STUDENT ACADEMIC DISHONESTY POLICY AND PROCEDURE

Policy

Study Group Australia Pty Ltd ("the Institution") upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavour. Students of the Institution will conduct themselves in their academic studies honestly and ethically and are expected to carefully acknowledge the work of others in all their academic activities. This policy defines academic dishonesty and outlines the Institution’s response to instances of academic dishonesty which are detected.

Definitions

Academic dishonesty is where students act dishonestly or unethically and includes:

1. Plagiarism - when students fail to acknowledge that the ideas of others are being used. Specifically plagiarism occurs when:
   - other people’s work and/or ideas are paraphrased and presented without due acknowledgement;
   - other students’ work is copied or partly copied;
   - other people’s designs, codes or images are presented as the student’s own work;
   - phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page;
   - lecture notes are reproduced without due acknowledgement.

2. Cheating - seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment; and

3. Collusion - unauthorised collaboration on assessable work with another person or persons. In the case of collusion, the word student in this policy may be read in the plural as well as the singular.

Notification to Students

All unit outlines will explain the meaning of academic dishonesty and will give students clear instructions as to whether they are permitted to work on an assignment jointly. The unit outline will also refer students to this policy.

Suspicion of Academic Dishonesty

1. Where academic dishonesty is suspected, the lecturer will discuss the matter with the student.

2. If, after speaking informally with the student, the Lecturer believes that academic dishonesty has occurred then the relevant State Course Coordinator will be notified in writing.

3. The State Course Coordinator (or nominee) will assess the allegation of academic dishonesty and also refer to the student’s file to see if there have been any previous offences of academic dishonesty recorded. If the Coordinator believes the student has a case to answer, the student will be notified in writing of the allegation, including full details of the academic dishonesty, and
invited to respond in writing or in person within 5 working days. Where interviews occur between the State Course Coordinator (or nominee) and the student, the student may be accompanied by a support person.

4. If, following the student’s response, the State Course Coordinator (or nominee) is satisfied that academic dishonesty has occurred they will write to the student within 10 working days outlining their decision including particulars of the offence, the penalty imposed, the date of determination and the student’s right to appeal.

Penalties
Depending on the nature of the academic dishonesty, the penalties may include:

- warn the student and mark the assessment without penalty;
- warn the student and mark the assessment with penalty;
- warn the student, request resubmission, and mark the assessment with or without penalty;
- require the student to undertake additional or alternative assessment (the maximum mark possible being a Pass grade);
- allocate zero marks for the assessment task;
- record a grade of Fail for the unit of study;
- suspend the student from the course for a specified period of time;
- terminate the student’s enrolment and expel the student from the Institution.

In the case of course suspension or expulsion the matter must be discussed with the National Academic Director before making the final decision.

Register of academic misconduct
A register of academic misconduct events will be maintained by the Campus Director/State Academic Director. For each instance of academic misconduct, the following is recorded:

- details of the parties involved
- the documents lodged
- details of the academic misconduct
- details of the action taken and the outcome

Appeals
A student may appeal against a decision made under this policy. Appeals must be made as prescribed in the appeals process outlined in the Student Complaints and Appeals Policy and Procedure.

Version Control

<table>
<thead>
<tr>
<th>Document</th>
<th>Student Academic Dishonesty Policy and Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
<td>Academic Board</td>
</tr>
<tr>
<td>Version</td>
<td>3</td>
</tr>
<tr>
<td>Effective from Date of approval</td>
<td>Date of approval</td>
</tr>
<tr>
<td>Replaces version</td>
<td>2</td>
</tr>
<tr>
<td>Next review date</td>
<td>July 31, 2014</td>
</tr>
</tbody>
</table>

Academic Dishonesty Policy and Procedure v3.0 July 2012