## Policy: Academic Misconduct

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>To be defined</th>
<th>Version:</th>
<th>4.3</th>
</tr>
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<tbody>
<tr>
<td>Date Adopted:</td>
<td>19 March 2012</td>
<td>Date Last Reviewed:</td>
<td>10 June 2014</td>
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<tr>
<td>Date of Next Review:</td>
<td>10 June 2015</td>
<td>Review Frequency:</td>
<td>One year</td>
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<tr>
<td>Authorised By:</td>
<td>Chief Executive Officer</td>
<td>Reviewed By:</td>
<td>Academic Director</td>
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<td>Responsible for Review:</td>
<td>Academic Director; Course Co-ordinator</td>
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<td>Review Process:</td>
<td>Academic Director; Course Co-ordinator</td>
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<td>Document Management:</td>
<td>U:/Policies and Procedures</td>
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<tr>
<td>Communication:</td>
<td>All relevant staff will be automatically notified by email when the reviewed policy has been authorized</td>
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**Policy Context:** This policy relates to:

| HE Standards Framework 2011 | Chapter 1: 4.3, 6.5, 6.6  
Chapter 3: 4.4 |
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<tbody>
<tr>
<td>ESOS</td>
<td>8.3, 10.1, 10.2, 10.4, 10.5, 10.6, 10.7, 13.2, 13.3</td>
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<tr>
<td>NVR Standards 2011</td>
<td>16.5, 16.6</td>
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</table>
| Legislation or Other Requirements | Tertiary Education Quality and Standards Agency Act 2011  
The Education Services for Overseas Students (ESOS) Act 2000  
National Vocational Education and Training Regulator Act 2011 |
| Other Policies              | Complaints and Appeals Policy  
Refunds Policy  
Critical Incident Policy & Procedures |
| Forms and Other Documents   | Academic Misconduct Form  
Student at Risk Form |
| Key Words (Meta Data)       | Academic misconduct, student misconduct, academic honesty, academic integrity, plagiarism, collusion, unauthorised collaboration, academic |
| DEFINITIONS | Academic Misconduct: means any conduct by a student in relation to academic work that is dishonest or unfair and includes, but is not limited to:  
  (a) plagiarism;  
  (b) unauthorised collaboration;  
  (c) cheating in assessment/examinations; and/or  
  (d) theft of another student’s work;  
Cheating: means dishonest conduct in any assessment/examinations;  
General Misconduct, (other than Academic Misconduct) includes, but is not limited to, conduct which:  
  (a) breaches IIBT Terms of Offer, policies or rules,  
  (b) constitutes a serious impediment to the carrying out of IIBT functions or those overseen by the Institute,  
  (c) involves threatening or offensive language and/or behaviour (either written or verbal) by a student towards another student or staff member, or (d) is otherwise detrimental to IIBT, its staff or students;  
Plagiarism: a form of academic misconduct which means to knowingly or unknowingly present as one’s own work the ideas or writings of another without appropriate acknowledgment or referencing. This includes, but is not limited to:  
  (a) paraphrasing or copying text without adequate acknowledgment of the source; and/or;  
  (b) copying, whether identically or in essence, the text of another student’s assignment; and/or;  
  (c) copying, whether identically or in essence, of visual representations (for example cartoons, line drawings, photos, paintings and computer programs); |
| EVIDENCE | Completed Academic Misconduct forms |

**Policy Information:**

IIBT is committed to protecting academic integrity by preventing, detecting and addressing academic misconduct by students or staff including cheating and plagiarism.

**Scope**

This policy applies to all students and staff

**Procedures**

**Informing Students about Academic Misconduct**

1. All IIBT students will be provided with, and have access to, information about academic misconduct and how to avoid it via the Student Handbook and / or the Student Portal at www.iibt.wa.edu.au as well as...
their unit outlines.
2. Information about the preferred referencing style at IIBT, the Harvard Referencing system, as well as procedures for dealing with plagiarism will be made available to all students in their unit outlines.
3. Educational guidance on appropriate academic conventions will be provided to students in their lectures and learning support classes.
4. Extra support and remediation will be offered to students found to have plagiarised.

**Penalties for Academic Misconduct**
1. The IIBT Board of Examiners will impose a penalty on any student who is found to have committed an act deemed to be Academic Misconduct. Penalties include:
   a. A reprimand.
   b. Requirement that the student re-sit or resubmit the assessment for which the misconduct had taken place.
   c. Allocation of a zero mark (or other mark as appropriate) for the given task.
   d. Allocation of a zero mark (or other mark as appropriate) for the given unit.
   e. Allocation of a zero mark for all units in which the student is enrolled.
   f. Possible expulsion from the program

**Plagiarism**

**Determining the Level of Plagiarism**
1. In determining the seriousness of an act of plagiarism, the following factors are usually taken into account:
   a. The experience of the student;
   b. The nature and extent of the plagiarism; and
   c. Where evidence is available, the intention of the student to plagiarise.

IIBT has a considerable number of international students who have little experience of a university environment and do not have an understanding of the principles of academic honesty.

Subsequently most incidents of plagiarism are due to a failure to understand scholarly practices. However, the fact that a student did not intend to plagiarise does not prevent it from being considered plagiarism.

IIBT lecturers recognise that acquiring citing and referencing skills takes both time and practice, therefore students will be given opportunities to demonstrate their skills. They will also be given opportunities to recognise
that failure to employ appropriate conventions will have consequences such as academic penalties.

Levels of Seriousness of Plagiarism

1. Low level plagiarism (Level 1)
   a. Is considered to occur when inadequate or incorrect citing, referencing or paraphrasing, arising from a student’s limited knowledge about plagiarism, or how to conform to academic conventions, poor writing skills, inadequate language skills which hinder their ability to paraphrase effectively, or from carelessness or neglect rather than intention to cheat.
   b. This usually applies to students in the first semester of their course.

2. Medium level plagiarism (Level 2)
   a. Includes failure to reference or cite adequately arising from negligence or apparent intent to deceive (where adequate knowledge of conventions would have been expected).
   b. It can also include copying other students’ assignment work, recycling previous assignments by other students, or the display of evidence that a student has received help with writing the assignment from another person.
   c. This usually applies to students after the first semester of their course or students who have been given instruction on academic writing conventions and referencing and have been provided with clear guidelines on how to avoid plagiarism.
   d. This applies to students who fail to correct their work after plagiarism has been detected and they have been requested to correct it.

3. High level plagiarism (Level 3)
   a. Includes copied or purchased work presented with a clear intention to deceiving the assessor. This can occur when a significant proportion of the work is copied (from students or other sources) or students have acquired or purchased an assignment from another person.
   b. This would apply to students who are experienced or who are expected to understand the principles of academic honesty.

IIBT Procedures for Dealing with Plagiarism

Low level plagiarism (Level 1)

This level of plagiarism is dealt with by the lecturer of the relevant unit. However, the lecturer may complete an Academic Misconduct form and refer the student to the Student Counsellor or equivalent for remediation.
### Procedure

1. The lecturer will investigate the work to verify the nature of the plagiarism. The lecturer may liaise with the Course Coordinator to confirm the level of plagiarism.

2. The lecturer will complete the IIBT form entitled Academic Misconduct form and attach it to the student’s work. They will alert the student to the fact that they have plagiarised, and highlight the offending sections of the assignment. The lecturer may choose one of the following courses of action:
   a. **Not to mark the whole assignment; instead offering the student the opportunity to resubmit the assignment within a specified time limit of no longer than one week.**
   b. **To provide a provisional mark to be revised once assignment has been resubmitted.**
   c. **The lecturer may refer the student to the Student Services Coordinator or equivalent for extra tuition about plagiarism prior to re-submitting the assignment.**
   d. **To reduce the mark given for the assignment as it does not fulfil the criteria related to scholarly writing (observing academic honesty).**

3. The lecturer will provide a copy of the Academic Misconduct form to the Student Services Coordinator or equivalent.

4. The Student Services Coordinator or equivalent will record the incident in the student notes and in the Plagiarism Register.

**Medium level plagiarism (Level 2)**

This level of plagiarism should be dealt with by the lecturer, in consultation with the Course Coordinator.

### Procedure

1. The lecturer will review the assignment and decide whether plagiarism has occurred and the nature and extent of the plagiarism.

2. The lecturer may consult with the Course Coordinator or Student Services Coordinator or equivalent. This will determine the type of action to be taken:
   a. **If it is decided that the plagiarism was unintentional and minimal, resubmission and remediation may be recommended. The lecturer may refer the student to the Student Services Coordinator or equivalent for assistance.**
b. The resubmitted assignment will be marked out of 50%.

c. The student will lose marks for failing to adhere to correct referencing conventions.

d. If it is decided that the plagiarism was due to deliberate failure to adhere to referencing guidelines, lack of effort or submitting work which is not the student’s own, the student may be given a 0 mark for the assignment.

e. The lecturer may refer the student to the Student Services Coordinator or equivalent for remediation.

3. The lecturer will complete the Academic Misconduct form and attach it to the student’s work. They will alert students to the fact that they have plagiarised and highlight the offending sections of the assignment.

4. The lecturer will provide a copy of the Academic Misconduct form plus a copy of the student’s work to the Communication Skills Coordinator or equivalent.

5. The Student Services Coordinator or equivalent will record the incident in student’s notes and on the Plagiarism Register. An interview will be arranged between the student and the Student Services Coordinator or equivalent.

**High Level Plagiarism (Level 3)**

**Procedure**

1. The lecturer will confirm that deliberate plagiarism has occurred with the Course Coordinator or Student Services Coordinator or equivalent and the following will be applied:

   a. The assignment is awarded 0 marks.

   b. The lecturer will complete the Academic Misconduct form and attach it to the student’s work.

   c. The lecturer informs the student that they have plagiarised.

   d. The lecturer provides a copy of the Academic Misconduct Form and a copy of the student’s work to the Student Services Coordinator or equivalent. An interview is arranged with the Student Services Coordinator or equivalent.

   e. The student will be interviewed by the Student Services Coordinator or equivalent.

   f. The outcome of this interview will determine if any further penalties will be imposed.
I. The student may be given a fail grade (F) for the unit in which the plagiarism occurred.

II. If it is deemed that the incident is a serious breach of academic integrity and/or it is a repeated incident, the student may be disallowed from re-enrolling in a course of study for a specified period of time.

2. The Student Services Coordinator or equivalent will record the incident in student notes and in the Plagiarism Register.

Unauthorized Collaboration (Collusion)

1. Collusion occurs when a student works with another person for a fraudulent purpose - with the planned intent of obtaining an advantage by submitting a co-authored assignment or other work. This can occur when:

   a. A person works with others on an assignment that is meant to be individual.

   b. A person/student helps another student to complete an assignment against instructions (it is meant to be individual work).

2. The above example is also referred to as ‘collaborating too closely’, the result being that both students submit assignments which are very similar without admitting to the collaboration.

Penalties

2. The IIBT Board of Examiners will impose a penalty on any student who is found to have committed an act of collusion. These include

   a. A reprimand

   b. Allocation of a zero mark (or other mark as appropriate) for the given task

   c. Allocation of a zero mark (or other mark as appropriate) for the given unit

   d. Allocation of a zero mark for all units in which the student is enrolled.

   e. Possible expulsion from the program

Cheating and Theft of another’s work

IIBT defines cheating as dishonest conduct in any assessment or examinations and also covers the theft of another’s work (see Medium level plagiarism (Level 2), 2b, above.

Penalties

1. The IIBT Board of Examiners will impose a penalty on any student who is found to have committed an act considered to be cheating or to
have stolen another’s work. These include:

a. A reprimand  
b. Requirement that the student re-sit or resubmit the assessment for which the misconduct had taken place.  
c. Allocation of a zero mark (or other mark as appropriate) for the given task  
d. Allocation of a zero mark (or other mark as appropriate) for the given unit  
e. Allocation of a zero mark for all units in which the student is enrolled.  
f. Possible expulsion from the program

Appeals

A student has the right to appeal the penalty imposed for Academic Misconduct. The policy can be viewed on the student portal.