


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 5.2 / 6.3</p> <p>SRTO2015: Standard 1.4 / 1.8 / 2.2 / 3.1 / 8.4</p> <p>National Code 2018: Standard 8.4 / 8.8</p>	Academic Misconduct and Plagiarism	
Version: 4.1	Policy Owner: Academic Dean	Issued on: 28/12/2017 Review by: 28/12/2020

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
4.1	<p>Added Contract Cheating aspects to the policy</p> <p>Conducted general editing and revisions</p> <p>Updated the reference to National Code (2018)</p>	<p>Student Discipline Committee</p> <p>Quality Assurance Support Officer</p>	28/12/2017

PURPOSE

The aim of this policy is to iterate the guidelines which foster academic integrity culture and practices that enable students and academic staff of Academies Australasia Polytechnic (AAPoly) to conduct themselves professionally and ethically during their studies (for students) and during their teaching (for academic staff) at AAPoly.

POLICY STATEMENT

AAPoly upholds the principles of academic integrity and honesty in all academic endeavours. As an accredited higher education provider, AAPoly has systems in place that promote academic integrity and severe penalties for academic misconduct.

SCOPE

This policy applies to all students enrolled in accredited training and/or higher education courses and teaching staff members of AAPoly.

DEFINITIONS

Academic misconducts include but are not restricted to: cheating, contract cheating (ghost writing or academic work outsourcing), plagiarism, collusion and other forms of improper collaboration during the preparation of any prescribed assessment tasks.

1. Cheating

Detecting exam cheating in an exam by invigilators, an exam supervisor or a lecturer may be as simple as witnessing the act. Typical indicators are:

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating with others in an examination
- Having precise answers to long answer questions or long strings of identical choices in multiple choice exams.
- Detecting the same wrong answer(s) or unusual mistakes by some students.
- Using unauthorized materials such as cheat sheets, electronic devices (programmable calculator, mobile phone, electronic watch etc).
- Allowing others to do an assignment or portion of an assignment for someone else, including the use of a commercial term-paper service.
- Submission of the same assignment for more than one subject without prior approval of all the lecturers involved.
- Collaborating on an exam or assignment with any other person without prior approval from the lecturer.
- Taking an exam for another person or having someone take an exam for the actual student.

2. Contract Cheating

TEQSA defined contract cheating¹ as the case when students employ or use a third party to undertake their assessed work for them, and these third parties include but are not limited to:

- essay writing services
- friends, family or other students
- private tutors
- copyediting services
- agency websites

Walker and Townley (2012)² pointed out that cheating that involved third parties was difficult to detect and constituted a form of fraud.

To control contract cheating, lecturers are encouraged to be vigilant of any high standard quality works submitted by a student especially when it is above the student's normal standard or calibrated against another piece of work submitted earlier by the student. If a lecturer is suspicious about the quality of a student's report or essay, it is recommended to interview the student and ask him/her about how he/she answered the questions and compared the student's responses to the content in the report. Calibration of student's work can be achieved through verifiable work done during tutorials or formative assessments completed early in the semester.

3. Plagiarism and Collusion

The most common type of academic misconduct is plagiarism and collusion on assignments and team projects.

Plagiarism is defined as presenting someone else's works which include ideas, words, image, or opinions without proper acknowledgement. Plagiarism can be divided into unintentional plagiarism and intentional plagiarism.

- **Unintentional plagiarism** occurs as a result of improper or inadequate referencing, or failure to reference some materials. Unintentional plagiarism could result from:
 - Unaware or in inadequate information of what constitutes plagiarism;
 - Unaware of citation and referencing conventions of the institution;
 - Carelessness and haste; and
 - Inadequate English language skills and understanding.
- **Intentional plagiarism** may include:

¹ TEQSA, (2017), Good Practice Note: Addressing contract cheating to safeguard academic integrity.

² Walker, M. and Townley, C. (2012). Contract Cheating: A New Challenge for Academic Honesty? *Journal of Academic Ethics*, 10(1), pp. 27-44.

- Copying of passages, paraphrases, summaries, audios, videos, computer-based material, programming data or code from works of others into the student's homework, essay, or report without proper acknowledgment.
 - Downloading or buying research papers;
 - Use of the views, opinions, or insights of another without proper acknowledgment.
- **Collusion** is the unauthorised collaboration between a group of students in the preparation and production of work, which is ultimately submitted by each in an identical or similar form as to be the product of his/her own efforts.

POLICY

1. AAPoly requires academic work to be performed honestly by individuals or groups of individuals. Sharing ideas and submitting one report in group projects are legitimate only when the assistance of others is permitted and explicitly acknowledged.
2. Breaches of academic integrity constitute serious offences subject to disciplinary actions by AAPoly. Academic misconducts by students and staff members are violations of this policy and may result in academic penalties which include expulsion from AAPoly if the misconduct is considered severe and the offence repeated.
3. Preservation of academic honesty standards depends on the mutual cooperation of staff and students. This Academic Misconduct and Plagiarism Policy and associated procedures should be made known to all academics, administrative staff and students to ensure that academic integrity becomes an adopted culture within AAPoly.

RESPONSIBILITIES

1. Academic Staff and AAPoly Management's Responsibilities

- a) Ensure staff awareness of AAPoly's Academic Misconduct and Plagiarism policy and procedure;
- b) Academic staff to set examples of good practice by adhering to the guidelines of citation in their own work and in assessments.

2. Students' Responsibilities

- a) Read, comprehend, respect and comply with AAPoly's policy and procedures prohibiting plagiarism, collusion and contract cheating.
- b) Participate in training to obtain the required knowledge and skills and make sure that the appropriate academic referencing technique is used in all assessment tasks.

FEEDBACK

Queries or feedback about this policy should be directed to the Academic Dean through academicdean@aapoly.edu.au. The Dean will respond to the written question or feedback within two (2) weeks from the receipt, unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the version register which will form a part of quality assurance and continuous improvement of AAPoly.

References

Source	Document Title	Version/Date
Internal	AAPoly Academic Board Charter	v. 3.6 6/8/2017
	AAPoly Academic Integrity, Honesty and Free Intellectual Inquiry Policy	v. 5.1/01032016
	AAPoly Framework for Management of Academic and Non-Academic Misconduct	v. 7.0/Dec. 2017
	AAPoly Academic Misconduct and Plagiarism Procedure	v. 4.1/28122017
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018