



**EXCELSIA
COLLEGE**
— Sydney —

Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

Document Number

PO-STU-04

Document Name

ACADEMIC INTEGRITY POLICY AND PROCEDURE

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1 Policy Statement

The purpose of this policy is to address academic integrity by outlining a systematic approach that staff will follow in regard to behaviour that is considered to violate academic integrity.

2 Scope

Academic integrity, honesty, and respect for truth and knowledge are fundamental values in higher education. Dishonest academic practices devalue the quality of learning and threaten the standards of learning and teaching at Excelsia College.

Excelsia College believes that excellence in learning, teaching and research can be achieved only in an intellectual environment where academic integrity is highly valued and carefully upheld. This policy and procedure address academic integrity by outlining a systematic approach that staff will follow in regard to behaviour that is considered to violate academic integrity.

3 Responsibility

The following people have a responsibility in relation to this procedure:

- Lecturers
- Research Supervisors
- Heads of School
- Chief Academic Officer
- Director of Research
- Registrar
- Academic Misconduct Committee
- Grievance Committee
- Learning and Teaching Committee (LTC)
- Research Committee (RC)

4 Definitions

Definitions of the main categories of academic misconduct covered by this policy and procedure:

- **Plagiarism** is the intentional use of intellectual property, the source of which is not properly acknowledged; and/or the direct use of intellectual property, referenced or un-referenced, without a clear indication that the intellectual property was taken verbatim from its source. That is, the representation of another's works or ideas as one's own, the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas.

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- **Cheating** is the unauthorized provision or reception of information or assistance during tests and examinations. Cheating includes **Collusion**, which is working with others on assessments or other activities without permission and/ or due acknowledgement in such a way as to mislead with respect to personal contribution.
- **Contract Cheating** occurs when students outsource their assessments to a third party, whether a commercial provider, current or former student, family member or acquaintance. It includes the unauthorised use of file-sharing sites, as well as organising another person to take an examination. This is a very serious form of academic misconduct.
- **Academic Fraud** is the falsification and/or fabrication of academic documents, research findings or claimed statements of fact in academic presentations, assessments or communications. Academic Fraud includes Misrepresentation, which is the giving of false or misleading information in academic matters.
- **Improper Behaviour** is behaviour that interferes with students or staff in the pursuit of their academic endeavours, including disruptive behaviour in class or institutional facilities such as libraries. **Improper Behaviour** includes **Unethical Behaviour**, which is behaviour that breaches accepted academic standards, such as failing to observe the terms of an approved methodology for the conduct of research, or misuse of confidential information.

5 Principles

Excelsia College is committed to the following objectives and to ensure that:

- 5.1 students are clearly informed about academic misconduct, and told that it is unacceptable and will result in disciplinary action;
- 5.2 students are provided with information on plagiarism and how to avoid it;
- 5.3 academic staff have guidelines on strategies to help prevent opportunities for plagiarism;
- 5.4 staff have guidelines for dealing with plagiarism;
- 5.5 the penalties for plagiarism are clear and easy to understand;
- 5.6 that the College maintains documentation in the form of the Academic Misconduct Register

6 Related Documents and References

External Documents, e.g. Legislation

- Australian Universities Teaching Committee
- RMIT University Management of Plagiarism in Coursework Programs Procedure
- RMIT University Plagiarism Policy
- RMIT University Plagiarism: Resources for Staff

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Internal Documents, e.g. Policy

- Student Grievance Policy and Procedures
- Assignment Title Page

7 Mapped to HESF

The content of this policy is mapped to the HESF 5.2.

8 Procedure

Design and Management of Assessment

Heads of Schools and the Director of Research will ensure that assessment processes are examined before each study period to ensure that strategies are adopted which help to minimise plagiarism, academic fraud and cheating.

Lecturers and Research Supervisors will ensure that all written assessment items, where relevant, include the proper citation of sources as an assessment criterion.

Lecturers and Supervisors will only accept written assignments if the Assignment Title Page is attached. This contains the following statement, which the student signs:

“I hold a copy of this assignment that I can produce if the original is lost or damaged. I hereby certify that no part of this assignment or product has been copied from any other student’s work or from any other source except where due acknowledgement is made in the assignment.

No part of this assignment/product has been written/produced for me by any other person except where such collaboration has been authorised by the unit lecturer. I hereby certify that this is my own work, submitted for the first time.”

Advice to Students

Students will be provided with information about academic misconduct in the following forms.

Prior to commencement:

- Student Handbook
- Website advice, policy and procedure, and helpful links about avoiding plagiarism
- Orientation sessions informing students why academic misconduct is wrong, and how to avoid it.

Post commencement, students additionally have access to:

- Style Manual
- Course unit outlines for each unit
- Advice about academic misconduct, in particular, plagiarism, whenever assessment information is given to students.

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For students identified as needing additional tutoring in the area of academic writing, Academic Skills services are provided free of charge. Identification may happen at admission, through an academic misconduct discipline or upon a student's request.

- Informal sessions with a staff member on research and referencing skills in the student's discipline
- Preparing for Study unit (managed by the School of Counselling)

All students should be advised that all assessment tasks may be reproduced, compared, and archived for the purposes of detecting plagiarism, cheating or fraud.

Strategies for Prevention of Academic Misconduct

Excelsia College employs a range of coordinated strategies to encourage academic integrity, including the following:

- **Student Orientation.** During orientation students are provided with information on academic misconduct. In a special induction program on study skills, students are advised that they are expected to study and reflect on the work and ideas of others and are encouraged to refer to or quote third parties where appropriate, but only in such a way that clearly identifies original authorship in an approved referencing style. It is impressed on students that downloading material from the Internet for inclusion in academic submissions without due acknowledgement in an approved style of referencing constitutes plagiarism. Students are made aware of safe practice in academic writing and the College's ethos of academic integrity.
- **Staff Induction and Orientation.** Staff are provided with information on academic integrity and misconduct through the Staff Handbook, Staff Intranet, School Meetings and College hosted Orientation sessions.
- **Expectations.** Students receive outlines for each unit which clearly specify assessment expectations, give detailed assessment criteria for each task, and advise the penalties for academic misconduct.
- **Assessment Approaches.** Excelsia College encourages its academic staff to set assessment tasks that increase students' engagement with their study and encourage the submission of original work. Staff are required to explain the aims and purposes of assessment tasks, provide prompt and constructive feedback on assessments, and act as role models in encouraging academic integrity. Heads of School are required to monitor staff and student workloads and timetabling that may adversely affect submission and the timely marking of assessments. Heads of School are required to discuss such matters with their permanent and casual academic staff on a regular basis, and in particular during the induction of new

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teaching staff, and when reviewing course unit outlines and unit assessment requirements.¹

- **Student Declaration.** Students are required to sign a declaration on the assessment cover sheet, or digitally via the LMS submission point, that, unless otherwise acknowledged, the material submitted in the assignments is their own and submitted for the first time.

Detection of Plagiarism

The College views dishonest plagiarism as a grave offence against universal academic convention.

Academic staff distinguish between unintentional plagiarism which results from a student's lack of understanding, preparation, skill, or care, and that which arises from an intention to deceive. The former may result in a formal warning, counselling and resubmission, where the latter is treated as academic misconduct and subject to serious penalties.

Where academic misconduct is detected, the process used to address it is in the form of escalation management according to the type and frequency of the misconduct, with the emphasis on enlightenment and attitude and behaviour modification rather than punishment. Students are, as a matter of course, given an opportunity to respond to any allegations of misconduct and proposed disciplinary action.

The College has authorised and mandated the use of text-based similarity detecting software for all text-based written assignments. Schools must inform students of this in introductory courses, Course Unit of study outlines, and informational material provided to them. Similarity detecting software may also be used for work that is not a text-based written assignment if the School or Course unit lecturer determines that it is of value in ensuring the academic integrity of assignments. Where such software is used, Schools must inform students in introductory courses, Course unit outlines and informational material provided to them. The course unit lecturer must require all text-based written assignments to be submitted electronically and checked with the applicable similarity detecting software during the assessment process.

Management of Academic Offences

The CAO's office officially keeps the Academic Misconduct Register (AMR) for stakeholders. The AMR is to be utilised by stakeholders to record the incidences of misconduct and to summarise and report on the actioning and outcome of incidences of Academic Misconduct within the College.

¹ Staff are referred to the excellent resources of RMIT University: Plagiarism: Resources for Staff as well as the Assessing Learning in Australian Universities website.

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Any person who has direct knowledge of academic misconduct may make a complaint against a student of Excelsia College. Where plagiarism is suspected, the reasons and evidence for this suspicion will in the first instance be referred to the relevant Head of School or, in the case of research, the Director of Research. Within ten (10) working days of receiving the allegation, the Head of School must either dismiss the allegation because it is deemed to be unwarranted or lacking in supporting evidence or notify the student of the allegation and request a response. The Head usually meets with the student to informally investigate and discuss the matter to clarify issues and decide what further action should be taken, if any. The student may bring a support person to the meeting or may elect not to attend a meeting. If the student is enrolled in a distance education course, the discussion between Head and student may be via email or phone.

Following receipt of a student's response to the allegation of academic misconduct, the Head will write to the student within 10 working days to state that, either:

- the case is not substantiated, or
- the allegation constitutes an initial and/or minor offence (see below), and award an appropriate penalty, or
- the allegation appears to be substantiated and deemed to be significant and/or repeated (see below) and advise the student that the matter will be referred to the Chief Academic Officer, keeping a secure record of this written advice.

The Head will update the Academic Misconduct Register and report to the Learning and Teaching Committee. This summarises minor offences and penalties. All documentation is to be sent to the Registrar for confidential filing. The Director of Research will similarly report to the Learning and Teaching Committee and Research Committee as needed.

Where the Head finds that the allegation of academic misconduct appears to be substantiated, the Head is required to bring the case before an Academic Misconduct Committee. This standing committee is called at short notice when needed, comprising the Chief Academic Officer (Chair), relevant Head of School, Director of Research (if the academic misconduct occurs in research) and Registrar.

The Committee must provide the student with an opportunity to be heard. The Registrar informs the student when the meeting is scheduled, and invites the student to attend the meeting or, alternatively, make a written submission to the meeting. At least ten (10) days before the meeting, the student should receive notice in writing stating particulars of the charge, the date of the meeting, and an invitation to attend, with a support person if desired, and/or to provide a written submission concerning the charge. The student will also receive a copy of the Academic Integrity Policy and Procedure. If the student does not attend the meeting and does not provide a reasonable

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cause for their absence, the evidence will be examined in their absence and a decision made.

Academic Misconduct Committees are free to govern their own proceedings consistent with the need to act fairly. Such Committees will decide whether academic misconduct has occurred and determine the appropriate penalty, taking into account the guidelines below.

The Registrar will take a record of the proceedings and write to the student and the Head of School to advise them of the outcome.

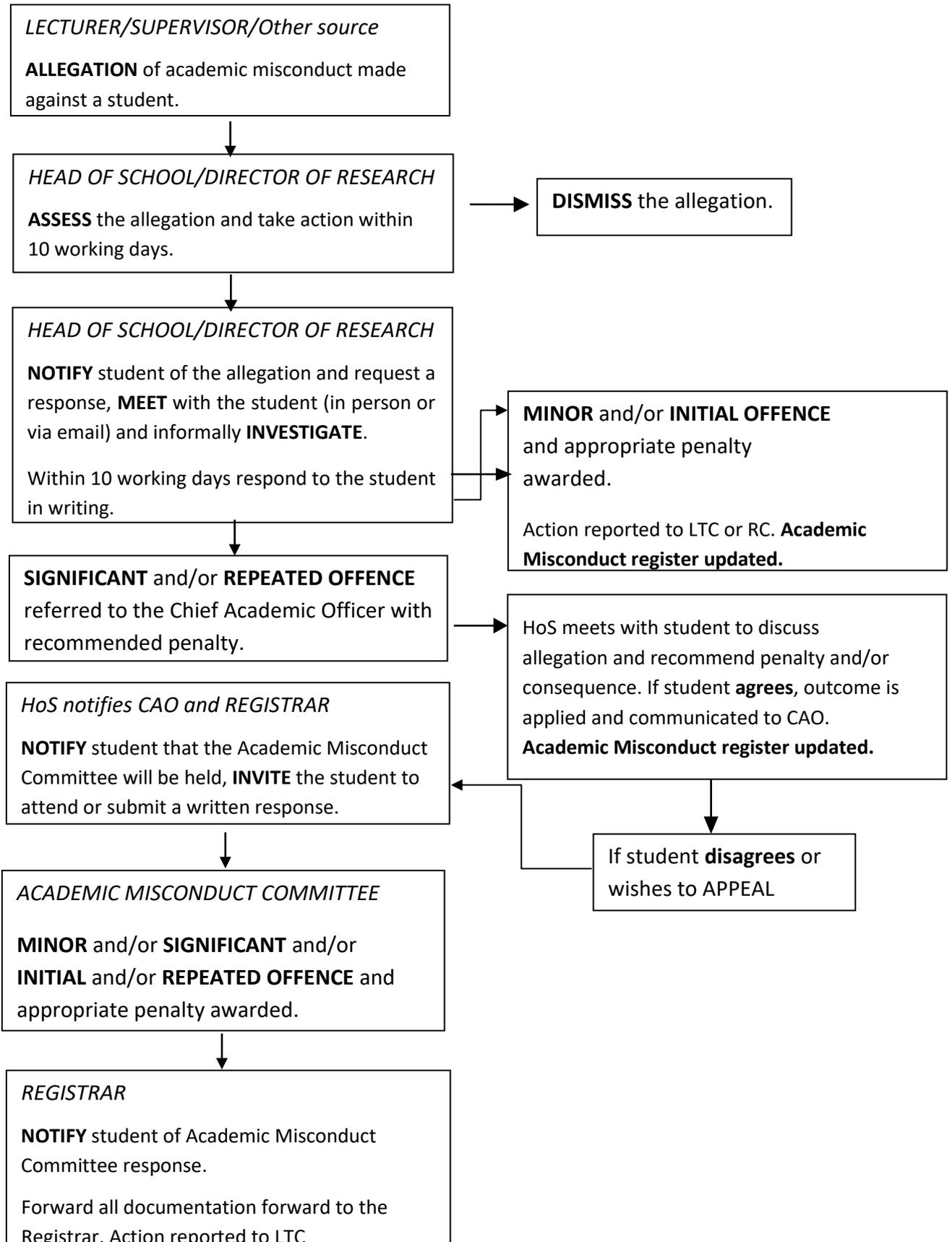
The Registrar will also report to the Learning and Teaching Committee on the Committee proceedings and hold all documents in confidential files.

Figure 1: Management of Academic Misconduct flowcharts this process.

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FIGURE 1: Management of Academic Misconduct



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Academic Misconduct Offences and Penalties

The management of academic misconduct is dealt with in three parts; plagiarism, cheating and other academic misconduct. *Tables 1: Summary of Penalties of Academic Misconduct* provides a quick reference guide for students and staff when categorising offences and applying penalties. *Table 2: Examples of Penalties for Academic Misconduct* provides scenarios with indicative penalties.

The issue of minor versus significant offences is determined by a student's capacity to comprehend the nature and implications of their actions, and their familiarity with academic processes. Consequently, academic misconduct occurring in the first study period of a degree is regarded less harshly than misconduct occurring in subsequent study periods. It is assumed that students who have successfully completed their initial study period are familiar with the College's policies and procedures and are fully aware of the consequences of a breach of policy. However, it is also appreciated that the level of understanding, or appreciation of the consequences of academic misconduct may vary from student to student, as well as the circumstances underlying any particular misconduct.

The seriousness of an instance of academic misconduct is a product of its extent, blatancy, magnitude, and student's awareness of the misconduct.

Plagiarism

Any work submitted by students for assessment as part of their studies should be their own work. Where work submitted by a student incorporates material from other authors the reference to these authors should be clear and unambiguous.

It is essential that:

- quotations from published and unpublished sources are indicated and acknowledged clearly;
- sources of illustrations, photographs, maps and statistics are acknowledged clearly;
- web-based materials should not be directly downloaded into an assessment and should be referenced fully like any other source material;
- students must not incorporate materials purchased or acquired from internet sites or commissioned from sources that write assignments for payment;
- paraphrasing of material from others must be referenced clearly;
- students are not permitted to incorporate materials that have been previously submitted at Excelsia College or any other institution, without so stating. However, if inclusion of previous work is warranted it should be referenced fully;
- unless students have been instructed to produce a group assignment, students will be expected to produce work which is uniquely their own;
- students are frequently referred to appropriate sources of information on plagiarism and good practice in the production of assessments.

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Types of Plagiarism Relevant to this Procedure

Minor Plagiarism

In order to be considered as minor, an instance of plagiarism:

(i) must be found to be no more than the inclusion of relatively small amounts of the intellectual property of others, and

(ii) must be deemed to be the result of negligence, ignorance, and/ or poor academic practice. This applies when there is no cited reference accompanying the copied content, even if the source is included in an accompanying bibliography; or if work is cited verbatim without the use of quotation markers (quotation marks or indenting).

Significant Plagiarism

The inclusion of large amounts of other people's work, including but not limited to blocks of text, artwork, photography, diagrams and tables, statistics, programming code, concepts and procedures which clearly detracts from the originality of the student's work will be considered as significant plagiarism. This applies when there is no cited reference accompanying the copied content, or if work is cited verbatim without the use of quotation markers (quotation marks or indenting).

General Procedure and Penalty

Initial and Minor Plagiarism

The penalty is to downgrade the marks or standard of achievement for item(s) of assessment. The degree of plagiarism should be considered when applying the penalty and any mark awarded is to be based on the non-plagiarised content of the submitted work. The penalty percentage to be applied is to be reported to the Head of School.

Alternatively, the student may be given the opportunity to resubmit the assignment, with a penalty of downgrading the marks or standard of achievement for item(s) of assessment dependent on the degree of plagiarism. The penalty percentage to be applied is to be reported to the Head of School.

The Head of School may also recommend and arrange Academic Counselling for the student.

The offending assessment will be returned to the student, together with a letter of warning from the Head of School informing the student that a subsequent finding of plagiarism will be considered significant and may result in the failure of a unit of study or expulsion from the College. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

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Initial and Significant Plagiarism

The penalty is to fail the offending assessment. The penalty will be reported to the Head of School.

Alternatively, the student may be given the opportunity to resubmit the assignment, with a penalty of downgrading the marks or standard of achievement for item(s) of assessment dependent on the degree of plagiarism. The penalty percentage to be applied is to be reported to the Head of School.

The Head of School may also recommend and arrange academic counselling for the student.

A letter of warning from the Head of School will be sent informing the student that a subsequent finding of significant plagiarism may result in failure of the relevant unit of study and/or expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

Repeated and Minor Plagiarism

The penalty is to fail the offending assessment. The penalty will be reported to the Head of School. The Head of School may also recommend and arrange academic counselling for the student.

A letter of warning from the Head of School will be sent informing the student that a subsequent finding of significant plagiarism may result in failure of the relevant unit of study and/or expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

Repeated and Significant Plagiarism

The penalty is to fail the offending unit. Cases of repeated and significant plagiarism must be brought to the attention of the Chief Academic Officer. Where the Chief Academic Officer and the

Head of School are of the opinion that the offence warrants suspension, the Chief Academic Officer may propose to the Academic Misconduct Committee that the student be suspended for a period to be determined by the Committee, but for no less than one study period. The Committee may also recommend and arrange academic counselling for the student.

The Academic Misconduct Committee may decide that instead of suspending the student, the student should fail the unit and be placed on probation, for a period of no less than one study period. If the student is found to have committed significant plagiarism once more during this period, then expulsion from the College will be automatic. The student may be asked to respond in writing to a 'show cause' request as to why they should remain in the course in the case of both suspension and expulsion.

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Cheating

It is essential that:

- mobile phones, laptop computers, and all portable electronic devices (unless specified) are not taken into exams;
- students' own text used in open book exams are not marked with notes or other information;
- students only take allowable materials into an exam;
- students do not partake in any form of contract cheating.

Types of Cheating Relevant to this Procedure

Minor Cheating

In order to be considered as minor, an instance of cheating would include the possession of unauthorised material in an examination, or similar circumstances based on reasonable misunderstanding, and must be an initial offence.

Significant Cheating

Including but not limited to the following situations, cheating is considered significant if it is a repeat offence; or where there was copying from other students work, or allowance for another student to copy from their own work; or where there was providing or receiving of information or contract cheating when someone else contributes to or completes a students work, this includes an individual, such as a private tutor, family member or friend or utilising a service such as a tutoring company, document sharing website, editing service or an assignment writing service. This demonstrates a clear intent to deceive and is therefore considered significant.

General Procedure and Penalty

Initial and Minor Cheating

The penalty is to issue a fail grade for the exam with a mark of zero.

Alternatively, the student may be given the opportunity to re-sit the exam, with a penalty of downgrading the marks or standard of achievement for item(s) of assessment dependent on the circumstances and degree of cheating. The penalty percentage to be applied is to be reported to the Head of School.

The Head of School may also recommend and arrange Academic Counselling for the student.

The offending assessment will be returned to the student, together with a letter of warning from the Head of School informing the student that a subsequent finding of cheating will be considered significant and may result in the failure of a unit of study or expulsion from the College. This letter

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will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

Initial and Significant Cheating

The penalty is to issue a fail grade for the exam with a mark of zero. Cases of significant cheating must be brought to the attention of the Chief Academic Officer.

Where the Chief Academic Officer and the Head of School or Research Director are of the opinion that the offence warrants suspension, the Chief Academic Officer may propose to the Academic Misconduct Committee that the student be suspended for a period to be determined by the Committee, but for no less than one study period.

The Academic Misconduct Committee may decide that instead of suspending the student, the student should fail the unit and be placed on probation, for a period of no less than one study period. If the student is found to have committed significant plagiarism once more during this period, then expulsion from the College will be automatic. The student may be asked to respond in writing to a 'show cause' request as to why they should remain in the course in the case of both suspension and expulsion. The Committee may also recommend and arrange Academic Counselling for the student.

A letter of warning from the Head of School or Academic Misconduct Committee will be sent informing the student that a subsequent finding of cheating may result in failure of the relevant unit of study and/or expulsion. This letter will include a statement that the student should undertake relevant reading to ensure the student understands the value of academic honesty.

Repeated Cheating

The penalty is to issue a fail grade for the unit with a mark of zero. Cases of repeated and significant cheating must be brought to the attention of the Chief Academic Officer.

The Academic Misconduct Committee may decide that instead of suspending the student, the student should fail the unit and be placed on probation, for a period of no less than one study period. If the student is found to have cheated once more during this period, then expulsion from the College will be automatic. The student may be asked to respond in writing to a 'show cause' request as to why they should remain in the course in the case of both suspension and expulsion. The Committee may also recommend and arrange Academic Counselling for the student.

Other Academic Misconduct

Types of Other Academic Misconduct Relevant to this Procedure

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Minor Offences

Minor offences are small breaches which are normally due to experience or lack of understanding. Offences are not considered minor where there is intent to deceive or be disruptive.

Significant Offences

Significant offences are those where the extent, magnitude, repetitiveness and/or blatancy of the misconduct are serious or have significant impact on other students, staff, or the College.

General Procedure and Penalty

Initial and Minor Misconduct

With respect to matters of behaviour and ethics, the emphasis is less on penalty than understanding and insight. Students who engage in what is regarded as relatively minor improper or unethical behaviour in their first study period are to be counselled in all instances regarding the inappropriateness of their behaviour and the potential consequences for self and others, including potential expulsion for repeated improper or unethical behaviour. Unless the behaviour involves specific assessments not covered by other forms of academic misconduct, no academic penalty will apply.

Initial and Significant Misconduct

Where an initial instance of improper conduct causes major disruption to the College, the work of other students or the ability of academic staff to perform their duties, the offending student will be reported to the Chief Academic Officer. A letter of warning from the Head of School will be sent informing the student that a subsequent finding of significant misconduct may result in failure of the current units of study and/or expulsion.

Repeated and Minor Misconduct

Where the Chief Academic Officer and the Head of School are of the opinion that the offence warrants suspension, the Chief Academic Officer may propose to the Academic Misconduct Committee that the student be suspended for a period to be determined by the Committee, but for no less than one study period. The Committee may also recommend and arrange Academic Counselling for the student.

The Academic Misconduct Committee may decide that instead of suspending the student, the student should fail the study period in which the misconduct occurred and be placed on probation, for a period of no less than one study period. The student may be asked to respond in writing to a 'show cause' request as to why they should remain in the course.

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Repeated and Significant Misconduct

The Chief Academic Officer must form an Academic Misconduct Committee. The Academic Misconduct Committee may decide to suspend the student for no less than one study period or fail the student for the study period/s in which the offence occurred and expel the student from the College for a minimum of one year. If the student is found to have committed significant misconduct once more during this period, then expulsion from the College will be automatic.

A student against whom a complaint of misconduct has been established under these procedures may appeal by accessing the student grievance processes within thirty (30) days of receiving the decision of an Academic Misconduct Committee. If a student lodges a grievance, all parties follow the Student Grievance Policy and Procedures, and the implementation of any penalty will be stopped until the grievance is resolved.

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Table 1: Summary of Penalties for Plagiarism and Cheating

	Initial	Repeated
PLAGIARISM		
Minor	<p>Dealt with by Head of School/Director of Research. Penalty that may be applied:</p> <ul style="list-style-type: none"> Downgrade the mark of the assignment by considering the degree of plagiarism and awarding a mark based in the non-plagiarised content. Resubmit the assessment with an academic penalty considering the degree of plagiarism. Academic Counselling Written warning 	<p>Dealt with by Head of School/Director of Research Penalty that may be applied:</p> <ul style="list-style-type: none"> Fail the assignment. Academic Counselling Written warning
Significant	<p>Dealt with by Head of School/Director of Research. Penalty that may be applied:</p> <ul style="list-style-type: none"> Fail the assignment. Resubmit the assessment with an academic penalty considering the degree of plagiarism. Academic Counselling Written warning 	<p>Dealt with by Chief Academic Officer/ Academic Misconduct Committee. Penalty that may be applied:</p> <ul style="list-style-type: none"> Fail the unit. Academic Counselling Suspension, leading to expulsion Show Cause
CHEATING		
Minor	<p>Dealt with by Head of School/Director of Research. Penalty that may be applied:</p> <ul style="list-style-type: none"> Fail the exam. Re-sit the exam with an academic penalty considering the degree and circumstances of cheating Academic Counselling Written warning 	<p>Dealt with by Chief Academic Officer/ Academic Misconduct Committee. Penalty that may be applied:</p> <ul style="list-style-type: none"> Fail the unit. Academic Counselling Suspension, leading to expulsion Show Cause
Significant	<p>Dealt with by Chief Academic Officer/ Academic Misconduct Committee. Penalty that may be applied:</p> <ul style="list-style-type: none"> Fail the exam. Academic Counselling Written warning Suspension, leading to expulsion Show Cause 	<p>Dealt with by Chief Academic Officer/ Academic Misconduct Committee. Penalty that may be applied:</p> <ul style="list-style-type: none"> Fail the unit. Academic Counselling Suspension, leading to expulsion Show Cause

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Table 2: Examples of Academic Misconduct and Penalties

Type of Academic Misconduct	Range of Issues to Consider	Suggested Range of Penalties
Plagiarism – Minor, Initial (e.g.: First offence by a first study period student)		
1) Poor referencing	a) Inexperience, poor understanding b) Intention to deceive	a) Academic counselling b) Downgrade mark, academic counseling, resubmit
2) Paper contains short extracts copied without acknowledgement	a) Student not trained, mistake, different cultural understanding b) Intention to deceive or gain academic advantage	a) Downgrade the mark, academic counseling. b) Resubmit, academic counselling
Plagiarism – Significant, Repeated (e.g.: Third offence by a second-year student)		
1) Poor referencing or short extracts copied without acknowledgement	a) Poor understanding, mistake b) Intention to deceive	a) Failure in assignment, academic counselling b) Failure in unit
2) Repeated minor plagiarism	a) Lack of care, cultural issues b) Intention to deceive	a) Failure in assignment, counselling b) Failure in unit
3) Many short extracts copied without acknowledgement	a) Lack of care/cultural issues/mistake b) Intention to deceive	a) Fail the assignment, counselling b) Failure in unit
4) Large amount of copying	a) Nature of task, awareness, repeat offence b) Obvious intention to deceive	a) Failure in unit b) Failure in unit, refer to Academic Misconduct Committee – study period suspension or show cause
5) Inappropriate collaboration	a) Clarity/awareness/misunderstanding b) Obvious intention to deceive	a) Failure in unit b) Failure in unit, refer to Academic Misconduct Committee – possible show cause
6) Copying from another student’s work	a) Obvious intention to deceive and gain academic advantage	a) Failure in unit, refer to Academic Misconduct Committee – study period suspension or show cause
Cheating (any student, any year)		
1) Possession of unauthorized material in examination	a) Misunderstanding of instructions regarding allowable materials b) Clear intention to deceive	a) Failure in exam b) Failure in unit, refer to Academic Misconduct Committee – study period suspension or show cause
2) Copying from another student in examination	a) Clear intention to deceive	a) Failure in unit, refer to Academic Misconduct Committee – study period suspension or show cause
3) Contract cheating	a) Clear intention to deceive	a) Failure in unit b) Failure in unit, refer to Academic Misconduct Committee – possible show cause

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9 Document History

This Policy has been amended as follows:

Version	Amendments / Date / Notes
Version 11	Minor changes to clarify procedure including Academic Misconduct Register responsibilities. AB June 2020

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