



Academic Misconduct

1. Overview

Describes EQUALS' unequivocal opposition to, and intolerance of, academic dishonesty, including plagiarism; and describes the processes for handling allegations of academic misconduct.

The policy distinguishes between negligent plagiarism and dishonest plagiarism.

2. Responsible Person: Chief Operations Officer

3. Definitions:

Academic Misconduct

Comprises incidences of academic dishonesty, negligent plagiarism and dishonest plagiarism as defined below.

Academic Dishonesty

1. For the purpose of this policy and these procedures, academic dishonesty means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another Student to do so.
2. Academic dishonesty includes, but is not limited to:
 - a) recycling – that is, the resubmission for assessment of work that is the same, or substantially the same, as work previously submitted for assessment in the same or in a different unit of study (except in the case of legitimate resubmission with the approval of the examiner for purposes of improvement);
 - b) fabrication of data;
 - c) the engagement of another person to complete or contribute to an assessment in place of the Student, whether for payment or otherwise or accepting such an engagement from another Student;
 - d) communication, whether by speaking or some other means, to another candidate during an examination;



- e) bringing into an examination forbidden material such as textbooks, notes, calculators or computers;
- f) attempting to read another Student's work during an examination;
- g) writing an examination or test paper, or consulting with another person about the examination or test, outside the confines of the examination room without permission;
- h) copying from another Student during an examination; and
- i) inappropriate use of electronic devices to access information during an examination.

Minor Misconduct

Any incident of plagiarism may be treated as a minor misconduct incident, rather than as a formal case of academic misconduct, but only if one or more of the following criteria apply:

- a) the student has no prior record of academic misconduct, and
- b) the student is in the early stages of their academic study at EQUALS International, defined as the semester at EQUALS International, and/or
- c) the extent of plagiarism is considered to be within the acceptable margins by the Student Advisor (or Manager) with the plagiarised content being minimal (typically, this determination would be based on interpretation of an originality review or report).



Plagiarism

1. For the purpose of this policy and these procedures, plagiarism means presenting another person's work as one's own work by presenting, copying or reproducing it without appropriate acknowledgement of the source. Plagiarism is a form of academic dishonesty but, for purposes of this policy and these procedures, is treated separately.
2. Plagiarism includes presenting work for assessment, publication, or otherwise, that includes:
 - a) phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) without appropriate acknowledgement of the source; or
 - b) the work of another person, without appropriate acknowledgement of the source and presented in a way that exceeds the boundaries of legitimate cooperation.
3. The presentation of work containing the elements above is regarded as plagiarism, regardless of the author's intentions. The author's intentions, resulting in plagiarism, can be classified as negligent (*negligent plagiarism*) or dishonest (*dishonest plagiarism*).

Negligent Plagiarism

1. For the purpose of this policy and these procedures, negligent plagiarism means innocently, recklessly or carelessly presenting another person's work as one's own work without appropriate acknowledgement of the source.
2. Negligent plagiarism often arises from a Student's fear of paraphrasing or writing in their own words, and/or ignorance of this policy and these procedures. It may be due to:
 - a) failure to follow appropriate referencing practices; or
 - b) failure to determine, verify or acknowledge the source of the work.

Dishonest Plagiarism

1. For the purpose of this policy and these procedures, dishonest plagiarism means knowingly presenting another person's work



as one's own work without appropriate acknowledgement of the source.

2. Alleged plagiarism will be alleged dishonest plagiarism where:

- a) substantial proportions of the work have been copied from the work of another person, in a manner that clearly exceeds the boundaries of legitimate co-operation; or
- b) the work contains a substantial body of copied material (including from the Internet) without appropriate acknowledgement of the source, and in a manner that cannot be explained as negligent plagiarism; or
- c) in the case of a Student preparing work for assessment, there is evidence that the Student engaged another person to produce or conduct research for the work, including for payment or other consideration.

Notify

For the purposes of this policy, "Notice" includes but is not limited to a communication given via telephone, fax, email and/or electronic messaging, text messaging and/or postal /hand delivered correspondence. The words "Notify", "Notified" and "Notification" means to give Notice.

Student File

For the purposes of this policy, "Student File" refers to the hard copy and / or electronic file.

4. Policy:

EQUALS is committed to academic excellence and high standards of ethical behaviour as the cornerstones of individual and community achievement, and quality assurance. EQUALS requires its Students to act honestly, ethically and with integrity in their dealings with EQUALS, its staff and contractors, members of the public and others.

Academic honesty is a core value of EQUALS. The Institute is opposed to and will not tolerate academic dishonesty or plagiarism. It is the responsibility of all Students to:



- a) ensure that they do not commit or collude with another person to commit academic dishonesty or plagiarism;
- b) comply with this policy and these procedures.

Allegations of Academic Misconduct initiate the use of the F 975 Academic Misconduct checklist.

EQUALS Assessors who form the view that a Student has engaged in academic misconduct (as defined below) are to notify their Program Coordinator or Manager. In consultation with their Coordinator, the Assessor is to formulate a clear expression of the alleged misconduct within a reasonable timeframe (e.g. 3 days from consultation) and forward this to the Coordinator/Manager.

If the Program Coordinator/Manager formulates the view that the alleged misconduct as formulated by the Assessor would, if proven, constitute academic misconduct, then he or she must inform the Student in writing of the details of the allegation and a proposed interview to take place within a reasonable timeframe (e.g. 5 working days) and invite the Student to make a response to the allegation.

Email correspondence may take the place of a face-to-face interview if this cannot be arranged.

The Program Coordinator/Manager must consider the allegation and any supporting documentation/response supplied by the Student either at interview or via email.

The outcome(s) of the review are forwarded to the Student in writing within 72 hours of interview/finalisation of correspondence.

Where the finding is **no misconduct**, no further action is taken.

Where the finding is **negligent plagiarism**, the assessment item is recorded as Not Yet Satisfactory by the Assessor and the Student is counselled and supported in Study Skills by EQUALS Student Services or other relevant staff. The Student is invited to reattempt the assessment. A notice of the finding will be recorded on the Student's file.

Where the finding is **dishonest plagiarism** or **academic dishonesty**, the Program Coordinator/Manager is to consider whether the conduct constitutes **Student Misconduct** (refer 3-6000b).



- If a finding of Student Misconduct is made, the Program Coordinator/Manager must refer the matter to the COO who will consider the finding against 3-6000b and implement relevant policy/procedures. Further, the Program Coordinator/Manager is to consult with the Assessor to determine whether a grade of Not Yet Satisfactory or of Competency Not Achieved is to be recorded.
- If the conduct does not constitute Student misconduct, the Program Coordinator/Manager will issue a written warning to the Student detailing the consequences of subsequent breaches. Further, the Program Coordinator/Manager is to consult with the Assessor to determine whether a grade of Not Yet Satisfactory or of Competency Not Achieved is to be recorded. The Student is counselled and supported in Study Skills by EQUALS Student Services or other relevant staff. The Student is invited to reattempt the assessment, where relevant. A notice of the finding will be recorded on the Student's file.

5. PROCEDURE/CHECKLIST:

Refer F 975 Academic Misconduct Checklist

6. Documents:

F 112/F 112a Cancellation of Enrolment Letter
 F 858 Notice of Intention to Cancel Enrolment
 F 975 Academic Misconduct Checklist
 F 976 Notice of Alleged Academic Misconduct
 F 977 Notice of Review Outcome
 F 978 Student Warning – Academic Misconduct

7. Version History

Version	Approved By	Approval Date	Sections Modified
1.0	COO	27.10.16	Update to format and terminology
1.1	COO	31.8.17	Update to terminology and inclusion of term 'minor misconduct'.

Document Owner: COO