

ACN PROCEDURES FOR DEALING WITH ALLEGATIONS OF STUDENT ACADEMIC MISCONDUCT

1. Examinations – End of Semester

Exam Supervisor shall report suspected academic misconduct to Manager Academic Development.

Manager Academic Development shall confer with the examiner and establish a prima facie case or dismiss the allegation. If a prima facie case is established, Manager Academic Development shall state the case in writing and forward to the Head of School. (Manager Academic Development, please note the timelines and allow time for the Head of School to prepare proper notice to students.) Cases referred to La Trobe University will follow La Trobe University Academic Misconduct Guidelines (REFERENCE ACD 5.6 R3)

2. Examinations – Internal and mid-semester

Exam Supervisor shall report suspected academic misconduct to Manager Academic Development.

Manager Academic Development shall confer with the examiner and establish a prima facie case or dismiss the allegation. If a prima facie case is established, the Manager Academic Development, within 10 working days of receiving a report, must either dismiss the case or notify the student of the allegation and request a response. The Manager Academic Development may also request an interview with the student.

The purpose of the interview with the student is to clarify any issues regarding the allegation of academic misconduct. It is not meant to be a hearing or even a preliminary to a hearing but rather an informal discussion to clarify certain points which have arisen from the report and to gather information. The information so obtained may assist the Manager Academic Development/Head of School in forming an opinion as to whether to proceed.

THE INTERVIEW

The arrangements for the interview should include:

- Providing notice to the student of the time, date and place of the interview;
- Providing notice to the student of the purpose of the interview and any material to be discussed;
- Typed notes of the conduct of the interview should be made and filed securely. Such notes may be made available to the student at the discretion of the Manager Academic Development.
- An indication to the student that the points to be discussed and clarified may have a bearing on any future process.

After the interview

Following the interview or where the student declines to attend the interview (which is their right) the Manager Academic Development should move to form an opinion on receiving the student's written explanation or the expiry of 10 working days whichever is the earlier, on whether the allegation appears to be substantiated and then apply an appropriate penalty.

Witness and support

In the event that the Manager Academic Development deems it necessary under the circumstances, a witness from the academic staff may be invited to attend the interview. Further, the student may choose to bring someone for support (not a person with legal training)

If the opinion of the Manager Academic Development is that the allegation of academic misconduct is substantiated, the case is recorded on the 'ACN Academic Misconduct Register' Q:\Academic Unit\Academic misconduct\ACN Acad Misconduct & Plagiarism Register as well as noted on maze as ACADEMIC note – ACADEMIC MISCONDUCT INTERNAL EXAMINATION. Any repeat substantiated cases by the student are referred to the Head of School.

3. Plagiarism

Processes and Penalties for Plagiarism – ALL PROGRAMS

- Lecturers are required, in the case of essay based assignments, to only accept assignments that have been submitted to 'Turnitin' Plagiarism prevention software. In addition to digital submission to 'Turnitin' lecturers are also permitted to accept a hard copy of assignments for marking purposes.
- Students submitting work to 'Turnitin' with a originality report percentage on final submission (students are allowed multiple submissions up to due date) of more than 24% (listed in bands 25%-49% - 50%-74% or 75%-100%) are to be reported to the Manager, Academic Development Unit
- A student found guilty of plagiarism or of assisting another student to plagiarise will be reported to the Manager, Academic Development Unit.
- The teacher responsible for detecting the plagiarism will present the work and their reasons why they believe the work is not that of the student in writing.
- The student will then be asked to present evidence to prove that the work is their own.
- If the student is unable to prove that the work is their own, and there is clear evidence that it is not their work, then the student will receive zero marks for their work and student.
- If another student has assisted another student by lending them their work or allowing them to copy, they will also receive zero marks.
- If evidence suggests that the student has unknowingly plagiarised but has taken large portions of material without proper acknowledgement the student will receive a fail grade but receive a mark.
- If a minor referencing infringement has been made, the marker will instruct the student that this has occurred and may subtract 10 to 15% of the final mark.
- Where a significant portion of an assessment has been worked on collaboratively by a number of students, and where this is believed to be a deliberate attempt to cheat, all students will receive zero marks.
- Any incidents of plagiarism will be recorded on the 'ACN Academic Misconduct Register' Q:\Academic Unit\Academic misconduct\ACN Acad Misconduct & Plagiarism Register as well as noted on maze as ACADEMIC note – ACADEMIC MISCONDUCT

Please note - Any repeated incidents of plagiarism will be escalated to the Head of School, and can ultimately lead to exclusion from the program.

Program Responsibility ALL PROGRAMS

To ensure that students are adequately aware of plagiarism it is the responsibility of the program to educate students regarding the need to acknowledge their sources and to inform them of the different types of plagiarism and the subsequent penalties. ACN will also conduct Academic Study Development Workshops during the semester, including the topics of plagiarism and referencing. All unit outlines are to include the following information:

Academic Plagiarism: Students should be aware of the University policy on Plagiarism as outlined below.

PLAGIARISM

The following warning is issued by the University (Undergraduate Course Handbook: 2008, P. 24). "One form of academic cheating is plagiarism: the reproduction of someone else's words, ideas or findings and presenting them as one's own without proper acknowledgment. There are many forms of plagiarism, including the following:

- direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source
- paraphrasing someone else's words without acknowledging the source
- using facts and information derived from a source without acknowledging it
- using ideas directly derived from an identifiable author without acknowledging the source
- producing assignments which should be the student's own, independent work in collaboration with and/or using the work of other people (e.g. a student or tutor)."

Plagiarism and copying the work of other students are forms of cheating and will be treated accordingly. A person found assisting another person to plagiarise may be punished as severely. To ensure that you are not guilty of plagiarism you must, in all your written assignments, declare all sources from which you have obtained materials or ideas. The penalties for plagiarism are severe and are governed by University legislation. A student found to have plagiarised will be allocated no marks for the particular piece of work involved, or may be allocated a fail grade in that subject, or may be excluded from the University.

STUDENTS ARE ADVISED TO FAMILIARISE THEMSELVES WITH THE RULES CONCERNING ACADEMIC MISCONDUCT

If you have further enquiry in relation to Academic Misconduct and Plagiarism, or if you wish to learn more about referencing skills, you are encouraged to contact the Manager, Academic Development at dturner@auscampus.net. The Academic Development Unit organises weekly Academic Skills workshops every semester. Please check the timetable on the portal.

Program(s) Responsibility

Foundation studies and Diploma students will be taught the mechanics of referencing in the subject Academic Study Skills, as part of Foundation Studies Program as well as the Standard (4 semester) Diploma and Accelerated (3 semester) Diploma programs. Due to the fact that students are sometimes practising this skill for the first time it is expected that minor infringements will occur. Teachers must inform the student of any plagiarism by writing a comment on their paper and advising the student how to avoid plagiarism.

PLEASE NOTE: Students in the First semester of Foundation Studies (FSP) or the first semester of the Diploma Standard (DSE) 'Standard Program' students will not have been taught in 'Academic Study Skills' the mechanics of referencing and therefore can not be expected to reference unless taught in the particular subject area demanding this skill.

SUGGESTED PENALTIES FOR ACADEMIC MISCONDUCT

Introduction: To ensure that only cases of a serious nature are referred to the Faculty Academic Misconduct Committees it is recommended that the Head of School (or nominee) exercise discretion in deciding whether to dismiss an allegation or to refer it to the Faculty Academic Misconduct Committee.

Plagiarism: Plagiarism involves a spectrum of activities, and these need to be separated in any scheme of penalties. Insufficient or inaccurate acknowledgment of sources is clearly different from serious plagiarism, which may entail copying significant amounts of work from other sources.

Examples of minor and serious offences and sample penalties

First offence, first year student

1. Poor referencing

Deduct marks according to marking criterion for the assignment/piece of work.
Academic counselling

2. Copying of short extract from document(s) without acknowledgment

Deduct marks according to marking criterion (poor referencing).
Academic counselling. Record kept by subject examiner.

3. Inappropriate collaboration

Zero grade for piece of work and academic counselling.
Refer to Faculty Academic Misconduct Committee.

4. Copying a large amount from one or more documents

Refer to Faculty Academic Misconduct Committee.
Zero grade for subject, and possible suspension

5. Copying from another student's work

Refer to Faculty Academic Misconduct Committee.
Significant amount copied; zero for subject.
Possible suspension, normally for one year.

Repeat offence and/or later year students

1. Poor referencing

50% reduction in mark for piece of work.
Academic counselling.

2. Copying of short extract from document without acknowledgment

Reduced marks for piece of work. Academic counselling.
Record kept by subject examiner, and copy forwarded to the University Secretary.

3. Copying a number of short extracts from documents without acknowledgment

In minor cases, or for minor pieces of work, a Head of School may award zero for the piece of work: otherwise refer to Faculty Academic Misconduct Committee (Zero for subject)

4. Inappropriate collaboration

Refer to the Faculty Academic Misconduct Committee: Zero grade for subject.

5. Copying a large amount from one or more documents

Refer to Faculty Academic Misconduct Committee.
Zero for subject. Suspension, normally for one year.

6. Copying from another student's work

Refer to Faculty Academic Misconduct Committee.
Zero for subject. Suspension, normally for one year.

NB: If a student is found guilty of any of the offences 2-4 listed above more than twice they will be referred to the Faculty Academic Misconduct Committee and should be suspended.

FORMAL EXAMINATIONS

1. Possession of general unauthorised material

Refer to Faculty Academic Misconduct Committee (normally zero for the examination and suspension, normally for one year).

2. Copying from adjacent student

Refer to Faculty Academic Misconduct Committee (normally zero for the examination, suspension, normally for one year).

OTHER ACADEMIC MISCONDUCT

1. Deliberate attempt to deceive an examiner into believing that a piece of work is the student's own when it is not, and other forms of academic misconduct as exemplified in Section 9.

Refer to Faculty Academic Misconduct Committee (normally zero for the piece of work and suspension normally for one year).

2. Assisting others with plagiarism or other forms of academic misconduct

Carelessly – warning or zero for work.

Second careless offence - normally refer to Faculty Academic Misconduct Committee and zero for subject.

Deliberately – refer to Faculty Academic Misconduct Committee (normally zero for subject and possibly suspension, depending on the seriousness of the plagiarism or academic misconduct involved).