



POLICY: STUDENT ACADEMIC MISCONDUCT

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AUTHORISED BY:	Chief Executive Officer	REVIEWED BY:	Academic Dean
RESPONSIBLE FOR REVIEW:	Academic Dean		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		
AIM	This policy deals with the roles and responsibilities of the Academic Board in relation to student Academic Misconduct and provides guidance on the levels of Academic Misconduct and associated penalties.		

1. REGULATIONS

- a. HESF: 4.1, 5.2, 6.2.j, 7.2.c, 7.3.3.
- b. ESOS: 8.3, 10.1, 10.2, 10.4, 10.5, 10.6, 10.7, 13.2, 13.3

2. POLICY INFORMATION:

2.1 Introduction:

- a. IIBT is committed to protecting Academic Integrity by preventing, identifying and addressing academic misconduct by students, including cheating and plagiarism.
- b. IIBT students are expected to uphold the principles of Academic Integrity by maintaining the institution's values of honesty, transparency, merit and accountability.
- c. This policy aims to guide students on how IIBT will deal with violations of Academic Integrity (Academic Misconduct).
- d. Academic Misconduct refers to any action taken by a student that violates Academic Integrity including, but not limited to, plagiarism and any form of cheating that a student engages in with the aim of gaining an academic advantage they are not entitled to.

2.2 Policy Scope:

This policy applies to all students and staff.

2.3 Definitions

- a. **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:



- (i) Plagiarism
 - (ii) Unauthorised collaboration
 - (iii) Cheating in assessment/examinations
 - (iv) Theft of another student's work
 - (v) Ghost writing/contract cheating
- b. **Plagiarism** means to knowingly or unknowingly present as one's own work the ideas or writings of another person without appropriate acknowledgment or referencing. This includes, but is not limited to:
- Paraphrasing or copying text without adequate acknowledgment of the source;
 - Copying, whether identically or in essence, the text of another student's assignment;
 - Copying, whether identically or in essence, of visual representations (for example cartoons, line drawings, photos, paintings and computer programs).
- c. **Cheating** means dishonest conduct in any assessment/examinations.
- d. **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.
- e. **Ghost Writing (contract cheating)** occurs when a student pays someone to write an assignment on their behalf.
- f. **General Misconduct**, (other than Academic Misconduct) includes, but is not limited to, conduct which:
- (i) Violations IIBT Terms of Offer, policies or rules;
 - (ii) Constitutes a serious impediment to the carrying out of IIBT functions or those overseen by the Institute;
 - (iii) Involves the use of threatening or offensive language and/or behaviour (either written or verbal) by a student towards another student or staff member;
 - (iv) Is otherwise detrimental to IIBT, its staff or students.

3. PRINCIPLES:

This Policy is supported by the following principles:

- a. IIBT has zero tolerance for all forms of Academic Misconduct.
- b. It is the responsibility of any student to maintain Academic Integrity in all College work.
- c. Students should give due acknowledgement to the owners of the work they incorporate in their academic work.
- d. Acknowledging and respecting the work of others through proper referencing is a fundamental responsibility in scholarship.
- e. Eliminating plagiarism is fundamental to maintaining IIBT's reputation and standards.
- f. Fostering a culture of proper acknowledgement practice is necessary for minimising Academic Misconduct.



- g. A student's ignorance of their obligations regarding acknowledgement of sources will not be accepted as a defence or excuse in relation to any Academic Misconduct allegation.
- h. Proper acknowledgement rules apply to the use of content, graphics and other media copied from the internet.
- i. Academic staff and administrators who know of Academic Integrity violations are ethically bound to report such incidents.
- j. Students who knowingly or negligently allow their work to be used by other students are engaging in Academic Misconduct.
- k. Students who aid others in Academic Dishonesty are violating Academic Integrity.
- l. It is important to understand the difference between receiving help to understand concepts, and actually having the work done by another person. Having the work done by another person is a violation of Academic Integrity.

4. ACADEMIC MISCONDUCT PENALTIES

IIBT categorises acts of violation of Academic Integrity into four levels. For each level of violation a corresponding set of sanctions is recommended.¹

4.1 Level One Violations

- a. Level One Violations are dealt with by the Academic Dean or delegate.
- b. All Academic Teachers need to inform the Academic Dean immediately when violation of Academic Integrity is suspected.
- c. Academic Teachers:
 - (i) Do not release the marks of the assessment to the student when violation of Academic Integrity is suspected.
 - (ii) Do not have any further correspondence with the student once the Academic Misconduct issue has been referred to the Academic Dean. Such correspondence will be handled by the Academic Dean.
- d. These usually occur because of inexperience or lack of student knowledge of the principles and requirements of academic integrity. Examples include:
 - (i) Inadequate referencing;
 - (ii) Poor use of citations;
 - (iii) Poor paraphrasing.
- e. Level One Violations are often an educational issue rather than necessarily a disciplinary one, especially where they occur early in a student's academic development. The matter should

¹ The Policy on Academic Integrity for Undergraduate and Graduate Students, Rutgers University - Camden (as cited in the University of Notre Dame Australia's Student Academic Integrity Policy, 2015, pp. 5–8) is acknowledged as the source of the information on levels of violation of Academic Integrity. The wording has been modified where necessary to suit the International Institute of Business and Technology.



be treated formally to ensure that the student understands the seriousness of the issue in an academic environment.

- f. Recommended penalties for Level One Violations may be judged unnecessary if explanation and education are thought most appropriate for the circumstance. Penalties may include one or more of:
 - (i) A reprimand;
 - (ii) An additional assigned paper or research project on a relevant topic;
 - (iii) A resubmission in respect of the piece of Assessment to which the allegation relates;
 - (iv) Other penalties, as deemed appropriate by the Academic Dean.
- g. First-time violations at this Level by students with academic experience (particularly those in the later years of undergraduate courses), will be viewed more seriously and may incur multiple and/or more serious penalties, as deemed appropriate by the Academic Dean.
- h. Records of students who commit Level One Violations must be maintained by the Academic Dean until the student's graduation.

4.2 Level Two Violations

- a. Level Two Violations are dealt with by the Academic Dean.
- b. All Academic Teachers need to inform the Academic Dean immediately when violation of Academic Integrity is suspected.
- c. Academic Teachers:
 - (i) Do not release the marks of the assessment to the student when violation of Academic Integrity is suspected.
 - (ii) Do not have any further correspondence with the student once the Academic Misconduct issue has been referred to the Academic Dean. Such correspondence will be handled by the Academic Dean.
- d. Level Two Violations are characterised by dishonesty. The following are examples:
 - (i) Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source;
 - (ii) Submitting the same work or major portions thereof to satisfy the requirements of more than one unit without permission from the lecturer;
 - (iii) Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators;
 - (iv) Receiving assistance from others without acknowledging such assistance;
 - (v) Repeated Level One Violations, especially where these occur after explanation and counselling.
- e. Penalties may include one or more of:
 - (i) A reduced mark in respect of the piece of Assessment to which the allegation relates;



- (ii) No marks in respect of the piece of Assessment to which the allegation relates;
 - (iii) A written reprimand;
 - (iv) Referral to a College Counsellor;
 - (v) Notation of disciplinary action on the student's academic file;
 - (vi) Multiple and/or other penalties, as deemed appropriate by the Academic Dean.
- f. Records of students who commit Level Two Violations must be maintained by the Academic Dean until the student's graduation.

4.3 Level Three Violations

- a. Level Three Violations are handled by the Academic Dean.
- b. All Academic Teachers need to inform the Academic Dean immediately when violation of Academic Integrity is suspected.
- c. Academic Teachers:
- (i) Do not release the marks of the assessment to the student when violation of Academic Integrity is suspected.
 - (ii) Do not have any further correspondence with the student once the Academic Misconduct issue has been referred to the Academic Dean. Such correspondence will be handled by the Academic Dean.
- d. Level Three Violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or repeated Level Two Violations. Examples include:
- (i) Cheating in examinations;
 - (ii) Acting to facilitate copying during an examination;
 - (iii) Using impermissible materials during an examination;
 - (iv) Collaborating before an examination to develop methods of exchanging information and implementation thereof;
 - (v) Using a purchased essay;
 - (vi) Using unethical or improper means of acquiring data;
 - (vii) Repeated Level Two Violations.
- e. Penalties may include one or more of:
- (i) A reduced mark in respect of the piece of Assessment to which the allegation relates;
 - (ii) No marks in respect of the piece of Assessment to which the allegation relates;
 - (iii) A written reprimand;
 - (iv) Prevention of student from having any or such specified contact with particular students or members of staff of the College, as is considered necessary or appropriate;
 - (v) A Fail grade for the unit to which the allegation relates;
 - (vi) Notation of disciplinary action on the student's academic file;
 - (vii) Multiple and/or other penalties, as deemed appropriate by the Academic Dean.



- f. On completion of the hearing regarding the Academic Misconduct, the Academic Dean will advise, in writing to the following individuals, of its decision and any penalties imposed:
 - (i) The student and party making the allegation;
 - (ii) The Chief Executive Office.
- g. The Academic Dean must keep a record of all findings of violations of Academic Integrity matters and all penalties imposed in respect of such findings.

4.4 Level Four Violations

- a. Level Four Violations represent the most serious violations of Academic Integrity and all cases must be heard by the Academic Dean and the Chief Executive Officer.
- b. All Academic Teachers need to inform the Academic Dean immediately when violation of Academic Integrity is suspected.
- c. Academic Teachers:
 - (i) Do not release the marks of the assessment to the student when violation of Academic Integrity is suspected.
 - (ii) Do not have any further correspondence with the student once the Academic Misconduct issue has been referred to the Academic Dean. Such correspondence will be handled by the Academic Dean.
- d. Examples of Level Four Violations include:
 - (i) Any Academic Integrity violations committed after return from suspension for a previous violation of Academic Integrity;
 - (ii) Repeat Level Three Violations;
 - (iii) Violation of Academic Integrity involving or resembling criminal activity (such as forging a grade form, stealing an examination from a lecturer or from a College office; purchasing an examination, essay or other piece or work; falsifying a transcript; acquiring or distributing an examination from unauthorised sources prior to the examination;
 - (iv) Having a substitute take an examination or taking an examination for someone else;
 - (v) Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment;
- e. Penalties may include one or more of:
 - (i) A Fail grade for the unit to which the allegation relates;
 - (ii) Academic transcript notation;
 - (iii) Prohibiting the student from using any of the College resources including, but not limited to library, computing and network facilities for a period not exceeding 20 working days;
 - (iv) Imposing any condition on the student's enrolment including but not limited to a change of academic status to Conditional;
 - (v) Suspension from the College for a period, and on such terms and conditions as is considered necessary and appropriate;



- (vi) Exclusion of the student either permanently or for any period of time and either absolutely or on such terms and conditions as the Academic Dean considers necessary or appropriate.
 - (vii) Any other relevant penalty or recommended action agreed on by the Academic Dean and Chief Executive Officer.
- f. On completion of the hearing, the Academic Dean will advise, in writing to the following individuals, of the decision and any penalties imposed:
- (i) The student and party making the allegation;
 - (ii) The Chief Executive Officer.
- g. The Academic Dean must keep a record of all findings of violations of Academic Integrity matters and all penalties imposed in respect of such findings. This information is recorded on the student's file and forms part of the student's disciplinary record.

5. PROCEDURES:

5.1 Informing Students about Academic Misconduct

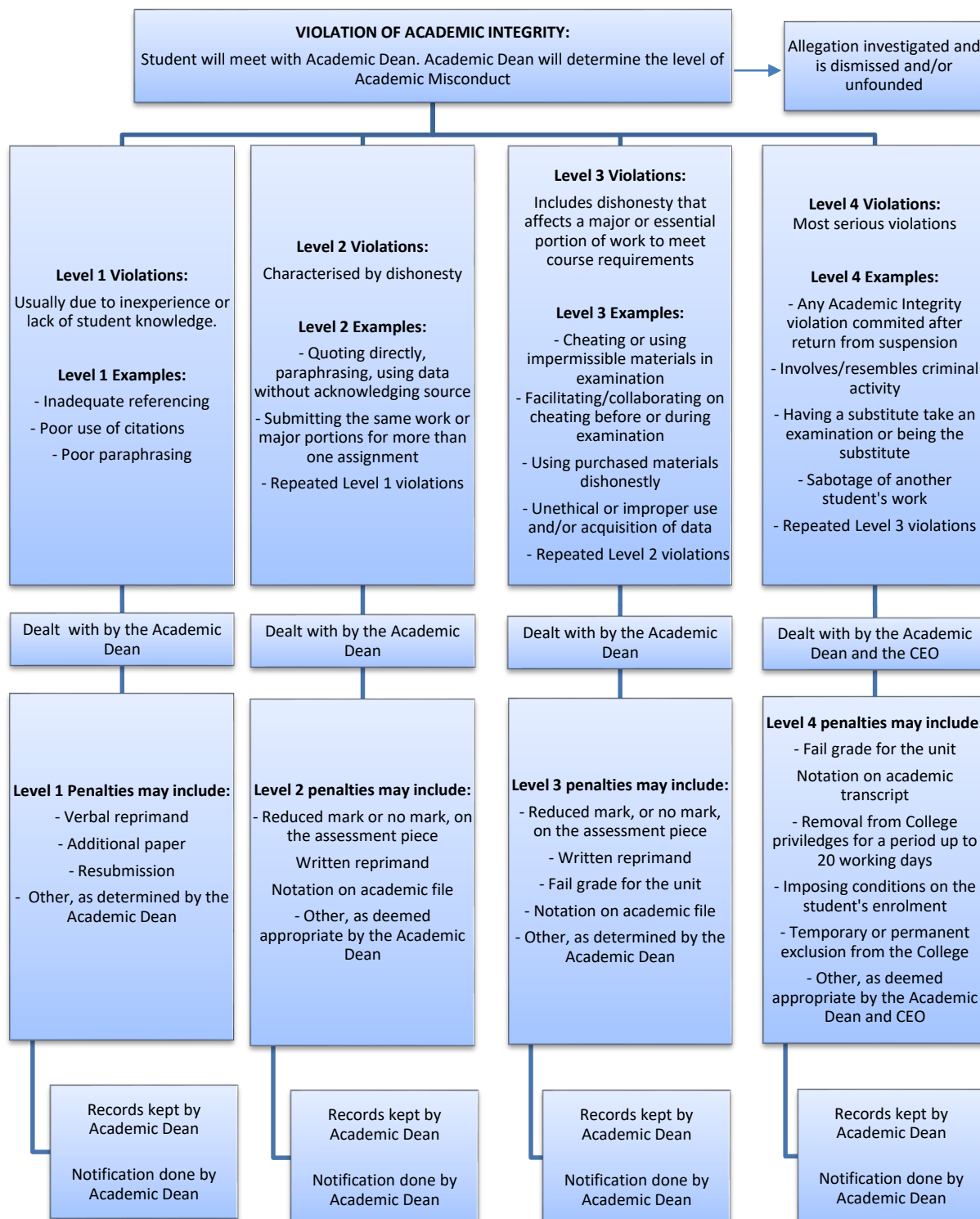
- a. All IIBT students will be provided with, and have access to, information about Academic Misconduct and how to avoid during orientation. They will also access this information via the Student Handbook, the online Learning Management System (Moodle) as well as their unit outlines.
- b. Students will also undertake a Plagiarism quiz at the start of every trimester.
- c. Information about the preferred referencing style at IIBT, the Chicago Referencing system, as well as procedures for dealing with plagiarism, will be made available to all students through the online learning management system.
- d. Educational guidance on appropriate academic conventions will be provided to students in their lectures and learning support classes.
- e. Extra support and remediation will be offered to students found to have plagiarised.

5.2 Academic Misconduct Appeals

Appeals for Academic Misconduct are reviewed by IIBT's Academic Management team.



Appendix 1: Examples for Levels of Violation of Academic Integrity²



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² The University of Notre Dame, 'Policy: Student Academic Integrity' (2015), p. 9.