

Policy Link	Nil				
Responsible Officer	Academic Dean				
Superseded Documents	Academic Misconduct Policy 2005				
Associated Documents	Academic Grievance (Appeals) Policy Academic Conduct Procedures Assessment Handbook Guidelines for Ethical Conduct of Research Privacy Policy Student Code of Conduct				
Review Date	August 2020				
Access Flag	Student				
Version	Endorsed By	Date	Authorised By	Approval Date	Effective Date
2.0	The Principal	18/08/2015	Governing Board	18/08/2015	18/08/2015

1. PURPOSE

The College pursues the highest possible standards of academic honesty and integrity. Accordingly, in common with tertiary institutions throughout Australia, the College regards academic misconduct as a serious matter. The purpose of the policy and its associated procedures is to govern a framework for promoting academic integrity among students.

2. SCOPE

This policy applies to all students enrolled in Moore College accredited programs of study or Moore College units of study in those programs, Moore College faculty and staff involved in the administration of the accredited programs of study. The policy covers both coursework and research programs of study.

3. DEFINITIONS

Definitions for key terms and acronyms referred to in this policy.

Term	Definition
Academic integrity	Academic integrity means behaviour that values honesty, trust, fairness, respect and responsibility in learning, teaching and research. ¹
Academic misconduct	Academic misconduct means behaviour that misrepresents academic achievement or obtains an academic advantage through dishonest or unfair means or assists a student to do so. Such behaviour may be intentional or unintentional. ²

¹ Exemplary Academic Integrity Project (EAIP): Embedding and extending exemplary academic integrity policy and support frameworks across the higher education sector (2013), *Plain English definition of Academic Integrity*, Office for Learning and Teaching Strategic Commissioned Project 2012-2013, <http://www.unisa.edu.au/EAIP>.

² University of Sydney. *Academic Dishonesty and Plagiarism in Coursework Policy*. 1 January 2012, p. 4.

Plagiarism	A form of academic misconduct. Plagiarism means presenting another person's work as one's own by presenting, copying or reproducing it without appropriate acknowledgement of the source. ³
Sub-committee	The sub-committee is a sub-committee of the Academic Board

4. POLICY STATEMENT

4.1 Academic Integrity

Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. ⁴

- (i) The College Values uphold integrity broadly as honesty, transparency, fairness and accountability in all personal behaviour and community practices. ⁵
- (ii) The College aims to foster a culture of exemplary academic integrity.
- (iii) A range of programs and information is maintained to educate in the area of academic integrity. These include dissemination of information on what constitutes academic misconduct, information on ethical conduct of research and academic study skills, study skills workshops, stated expectations in assessments, and use of text-matching software as an education aid for students.

4.2 Academic Misconduct

Academic misconduct means behaviour that misrepresents academic achievement or obtains an academic advantage through dishonest or unfair means or assists a student to do so. Such behaviour may be intentional or unintentional.

Academic misconduct may include any of the following:

- Submitting work for an assessment knowing it to be the work of another person
- Plagiarism
- Resubmission of work submitted previously for the same or another unit of study or program of study unless authorized
- Falsifying research data
- Acting in a way that has adverse effects on research participants
- Avoidable failure to follow research protocols or to seek ethics approval where applicable
- Bringing unauthorised material into an examination such as notes or computers
- Improperly obtaining knowledge of an examination paper and using that knowledge in an examination
- Arranging for another person to sit an examination in place of the student
- Communication with another student during an examination
- Submitting a falsified medical certificate
- Making a false or misleading declaration

³ University of Sydney. *Academic Dishonesty and Plagiarism in Coursework Policy*. 1 January 2012, p. 5.

⁴ Exemplary Academic Integrity Project (EAIP): Embedding and extending exemplary academic integrity policy and support frameworks across the higher education sector (2013), *Plain English definition of Academic Integrity*, Office for Learning and Teaching Strategic Commissioned Project 2012-2013, <http://www.unisa.edu.au/EAIP>.

⁵ Moore College. *Student Handbook*, Section 3.1 Values.

4.3 Dealing with Alleged Cases of Academic Misconduct

The following principles govern how alleged cases of academic misconduct are dealt with:

- (i) The Academic Dean makes an initial assessment of the alleged case and determines the next step in the assessment. The next step may include actions such as an informal interview, recommendation for the student to undertake study skills, or the establishment of a sub-committee to formally review the alleged case.
- (ii) If required, a sub-committee appointed by the Academic Dean will review the case.
- (iii) The assessment of the case, whether the initial or sub-committee assessment, evaluates whether the behaviour is intentional or unintentional academic misconduct, evaluates the severity of the academic misconduct and determines the action to be taken or penalties to be applied.
- (iv) A written record is kept of any meeting or communication with the student, and the deliberations of the sub-committee if required.
- (v) The Academic Dean informs the student of the decision and the outcome.

4.4 Confidentiality and Procedural Fairness

Any student alleged to have participated in behaviour that is considered academic misconduct is treated with procedural fairness. Procedural fairness involves processes such as:

- The student is informed of the details of the allegations
- The student will have opportunity to address the allegations
- The student is treated without bias
- The decision is an objective assessment of the evidence
- The privacy of the student is maintained
- The assessment may consider any mitigating circumstances such as educational or cultural background of a commencing student in their first year of study

4.5 Responsibilities

- (i) The Academic Dean is responsible for the administration of the process for dealing with alleged cases of academic misconduct.
- (ii) The Academic Dean will appoint a sub-committee, if required, to assess an alleged case of academic misconduct. The subcommittee will include the Dean of Students, the respective Head of Department and another senior member of faculty.
- (iii) If any of the above is the faculty member bringing the allegation, then that person will be replaced on the sub-committee by another senior member of faculty.
- (iv) The Academic Board may impose penalties on any student who breaches academic integrity.
- (v) The Registrar will maintain a confidential register of academic misconduct activities.

4.6 Appeals

The student may appeal any decisions of the Academic Board with respect to academic misconduct. Any such appeals should be made in terms of the Academic Grievance (Appeals) Policy.

5. LEGAL AND POLICY FRAMEWORK

Higher Education Standards Framework. December 2014. Document before the Minister.
Australian Code for Responsible Conduct of Research. NHMRC. R39, 2007.

6. IMPLEMENTATION

The Academic Dean is responsible for the training of academic staff in the application of the policy. The Registrar is responsible for the training of support staff in its application.

7. ACKNOWLEDGEMENTS

The following sources are acknowledged in the review of this policy.

Exemplary Academic Integrity Project. www.unisa.edu.au/EAIP

Griffith University. *Student Academic Misconduct Policy*. 7 April 2015. 2014/0005205.

University of New South Wales. *Student Code Policy*. Version 2.0. 6 December 2012. 2010/02710

University of Sydney. *Academic Dishonesty and Plagiarism in Coursework Policy*. 1 January 2012

University of Western Australia. *University Policy on: Academic Conduct*. Policy No. UP07/21. 03/12/2014.

University of Wollongong. *Research Misconduct Policy*. 12 October 2007.

8. REVIEW AND HISTORY

Version	Approved By	Approval Date	Effective Date	Sections modified
1.0	College Council	2005	2005	New policy
2.0	Governing Board	18/08/2015	18/08/2015	Full review and revised policy format