



Title	AHE Student Academic Misconduct Policy and Procedure
Code	APo7
Approving Body	Academic Board
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CRICOS Registration No:	TBA
Developer	CEO/Executive Dean
Date Approved	25 June 2018
Commencement Date	25 June 2018
Date of Review	25 June 2022
Distribution	All AHE stakeholders
Purpose	Apex Higher Education (AHE) has developed a policy and procedure for dealing with student academic misconduct at AHE
Scope	Applies to all academic aspects of AHE

1. Principles of student academic conduct at AHE

Academic integrity is the foundation of academic endeavour. Students of AHE should conduct themselves in their academic studies honestly, legally, fairly and ethically and are expected to carefully acknowledge the work of others in all their academic activities.

2. Definitions

- 2.1 Academic misconduct:** Academic misconduct involves illegal activities, cheating, collusion, plagiarism or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negates the academic integrity of the student, another student or their work.
- 2.2 Plagiarism:** This is a type of academic misconduct that occurs when students fail to acknowledge that the ideas of others are being used. It occurs when:
- Other people's work and/or ideas are paraphrased and presented without a reference;
 - Another students' work is copied or partly copied without attribution;
 - Other people's ideas, designs, codes or images are presented as the student's own work;
 - Phrases and passages are used verbatim without quotation marks and/or without a reference to the author or source;
 - Any academic communication is reproduced without due acknowledgement.
- 2.3 Cheating:** This is a type of misconduct that includes students seeking to obtain an unfair advantage in an assessment or in other written or practical work required for assessment. Unfair advantage can take many forms including when someone else contributes to, or completes your assessments, as yourself or on your behalf without AHE's permission.
- 2.4 Collusion:** This is a type of misconduct that includes unauthorised collaboration and involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.

3. Policy Details

Refer to **Appendix 1: Steps for Dealing with Academic Misconduct** as outlined in the Steps below.

3.1 Procedure for dealing with all allegations of academic misconduct

Step 1: When academic misconduct is suspected by the academic staff, the Course Coordinator should be notified by the academic staff and the requisite evidence furnished.

Step 2: The Course Coordinator will put the matter to the student(s) and give them an opportunity to respond to the allegation of academic misconduct. The student(s) should be called to a meeting where they will be given evidence of the suspected academic misconduct and given an opportunity to defend the allegation. The student(s) should be reminded of the penalties that may be applied if the allegation of academic misconduct is upheld.

Step 3: The Course Coordinator is required to decide whether the allegation of academic misconduct is proven or rejected and, if proven, whether the academic misconduct was likely to have been intentional or unintentional.

- a. Factors that the alleged academic misconduct is determined as intentional include:
 - that the students in the cohort were given detailed information on how to avoid plagiarism and how to reference properly;
 - that the student had received a warning about academic misconduct before;
 - that there was evidence the student tried to cover up evidence of academic misconduct;
 - that the **AHE Student Unit Study Guide** clearly stated there is to not to be any collaboration between students for an assessment item, and the students intentionally collaborated;
 - there being evidence that the student intended to participate or profit from the academic misconduct.
- b. Factors that might be taken into consideration when deciding whether the alleged academic misconduct is determined as unintentional include:
 - the student is in the first year of the course and has not received a warning concerning academic misconduct;
 - the student is from an educational background where different norms apply for the acknowledgement of sources or for academic behaviour;
 - a negligible amount has been plagiarised, the student has made an inadequate attempt at referencing or the academic misconduct is negligible;
 - there being evidence that the student did not intend to participate or profit from the academic misconduct.

3.2 Findings of Academic Misconduct and Penalties

Step 4: Once an allegation of academic misconduct has been investigated and upheld, an outcome is to be made within ten working days of the determination. Each finding of academic misconduct will be treated on its own merits. To detect repeated infringements of academic misconduct, reference to the AHE Academic Central Register will be made before the penalty is determined.

- a. Where the Course Coordinator determines that academic misconduct was **not intentional**, AHE may undertake one of the outcomes:
 - warn the student and mark the assessment item without penalty (deduction of marks); or
 - warn the student and mark the assessment item with penalty; or

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- warn the student, request resubmission, and mark the re-submitted assessment item with or without penalty.
- b. Before the Course Coordinator determines that the academic misconduct was **intentional**, they must consider the student's response (if any) to the allegation. If the student fails to respond to an allegation of intentional academic misconduct or cannot convince the Course Coordinator that the academic misconduct was unintentional, the outcome for the finding of intentional academic misconduct includes one or more of the below:
 - the student may be required to undertake additional or alternative assessment (the maximum mark possible being a Pass grade);
 - a mark of Fail may be recorded for the assessment item;
 - a grade of Fail may be recorded for the unit of study;
 - the student may be suspended from the course for a specified period of time;
 - the student may be excluded from the course and expelled from AHE.The most serious outcomes may be considered in the case of repeated **intentional academic misconduct**.

In cases where a finding of plagiarism has been determined by the Course Coordinator, and the student is not expelled from AHE, the student will be required to attend the next AHE scheduled tutorial on referencing techniques.

Step 5: The determination (including the evidence of the determination) of the academic misconduct and its outcome must be communicated by email to the student and a copy kept on the student's file. The student shall also be advised of their right to appeal the finding(s) of the determination and the outcome imposed. All determined cases of academic misconduct and their outcomes and appeals are entered onto the AHE Academic Central Register to allow for verification of repeated infringements. This Register and related legislative requirements are maintained by the Registrar.

3.3 Appeals

A student may appeal against a determination and/ or the outcome made under the Finding of Academic Misconduct in that they are inconsistent with this Policy and Procedure. Appeals must be made in writing and lodged with the CEO/Executive Dean within ten working days of the student receiving written notification of the decision. The CEO/Executive Dean will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions of the CEO/Executive Dean in relationship to appeals under this policy and procedure will be reviewed by the Learning and Teaching Committee.

If a student remains dissatisfied with the outcome of their appeal, they may utilise the **AHE Student Grievance, Complaint and Appeal Procedure**.

4. Dissemination and Prevention

Proactive prevention of plagiarism means that teaching staff have a responsibility to explain to students both good scholarly practice and the concept of academic misconduct.

4.1 All AHE Student Unit Study Guides will:

- include clear instructions as to whether students are permitted to work on an assessment items jointly and provide clear guidelines relating to all aspects of groupwork.
- refer students to this Policy and Procedure.
- provide adequate information to students about referencing requirements and academic conventions for the use of others' work including advice on how to avoid plagiarism.

4.2 AHE will provide specialised tutorials on referencing techniques offered regularly by AHE's Librarian/ Learning Support Officers.

4.3 All written assessments will be submitted to a plagiarism prevention software such as Turnitin to obtain an Originality Report and Similarity Index with another piece of written work so that plagiarised work can be detected.

4.4 All AHE academic staff will be provided with this Policy and Procedure during their induction, including how to detect academic misconduct and deal with an allegation of academic misconduct.

5. Benchmarking Documents

- TEQSA Guidance Note: Academic Quality Assurance
- TEQSA Guidance Note: Academic Integrity

6. Legislation

- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) <https://cricos.education.gov.au/>
- Department of Home Affairs <https://www.homeaffairs.gov.au/> (Previously Department of Immigration and Border Protection (DIBP))
- Education Services for Overseas Students Act 2000 <https://www.legislation.gov.au/Details/C2017C00292>
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 <https://www.legislation.gov.au/Details/F2017L01182>
- TEQSA National Register <https://www.teqsa.gov.au/national-register/provider/apex-institute-higher-education-pty-ltd>
- Higher Education Standards Framework (Threshold Standards) 2021 (Refer to Higher Education Standards Panel) <https://www.dese.gov.au/higher-education-standards-panel-hesp/higher-education-standards-framework>

7. Related Documents

- Bachelor of Business Course Guide
- AHE Student Handbook
- AHE Website (Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>)
- AHE Student Grievance, Complaint and Appeal Procedure
- AHE Staff Employment, Review and Professional Development Procedure
- AHE Student Academic Progression Policy and Procedure
- AHE Institutional Quality Assurance Framework
- AHE Student Code of Conduct
- AHE Student Assessment Policy and Procedure

8. Definitions

Please refer to the **AHE Table of Acronyms and Definitions**

Version Control and Approval

Version	Person Responsible and Action Taken	Date	Approved by
2021.1	CEO/Executive Dean. Updated document with CRICOS and PRV information TBA. ESOS legislation updated. Titles of relevant documents updated.	14 Sep 2021	CEO/Executive Dean
2019.1	CEO/Executive Dean. Expands definition of cheating to include completing others' work without authorization or acknowledgement		
2018.2.2	CEO/Executive Dean. Reformatted document	16 Nov 2018	CEO/Executive Dean
2018.2.1	CEO/Executive Dean. Specific TEQSA Guidance Notes added. Prevention of plagiarism is extended. Turnitin is an example of plagiarism detection software; its role is clarified. Typos corrected.	25 June 2018	Academic Board
2018.2	CEO/Executive Dean. Changed for a Policy and Procedure; Definition section added; AHE will utilise Turnitin for plagiarism detection; Flow Chart of the procedure for dealing with academic misconduct added; definitions of voluntary and involuntary academic misconduct is expanded; Dissemination is expanded to students and staff.	31 May 2018	Minutes of the Academic Board
2018.1	CEO/Executive Dean. Created Document	7 March 2018	

Appendix 1: Steps for Dealing with Academic Misconduct

