
Academic Misconduct

Procedures

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Parent Policy Title	Academic Misconduct Policy
<p>1. Procedure</p>	<p>Academic Misconduct Procedures</p> <p>The purpose of these procedures is to establish the processes related to identifying, reporting and implementing actions in response to a report of academic misconduct. The penalties for acts of academic misconduct will be applied in accordance with these procedures.</p> <p>Acts of misconduct related to plagiarism are dealt with separately by the Plagiarism Policy and the Plagiarism Procedures documents.</p> <p>It is expected that staff and students make every effort possible to reduce the chances and opportunities for academic misconduct to take place.</p> <p>Procedure:</p> <ul style="list-style-type: none"> • Any identified act of Academic Misconduct must be reported. • Acts of Student Academic Misconduct are initially reported through the VET Education Faculty [trainers] • Acts of Staff Academic Misconduct are initially reported directly in writing to the Director of Studies. • In all cases, any report of academic misconduct must be supported by sufficient evidence to warrant filing a report (where applicable, on the Stage1/Stage 2 Resubmission Form.) • If a report for academic misconduct is received without sufficient supporting evidence the report will be deemed as void. <p>Part 1: Reporting Procedure:</p> <ol style="list-style-type: none"> 1. The staff or student making the report of academic misconduct must submit the complaint in writing to the Director of Studies. 2. All supporting evidence of the claim of academic misconduct must be attached. 3. The reporting individual(s) must sign and date the report and provide a clear explanation as to the proposed act of academic misconduct. 4. Within 10 business days of receipt of the report, the Director of Studies will assess the report and either; <ol style="list-style-type: none"> a) If deemed that sufficient evidence has been provided, inform (in writing via email) the student or staff member that a report of academic misconduct has been made against them OR b) If deemed that insufficient evidence had been provided with the report, dismiss the report as void due to the lack of evidence. In this instance the reported individual/group will not be notified of the report OR c) If the reporting individual/group has informed the alleged

	<p>individual/group that a report has been made against them, the Director of Studies will inform (in writing via email) the alleged individual/group that the report has been dismissed</p> <ol style="list-style-type: none"> 5. In the case of 4. a) above, the reported individual/group will have an opportunity to defend the accusations made against them through the submission of a written response directly to the Director of Studies. This must be received within 10 business days of receipt of the initial notification of the allegation. 6. If the alleged act of academic misconduct is upheld but considered minor, a decision will be made by the DoS as to whether a penalty shall be imposed or not based on all evidence provided. For minor acts of academic misconduct there will be no provision for further investigation or appeal. 7. If the alleged act of academic misconduct is upheld and considered major, a decision will be made by the Director of Studies and/or Director of VET Education and/or Campus Manager as to the extent to which a penalty will be imposed based on the Guidelines for penalties for cases of academic misconduct. 8. For instances where item 7. has occurred, the reported individual/group will have the right of appeal through the Appeals and Complaints Policy and Procedures. <p><u>Guidelines for penalties for cases of academic misconduct</u></p> <p><u>Staff Academic Misconduct</u></p> <p>All confirmed acts of Academic Misconduct by Staff are considered Major. The penalty for a first confirmed offence of Academic Misconduct by staff will be:</p> <ol style="list-style-type: none"> a) that the staff member(s) in question will receive a formal Warning letter from the Director of Studies and/or Director of VET Education AND b) the reported individual/group will not be permitted to take on a Unit lead role within the following 6 months at CIC AND c) will have a reduced (or no) work allocation with CIC for the following 6 months AND d) the Warning letter will be added to their formal file held by HR <p>The penalty for a second confirmed offence of Academic Misconduct will be the cancellation of employment at CIC for a period of at least 12 months.</p> <p><u>Student Academic Misconduct</u></p> <p>Academic Misconduct by students will be considered either Minor or Major. Minor offences will carry lower impact penalties than Major offences. All instances of academic misconduct reported during examinations or final assessments will be treated as Major. Other examples of Major</p>
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	<p>offences include:</p> <ul style="list-style-type: none"> • The use of unauthorised mobile technology for closed book assessments • The submission of substantially plagiarised work (see plagiarism policy and procedures) • The stealing of other students work • Colluding with a third party, be it internal or external to the College to produce work, paid for or not, which is fraudulently presented as the student's work • Repeatedly asking staff to change results without academic merit <p><u>The penalties for Major confirmed acts of Academic Misconduct will be as follows:</u></p> <ul style="list-style-type: none"> • First offence; zero marks for the assessment task and the opportunity to resubmit and/or redo the assessment under supervised conditions • Second offence; zero marks for the assessment task AND zero marks for the Unit of study. A student in this category must meet with the Director of Studies and/or Campus Manager and/or Director of VET Education prior to being permitted to re-enrol with CIC in the following Term to repeat this unit. • Third offence; termination of course enrolment <p>Minor offences: Penalties for Minor offences will be dealt with on a case-by-case basis with the penalties being applied differently depending on the level of study and the length of time the student has had to adjust to studying at CIC.</p> <p><u>The suggested penalties for Minor confirmed acts of Academic Misconduct are as follows:</u></p> <ul style="list-style-type: none"> • First offence; a formal warning (in writing) that will be added to the students' official file on the student information system and an opportunity to re-do and re-submit for all or a component of the relevant assessment task. This is considered a learning experience. • Second offence; a notification letter (in writing) indicating that a second offence has been committed, will be sent to the student and retained on the student information system. At the discretion of the DoS the student will be able to resubmit and/or re-do the assessment or will be required to repeat the entire unit. • Third offence; a notification letter (in writing) indicating that a third offence has been committed, will be sent to the student and retained on the student information system. The student will receive a NYC for this assessment task/s and the associated unit. All students found
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	<p>guilty of a third offence must meet with the DoS and/or Campus Manager or Director of VET Education prior to any further enrolment being permitted to repeat this unit.</p> <ul style="list-style-type: none"> • Fourth offence; a notification letter (in writing) indicating that a fourth offence has been committed, will be sent to the student and retained on the student information system. Additionally, the student will fail the Unit of enrolment in which the fourth offence
Related Policy and Procedures	Academic Misconduct Policy
Related Forms	Academic Misconduct Form Stage 1 Resubmission Form Stage 2 Resubmission Form
Policy Owner and Delegated Authority	Director of Studies – Melbourne, Perth VET Academic Coordinator – Melbourne, Perth
Approved by	CEO
Approved Date	November 11, 2014
Definitions	<ul style="list-style-type: none"> • 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.