plagiarism but the Chief Academic Officer is unable to determine which of two or more students produced the impugned work, the Chief Academic Officer may make a finding against each student by reason of their collusion with each other.

**“Plagiarism”** means the passing off by a student of someone else's work as their own, whether intentionally or not and whether in assessable or non-assessable work.

It includes but is not limited to the copying, summarising or use of someone else's work or ideas without acknowledgment in any item of coursework, whether in whole or in part and whether assessable or not.

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**“Unsatisfactory academic conduct”** means conduct, including plagiarism or collusion, that the higher education community would ordinarily regard as improper in accordance with the accepted of academic integrity in the higher education sector but that falls short of the level of seriousness required for a finding of academic misconduct.

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## Procedure

If a lecturer suspects there is an academic conduct issue the lecturer should contact the relevant student requesting an explanation. The lecturer may confer with their supervisor before taking this step.

If the student’s explanation is unsatisfactory or not forthcoming, then the lecturer must refer the matter to the Program Director (or their delegate) using the Academic Conduct Investigation Referral Template

The lecturer must also advise the student that they are ineligible to sit any further oral or other assessments until their matter has been determined. The student can continue to upload coursework, but no feedback will be given pending the determination of the matter.

The Program Director (or their delegate) will investigate the matter by reviewing the relevant coursework and explanation or other documents submitted by the student.

The Program Director will advise the student of the nature of the allegation and request to meet with the student to interview them in relation to this matter.

After interviewing the student, the Program Director (or their delegate) has a discretion to deal with the matter themselves by way of caution to the student if the offence is minor and/or the result of a genuine misunderstanding or mistake.

The Program Director (or their delegate) will make an entry of this matter in the Academic Conduct Investigations Register even if the matter is dealt with by way of caution.

If the matter is not dealt with by way of caution, then the Program Director (or their delegate) must refer the matter to the Chief Academic Officer (copy to the Academic Assistant) with a full report using the Academic Conduct Referral Template supported by copies of relevant coursework, emails and/or mitigating evidence supplied by the student.

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The Chief Academic Officer will interview the student and make a determination.

In order of seriousness, the determination can range from a Caution to a Reprimand, to a finding of Unsatisfactory Academic Conduct, to a finding of Academic Misconduct. The student may be required to repeat relevant items of coursework, or whole subjects, or in extreme cases the entire course.

The Chief Academic Officer will communicate the determination to the student by email, copying the Program Director (or their delegate), the course lecturer and the Academic Assistant who will update the Academic Conduct Investigations Register.

**Determinations in relation to academic conduct**

The determination made by the Chief Academic Officer may include any combination of the following –

- (a) A Caution;
- (b) A Reprimand;
- (c) A finding of Unsatisfactory Academic Conduct;
- (d) A finding of Academic Misconduct;
- (e) A requirement that the student re-submit any relevant item of coursework;
- (f) A requirement that the student repeat a relevant subject in the program;
- (g) A requirement that the student repeat the entire program;
- (h) A requirement that the student transfer to a later offering of the program for the purposes of (f) or (g);
- (i) The award of a zero mark for any assessment, whether oral or written, that has been attempted by the student;
- (j) Withholding of the student’s results;
- (k) Suspension of the student for a period not exceeding 6 months;
- (l) Exclusion of the student from specified classes or program components for a specified period; and
- (m) Imposition of conditions in relation to the student’s participation in the program or use of College premises or facilities.

**Appeal**

Rights of appeal and procedures on appeal are to be found in the Assessment Rules.

**Use of external websites**

If a student’s conduct involves the use of contract cheating or coursework sharing websites, in appropriate cases the College may

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institute legal proceedings for breach of the College's copyright in its course materials.

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**Related policies**

Academic Conduct Guidelines – PLT  
Academic Conduct Investigation Procedure  
Assessment Rules

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