



Academic Misconduct Policy

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Purpose

To define the actions that constitute academic misconduct by students and the process to investigate and penalise such activities.

Scope

This policy applies to all students of The Moreland Group enrolled in qualifications and single Units of Competency (UOC).

Actions by students such as plagiarism, cheating and collusion are not permitted. These actions will be treated by The Moreland Group as academic misconduct and will be penalised.

References

- National Vocational Education and Training Regulator Act 2011
- Australian Skills Quality Authority VET Quality Framework (VQF)

Related Documents

- The Moreland Group Student Handbook
- The Moreland Group Fees and Refunds Policy
- The Moreland Group Complaints and Appeals Policy



Responsibilities

The RTO Manager is responsible for ensuring updates and distribution of policy. The RTO Administrator is responsible for making the policy available to students.

Definitions

Student academic misconduct is one or more of the following:

Plagiarism

Plagiarism occurs when a student submits work in which words or other work are taken from a source (for example, another student's assessment, a colleague's work evidence, a book or journal article, a website) and presented as if they are the student's own, without appropriate acknowledgement of the original author. It is the act of presenting material as one's own without appropriate acknowledgement that constitutes plagiarism, not the intention of the student when doing so.

Cheating

Cheating in assessment tasks (including workplace evidence) includes, but is not limited to:

- where individual work is required, making available notes or answers related to the content of an assessment (in whatever form) to others
- where individual work is required, receiving notes or answers related to the content of an assessment (in whatever form) from another student, or another source

Collusion

Collusion is when two or more students, or a student and any other person(s), act together to cheat, plagiarise or engage in academic misconduct, or incite others to do so.

Any Other Academic Misconduct

Other academic misconduct includes, but is not limited to:

- Tampering, or attempting to tamper, with assessment feedback, class work, or marks;
- Failing to abide by directions of a member of academic staff regarding individual responsibility for the submission of assessable work, including that for any group work submitted;
- Acquiring, or attempting to acquire, possessing, or distributing assessment materials or information without the approval of the trainer;
- Impersonating another student, or arranging for anyone to impersonate a student, in a class or assessment task;
- Falsifying or fabricating workplace evidence
- Altering group assessment work that has been agreed as final by all participating students prior to submission without the collaborating students' consent.

In accordance with applicable State legislation, The Moreland Group (TMG) is entitled to charge fees for items or services provided to students undertaking a course of study. These charges are generally for items such as course materials or manuals, student services and training and assessment services.



Procedure

Where a case of Academic Misconduct is believed to have occurred The RTO and/or Training Manager will be notified in writing. Copies of relevant documents will be sent to the RTO and/or Training Manager as evidence.

Within five working days of receiving a report of alleged academic misconduct the RTO and/or Training Manager will send a copy to the CEO and the student will be notified. Details of the allegation will be included.

A meeting will be scheduled no later than 15 business days after student notification. This meeting may be by Skype in the instance of distance from the CEO.

Failure to attend the meeting will result in a determination of the allegation in their absence.

The student is able to bring another party to the meeting and at least two academic staff will be in attendance.

In determining that academic misconduct has occurred, it is not necessary to show that a student has achieved an improper academic advantage.

Penalties

Following the meeting, the CEO and RTO and/or Training Manager will decide the course of action:

1. If the allegation is unsubstantiated it will be dismissed and no penalties applied
2. If the allegation is found to be accurate the CEO will decide on an appropriate penalty. This could range from a mark of NYC for a unit or qualification (requiring re-submission) to cancellation of enrolment, depending on the severity of the misconduct.

Within ten business days of the meeting the student will be notified in writing of the outcome and any penalties to be applied.

Where an employer has paid for a student enrolment and enquires about the status of

enrolment they will be notified of the reasons in the case of a cancellation.

Appeals

An appeal can only be made on one or more of the following grounds, which must be addressed in the appeal form:

1. that the student considers there is evidence that a determination made by the CEO was made in breach of procedural fairness;
2. that the student does not agree that the allegation is correct;
3. that the student considers that there is now substantial new evidence relating to the



original allegation of academic misconduct, which was not previously available to the CEO; and

4. that the student considers that the penalty imposed by the CEO was too severe.

To appeal a decision of academic misconduct the Complaints and Appeals form must be completed and submitted to the RTO Manager with evidence of the claim. This information will be presented to the CEO of The Moreland Group for a final decision.