

Academic Misconduct Policy and Procedure



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DOCUMENT CONTROL

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PURPOSE

The purpose of this policy and procedure is to outline ASFA's approach to academic misconduct which includes, but is not limited to:

- **Plagiarism** which is the presentation of the work of others as his/her own.
- **Cheating** which is defined as fraud, deceit, or dishonesty in an assessment activity or task.
- **Collusion** which involves a learner inciting, assisting, facilitating, concealing or being involved in plagiarism, cheating or other academic misconduct by others.

Allegations of academic misconduct are regarded very seriously by ASFA and where proven, will be penalised accordingly.

This policy and procedure ensures compliance with Standard 1 of the Standards for RTOs 2015.



DEFINITIONS

Cheating is defined as fraud, deceit, or dishonesty in an assessment activity or task. Students cannot use or attempt to use materials, or assist others in using materials, that are prohibited or inappropriate in the context of assessment

Collusion is when a student submits an assessment that should be completely their own work but has been done wholly or in part by other people. Collusion is a form of plagiarism

Plagiarism is the presentation of the work of others as his/her own. Students are required to acknowledge all direct quotations, ideas, paraphrased writings and statistical information

SRTOs means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au



POLICY

1. Plagiarism, Cheating and Collusion

- ASFA has a zero tolerance policy towards plagiarism, cheating and collusion in line with the Rules of Evidence within Clause 1.8 of the Standards for RTO's 2015 which states: "Authenticity – The assessor is assured that the evidence presented for assessment is the Learner's own work".
- Students must NOT copy the work of others and all questions must be answered in a student's own words.
- Copying and pasting directly from the course material is unacceptable. Likewise, copying and pasting material from the internet and other external sources and presenting it as his/her own work is also unacceptable. Students must appropriately reference any material from the internet and other external sources as per ASFA's 'Referencing' requirements.
- When a student submits an assessment, they will be required to sign a declaration that the work provided is their own and that they have not plagiarised, cheated or colluded.

2. Referencing

- Whilst it is not essential for students to use external sources in assessment tasks, if a student uses information or quotes text from another source in an assessment they must provide a reference for where the text or information came from.
- ASFA asks students to use Harvard referencing style when they need to acknowledge sources. To reference in short answer questions, students should place a citation next to the quote or sourced information and list the source/s directly below.
- Students will not be penalised for inconsistency in referencing style. A 'Not Yet Competent' result will only be applied if plagiarism is evident.

3. Collaboration

- Students may study as a group and collaborate on assessment tasks; however, each student is still expected to answer the questions in their own words. Whilst collaboration is acceptable, collusion; or the submission of identical answers to any assessment question or task; is not acceptable.
- Students must not loan their assessment to another student for any reason – if another student plagiarises their assessment (even without their knowledge), the assessment result will be disregarded and be assessed as 'Not Yet Competent' and the student asked to re-enrol in the course at the full course rate paid.

4. Academic Misconduct Investigation and Disciplinary Action

- Any student/s suspected of academic misconduct will be managed through ASFA's Academic Misconduct procedures and an investigation will occur.
- Students will be contacted following the investigation and given a chance to respond to any allegations of plagiarism, cheating or collusion.
- Investigation outcomes will be reviewed by the Leadership Team of ASFA at the next scheduled *ASFA Leadership Team Meeting*.
- Following the review of investigation outcomes, any student found to have plagiarised, cheated or colluded will have his/her assessment result recorded as 'Not Yet Competent' and they will be required to re-enrol into the course at the full course rate paid.
- Where a student has repeated incidents of academic misconduct they will be withdrawn from the course and be ineligible to re-enrol.
- Students will be informed of any decision following an investigation and review in writing via email within 5 working days.
- No refund of fees will be possible if a student is found to have plagiarised, cheated or colluded and therefore in breach of this *Academic Misconduct Policy and Procedure*.
- If a student wishes to appeal the decision of an investigation and subsequent review they can do so by following ASFA's *Complaints and Appeals Policy and Procedure*.

5. Records of Academic Misconduct

- ASFA will securely store records of all Academic Misconduct cases within the appropriate folder in I:\Education\RTO\RTO Compliance\Academic Misconduct.



PROCEDURE

1. Academic Misconduct Investigation and Disciplinary Action

Refer SRTOs: Clause 1.8

Procedure	Responsibility
<p>A. Identification of Academic Misconduct</p> <ul style="list-style-type: none">Where a trainer/assessor/student advisor believes there to be an incident of academic misconduct involving plagiarism, cheating, and/or collusion, they should report this via email to the Training and Development Manager along with reasons for the allegation. Reasons may include:<ul style="list-style-type: none">Similarity between student responsesUse of un-referenced source materialsCopying of other students workCopying of material from the internet or textbooks or other sources.	Trainer / Assessor / Student Advisors
<p>B. Investigation</p> <ul style="list-style-type: none">Upon receiving the allegation, the matter is to be investigated to ensure all relevant information is available and it is accurate and complete.The investigation will include:<ul style="list-style-type: none">Reviewing assessments submittedNotifying the student and asking them to respond to the allegation and to provide an explanation.Further details from the student/s, their employer (if they have paid for their training) or other involved parties may be requested during this stage. This may be in writing, over the phone, or face-to-face.	Training and Development Manager
<p>C. Leadership Team Review</p> <ul style="list-style-type: none">Following investigation, the case will be presented by the Training and Development Manager at the next scheduled <i>ASFA Learning Leadership Team Meeting</i> and a decision made about whether the student/s plagiarised, cheated or colluded.	ASFA Learning Leadership Team

Procedure	Responsibility
<p>D. Advise student/s of the outcome and update records</p> <ul style="list-style-type: none"> • Provide a written response to the student/s outlining: <ul style="list-style-type: none"> • The decisions made on the academic misconduct case, with reasons for the decisions made • Notification that the student/s will need to re-enrol into the course and that additional fees will apply (if found to have plagiarised, cheated or colluded) • The student/s right to access the appeals process if they are not satisfied with the outcome of the decision as per <i>ASFA's Complaints and Appeals Policy and Procedure</i>. • Make a note of the decision within the student/s record in Microsoft Dynamics CRM. • Record a result of 'Not Yet Competent' against the impacted units of competency within the student/s record in Microsoft Dynamics CRM (if found to have plagiarised, cheated or colluded) • Keep a copy of the Academic Misconduct case and supporting documents within the appropriate folder in I:\Education\RTO\RTO Compliance\Academic Misconduct. 	<p>Student Advisors / Training and Development Manager / Compliance and Administration Officer</p>