



POLICY

Academic Misconduct



1. Purpose and Objective

- 1.1. UNE Partnerships (UNEP) views with the greatest concern the action of a student who acts dishonestly or improperly in connection with work submitted for assessment. Such action may result in expulsion from the course.
- 1.2. This policy provides the broad structure through which UNEP examines assessment items for Academic Misconduct and imposes penalties.

2. Scope

- 2.1. This policy applies to all students undertaking UNE Partnerships courses.

3. Policy

- 3.1. Academic misconduct includes the misuse or plagiarism of the work of other persons, copying (in whole or in part) the work or data of other persons, or presenting substantial extracts from books, articles, theses, computer software, lecture notes or tapes without due acknowledgement.

- 3.2. Academic misconduct may be characterised by, but not limited, to the following:

- a) Plagiarising or presenting the thoughts, words, phrases or works of another as one's own, by:
 - contract cheating or paying for another person to prepare an assessment or evidence of competency;
 - soliciting their services to undertake contract cheating on behalf of another person;
 - copying or paraphrasing material from any source without due acknowledgment;
 - using another's expression or ideas without appropriate recognition or due acknowledgement (e.g. by failure to use an academic referencing system);
 - falsifying or fabricating data obtained from experiments, interviews, surveys, or similar activities;
 - making changes to work submitted for assessment after that work has been assessed and then lodging a grievance or appeal with a claim that the work has been incorrectly assessed;
 - falsely representing work developed by a group during learning activities as work created by the individual student

Note: Assessment must always be based on the performance of the individual and UNEP does not offer group submissions or group assessment tasks.

- b) acquiring, attempting to acquire, possessing, or distributing (either physically, electronically or orally) restricted assessment-related material or information, such as assessor sample answers;
- c) impersonating another student during an assessment activity (e.g. during an audio or video recording, during a practical session or when submitting documents for upload);
- d) making arrangements for another person to falsely represent himself or herself as that particular student for the purpose of undertaking an assessment activity or producing work to be submitted for assessment;
- e) making arrangements with another person to be party to an act of academic fraud;

- f) participating in any other actions that are intended to give a student an unfair or dishonest advantage in learning activities and assessment;
- g) collusion in academic fraud – encouraging and assisting a student or fellow staff member in committing, or in attempting to commit, academic fraud;
- h) providing a student with the opportunity to copy or plagiarise work completed by another person in order that the student can include that work in material to be submitted for assessment:
 - i) by enabling the student to copy answers produced by someone else;
 - j) providing the student with a copy of work which has been completed by another student on the same or similar assessment task and is to be submitted for assessment or had been assessed previously; and
 - k) offering or accepting bribes (money or sexual or other favours) for academic or career gain.
- l) accepting the confirmation of submission statement when submitting work online ‘This assignment is my own work, except where I have acknowledged the use of the works of other people’ when the student has knowingly plagiarised or presented the thoughts, words, phrases or works of another’s as their own.

4. Penalties

4.1 One or more of the following penalties may be imposed on a Student who is found to have committed Academic Misconduct. These penalties are listed in escalating order of severity:

- a) Reprimand
- b) Rewriting and resubmission of an assessment task, or a comparable assessment task,
- c) Award of a grade of Withdrawn with Penalty (withdrawn by UNE Partnerships and Deemed to be Not Competent)
- d) Exclusion from enrolment in a particular course or unit permanently or for a period of time
- e) Exclusion from study at UNE Partnerships for a period of up to five years
- f) Expulsion from the course of study
- g) Revocation of competency (UNE Partnerships students whose work is found to contain Plagiarism after an assessment result has been recorded)
- h) Revocation of Award (UNE Partnerships graduates whose work is found to contain Plagiarism after graduation)

5. Investigations

Investigations of complaints of coursework Academic Misconduct will be undertaken by Program Manager in consultation with the Academic Director and allocated Trainer and Assessor.

6. Appeals

A Student may appeal an Academic Misconduct decision in accordance with the Complaints Grievances and Appeals Procedure.

7. Records Management

The Director of Education is responsible for recoding any decisions made in the Complaints and Appeals Register.

8. Responsibilities

8.1 UNEP Representatives have a responsibility to:

- a) educate Students about Academic Integrity and the consequences that arise from Academic Misconduct;
- b) examine assessment items for Academic Misconduct; and
- c) report cases in which there is evidence of Academic Misconduct in accordance with the Rules and associated Procedures.

8.2 Trainers and Assessors are responsible for providing Students with advice on appropriate scholarly practice including (either directly or indirectly using web links where applicable):

- a) clear explanations and examples of referencing requirements and academic conventions;
- b) information and instructions on how to conduct, present and acknowledge collaborative work where required (directly or indirectly using appropriate web links);
- c) appropriate learning experiences that include demonstration of a Student's understanding of Academic Misconduct; and
- d) guidance on how to avoid further recurrences.

8.3 Students have a responsibility to:

- a) act fairly and honestly;
- b) familiarise themselves with the referencing requirements, academic conventions and appropriate scholarly practices associated with their enrolled units;
- c) understand and comply with these Rules and associated procedures;

9. Definitions

COMMENCEMENT means commencement of study in a course including but not limited to:

- contact with the trainer/assessor confirming that the student has commenced study.
- contact with UNE Partnerships program team confirming that the student has commenced study.
- participation at a workshop where training for a unit of competency has been delivered.
- accessing online learning and/or assessment resources

STUDENT means an admitted or enrolled student of UNEP

Admitted student means a student who has been admitted to an UNEP program of study and who is entitled to enrol in a subject of study.

Enrolled student means a student who has been admitted to an UNEP program of study who is enrolled in a subject at UNEP

10. Associated Information

Related Legislation	<ul style="list-style-type: none"> • TEQSA Act 2011 • ESOS Act 2000 • Higher Education Standards Framework 2015 • VET Student Loans Act 2016 • National Code of Practice for Providers of Education and Training to Overseas Students 2018 • SNR5.3 • NSW Smart and Skilled Contract • Qld User Choice Policy • Qld VET Investment Policy
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11. Change History

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