

## Academic Code of Conduct and Integrity Policy

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Policy Base	<ul style="list-style-type: none"><li>• ESOS Act 2000</li><li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code), Standard 8</li></ul>
Related Documents	<ol style="list-style-type: none"><li>1. Complaints and Appeals Policy and Procedure</li></ol>

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## Purpose

Ambridge Institute is committed to upholding academic integrity. This policy provides frameworks for the promotion of academic integrity within the student body and staff, and in dealing with instances of alleged academic misconduct.

Ambridge Institute has a no tolerance policy for plagiarism, cheating and collusion. Students are expected to act with integrity at all times and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all resource materials used in the preparing the work.

When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

If you are found to have plagiarised, cheated or colluded, you will be given an opportunity to respond to the allegations. If you are found to have plagiarised, cheated or colluded, we will be required to take disciplinary action which is likely to require you to complete the assessment again.

## Scope

This policy applies to all students enrolled at Ambridge Institute and staff who have evidence that suggests a student may have engaged in academic misconduct.

## Definitions

- **Academic Misconduct** refers to conduct by a student that is dishonest or unfair in connection with any academic work. Academic work comprises all assessment activities including (but not limited to) examinations, tests, assignments, group work, projects, and presentations. Academic work also incorporates timeframes of before, during and after an assessment activity. Examples of academic misconduct include:
  - Being in possession of unauthorised materials in an assessment activity (see below)
  - Arranging for another to complete the assessment on your behalf
  - Contracting to another person to complete an assessment on your behalf, purchasing an assignment
  - Copying answers from another person or permitting another student to copy answers in an assessment activity
  - Working with another person (colluding) to gain an advantage in an assessment.
- **Compassionate or Compelling Circumstances** refers to situations where an overseas student has no control over the situation and they are impacting upon the student's course progress or wellbeing. Such instances include but are not limited to:
  - Serious illness or injury of the overseas student and unable to attend classes (requires medical certificate/reports);
  - Death of close family members such as parents or grandparents (requires death certificate where possible);
  - Involvement in, or witnessing of a serious accident;
  - Political and/or natural disaster in the home country and has an impact on the overseas student's study;
  - A traumatic experience that impacts upon the student's study (requires psychologist's reports);
  - Where the Institute is unable to provide part, or all of the enrolled course;
  - Not able to begin studying on the course start date, due to delay in receiving a student visa;

- Failure to meet the English and/or academic entry requirements for the intended course.

For other circumstances to be considered as compassionate or completing, evidence must be submitted to demonstrate impact on student's progress.

- **CRICOS** refers to the Commonwealth Register of Institutions and Courses for Overseas Students as prescribed by section 10 of the Education Services for Overseas Students Act 2000 (Cth).
- **ELICOS** refers to English Language Intensive Courses for Overseas Students.
- **Intervention Strategy** refers to strategies to assist students to achieve satisfactory course progress and/or attendance and may include:
  - Additional supervised study periods or classes
  - Additional language support
  - Counselling sessions to assist with personal issues that may be impacting studies
  - Other strategies or a combination of strategies as deemed necessary.
- **National Code** refers to the National Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.
- **PRISMS** refers to Provider Registration and International Student Management System.
- **The Institute** refers to Ambridge Institute.
- **Terms and Conditions of Enrolment** refers to the set of rules and regulations established by the College which applies to the student's enrolment with the Institute.
- **VET** refers to Vocational Education and Training.

## Academic Code of Conduct and Integrity Policy

The Academic Code of Conduct Policy outlines:

- information regarding academic integrity and expected conduct aimed at preventing incidences of misconduct
- principles that underpin the investigation of misconduct, and
- a fair, equitable and confidential framework for investigating and resolving alleged cases of student misconduct.

### 1. Principles of dealing with alleged cases of misconduct

Ambridge Institute's approach to academic integrity is primarily aimed at educating students about expectations for academic writing and the appropriate use and acknowledgement of intellectual material, including authorship.

Each case of alleged misconduct is dealt with on its merits, in consideration of the circumstances surrounding the case and in accordance with this policy. Students will be treated fairly and equitably and with due regard given to their privacy and the principles of natural justice and procedural fairness

Knowledge of a student's previous behaviour will not be assumed to be evidence that they have acted in the same manner again. Such knowledge, however, may be considered relevant to the level of penalty that may be imposed where an Act of Misconduct is determined to have occurred.

Students are to be informed of their rights and responsibilities in relation to academic misconduct and its investigation.

#### What is an act of misconduct?

Academic misconduct is conduct which undermines academic integrity by using dishonest means in order to achieve academic success. It includes but is not limited to:

- any attempt by a student to submit work for an assessment that is not their own (e.g. plagiarism, paraphrasing, non-referencing, ghost writing)
- the reuse of significant portions of one's own work, previously submitted for assessment in another subject or course, or for a different question in the same course without acknowledging that one is doing it (self-plagiarism)
- any form of collusion between students or other individuals other than authorised collaboration
- any act that may impair or hinder the learning or assessment performance of others
- any action contrary to the study, assessment and examination instructions given by Ambridge Institute
- any act that calls into question the academic integrity of the student during a work placement or internship
- assisting or attempting to assist any other student to act dishonestly in relation to an assessment or part of an assessment.

## 2. Definition of Academic misconduct terms

### Plagiarism

Plagiarism refers to:

- any use or attempt to use the work, words or ideas of others without attribution of the author
- any attempt to pass off the work, words or ideas of others as the writer's own.

Plagiarism also extends to reusing significant portions of one's own work, previously submitted for a different assessment without acknowledging that one is doing it. This is known as self-plagiarism.

In the context of assessment, plagiarism occurs when a student:

- presents any phrase or extracts verbatim from any source (including one's self and Ambridge Institute's subject material), without appropriate use of quotation marks and reference to the author
- presents an assessment event as their own work when it has been produced, in whole or part with other people, for example, with other students, practitioners or work colleagues without appropriate recognition
- presents all or part of an assessment event which has previously been submitted by the student or another student (past or present) in their assessment.

### Collusion

Collusion occurs when a student works with others, contrary to Ambridge Institute's instructions, in an attempt to gain an unfair advantage in an assessment task. Collusion includes:

- joint effort in an assessment (unless it is authorised collaboration)
- copying of material prepared by another person for use in an assessment
- undue assistance from any other person in an assessment
- making assessment answers or material available to other students for viewing or copying, either knowingly or unknowingly. It is the responsibility of students to ensure their assessment material is secure and not easily accessible to other students.

### Cheating

Cheating occurs when a student engages the services of another individual to author an assignment on the student's behalf. A student can be guilty of cheating irrespective of whether payment is made or the services are received.

A student may be investigated for cheating where:

- the student posts an advertisement seeking a ghost writer.
- a ghost writer forwards correspondence to Ambridge Institute regarding a student's enquiry.
- a student submits work that is significantly different in style to the student's prior work.
- a student engages the services of another individual to take their place in an exam, work placement or internship.

### 3. Process for alleged Cases of Academic Misconduct

#### **Notice of Misconduct**

Where a staff member reasonably believes or suspects that a student has committed an Act of Misconduct, that person must notify the Academic Director within five working days of the matter being detected. Notification can occur via email and must include:

- details and position of the person submitting the report, when the alleged misconduct occurred, the nature of the alleged misconduct;
- other information as deemed relevant, such as other people involved; and
- any action already taken.

Confidentiality is to be maintained by all parties during this process.

#### **Investigation**

An investigation of the allegation will be conducted by the Academic Director and the student will be notified of the case against them with an opportunity to provide comment on the allegations.

The investigation will take no longer than ten working days and may involve an interview with the student or other relevant parties to discuss the allegations and the evidence presented. Should an interview take place with the student, the student is entitled to be supported by another person (other than a legal professional). The student must advise Ambridge Institute in writing of the name of the support person prior to the interview.

Where the investigation relates to assessment results, the student's results will be withheld until all proceedings relevant to the allegation have been finalised.

### 4. Outcome

#### **No Misconduct Identified**

Where it is determined that there is no case of misconduct the student will be notified in writing of the outcome of the investigation within five working days of the conclusion of the investigation, and where relevant assessment results will be released.

#### **Misconduct Identified**

Where misconduct is determined, the student will be given an opportunity to respond to the allegations and receive information about the appeal process.

The student will receive a written notification detailing the outcome of the investigation and any penalty that is to be imposed within five working days of the conclusion of the investigation.

Ambridge Institute will be required to take disciplinary action which is likely to require you to complete the assessment again.

Note: Any overseas student who is suspended or excluded due to an Act of Misconduct will be reported to the Department of Home Affairs through the Department of Education reporting system.

### **Unresolved Academic Misconduct**

Where a determination is unable to be reached after investigation, the matter will be referred to the General Manager.

## **5. Penalties for Proven Acts of Misconduct**

One or more of the following penalties or conditions may be imposed on the student:

- a formal caution or reprimand, to be documented on the student's record with Ambridge Institute
- suspension from a course of study for a period of time
- a requirement to undertake supplementary assessment with the costs associated with the marking and evaluating the additional assessment item to be borne by the student.

## **6. Appeals Process**

Any student subject to a determination or penalty in relation to an Act of Misconduct is entitled to appeal the decision.

If a student wishes to appeal against a determination, they must lodge a Complaints and Appeals Form. Please see the Complaints and Appeals Policy and Procedure for more information on the appeal process.

## **7. Documentation**

The details relating to allegations of Acts of Misconduct, both academic and non-academic will be documented in writing and recorded in the student's individual file. All records of the alleged Act of Misconduct will be retained on file for a period of five years, or for the period of the student's enrolment. The retention time will be longer in the case of an appeal.

## Document Control

The policies and procedures, and the forms included in this document are approved and implemented by the Institute. This document will be electronically available to Institute staff in protected format (PDF file) in the designated folder. Changes made to this document will be recorded below.

<b>Version</b>	<b>Authorised By</b>	<b>Description of the change</b>	<b>Approved Date</b>	<b>Effective Date</b>
<i>Version 1</i>	<i>General Manager</i>	<i>Updated Academic Code of Conduct and Integrity Policy</i>	<i>6 June 2019</i>	<i>6 June 2019</i>