

Academic Misconduct

Policy

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Issue Date:	Issue History:
November 2014	Initial Release (V1.0)
September 2015	Reviewed (V1.0)
August 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and updated (V1.2) Director of Quality Assurance removed
February 2018	Reviewed (V1.2)

Policy Title	Academic Misconduct Policy
Purpose	The policy provides guidance to staff and students to assist them to minimise academic misconduct and manage it in a consistent and equitable manner for the protection of the institute's reputation.
Scope	This policy applies to all students and staff in CIC VET
Policy Statement	<p>CIC commits to maintaining high ethical Res. Academic Misconduct by students or staff will not be tolerated under any circumstances. All staff and students must be aware of the current Academic Misconduct policy and procedures and understand the terminology used in those documents.</p> <p>Staff and students each share the responsibility for adherence to the standards and behaviours expected within an academic environment. Staff and students must be made aware of the type of actions that constitute academic misconduct.</p> <p>Academic misconduct is deemed as conduct that allows an individual or group to obtain an unfair advantage through unethical practices and includes (but is not limited to) actions such as: Plagiarism, collusion, cheating, inappropriately disadvantaging others, copying other students' work, falsifying documents (such as medical certificates and academic records), assisting others to cheat, the use of downloaded material for which copyright access has not been granted, the sharing of textbook material for which no copyright access has been granted, the provision of examination questions to students, the unauthorized sharing of staff resources, the falsification of data (such as assessment marks and Unit results), the acceptance of gifts or payment from students or staff in exchange for benefits or staff doing work for students.</p> <p>Academic penalties may apply to students in breach of this policy and the cancellation of work contracts may apply to staff found to be in breach of this policy. Acts of Academic Misconduct may be described as either major or minor in nature and the penalties associated with each will be clearly described in the Academic Misconduct Procedures.</p>
Related Policy and Procedures	Academic Misconduct Procedures Plagiarism Policy Plagiarism Procedures
Related Forms	Academic Misconduct Form
Policy Owner and Delegated Authority	Director of Studies – Melbourne, Perth VET Academic Coordinator
Approved by	CEO
Approved Date	November 11, 2014

Definitions

- **Academic misconduct** is any type of cheating (such as plagiarism [intentional or unintentional], collusion and cheating) that occurs in relation to a formal academic exercise.
- **Plagiarism** “To take and use as one’s own the thoughts, writings or inventions of another” (Oxford English Dictionary). Plagiarism therefore has two elements: Taking another’s work; and Using the work as your own. If you take another’s work but do not use it as your own – because you reference it correctly – it is not plagiarism.
- **Collusion** A secret agreement between two or more parties for a fraudulent, illegal, or deceitful purpose
- **Cheating** This means wilfully and deliberately using or gaining an unfair advantage over fellow students by flouting the rules and guidelines set down for assessments.