



# Australian Graduate School of Leadership

## Policy register

|                      |   |               |                                |
|----------------------|---|---------------|--------------------------------|
| <b>Policy name</b>   | Academic Misconduct                             |               |                                |
| <b>Version</b>       | 1.0   | <b>Status</b> | Approved by Board of Directors |
| <b>Communication</b> | To all staff, students and prospective students | <b>Date</b>   | 21 January 2013                |

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### 1. Preamble

AGSL considers that respect for the intellectual work of others and the appropriate acknowledgement of their work is fundamental to academic work. Academic misconduct is a failure of that respect.

### 2. Scope

This policy applies to all work submitted by students, whether as part of assessment or not, in respect of their studies at AGSL. Where the policy is amended during the course of a teaching period, the original policy is to remain in force until the end of the teaching period, unless the amendments benefit students enrolled in the teaching period, in which case they come into force immediately. The amended policy applies from the start of the next teaching policy.

### 3. Definitions

| Term                | Definition   |
|---------------------|--|
| Academic misconduct | Behaviour that is inappropriate in an academic context, including cheating, plagiarism and collusion, and in addition – <ul style="list-style-type: none"><li>• re-presenting work that has already been submitted for assessment elsewhere</li><li>• falsifying or fabricating sources of information, data or research results</li><li>• deliberately misrepresenting the work, ideas, concepts, data or research results of others</li><li>• representing the outcome of collaboration with another</li></ul> |

|                  |   |
|------------------|---|
|                  | <p>student or other person as one's own individual work</p> <ul style="list-style-type: none"> <li>• using technology, web-based service, or other means to circumvent the requirements of assessment</li> </ul>  |
| Cheating         | <p>Behaviour such as –</p> <ul style="list-style-type: none"> <li>• bringing unauthorised material into an examination</li> <li>• communicating with others during an examination</li> <li>• accessing the work of other candidates during an examination</li> <li>• sitting for an examination in the place of another student, or arranging for someone else to sit in one's place</li> </ul> <p>or attempting to do these things</p>   |
| Failing grade    | See Grading policy  |
| Other misconduct | Misbehaviour such as disrupting an examination or the conduct of a class exercise whether carried out electronically or otherwise   |
| Plagiarism       | <p>Representing the work or ideas of another person, including another student, as if they were one's own without properly acknowledging in a fashion appropriate to the discipline the source of the work or the ideas.</p> <p>This includes not only direct copying, but also –</p> <ul style="list-style-type: none"> <li>• using the results of another person's research</li> <li>• developing another person's concepts or ideas</li> <li>• paraphrasing or summarising another person's work</li> </ul> <p>or attempting to do these things, without proper acknowledgement.</p> <p>Plagiarism is to be distinguished from inadequate referencing skills where a student has attempted to reference their work, although incompletely or inadequately.</p> |
| Collusion        | Collusion occurs when a student works with another person (or persons) without permission to produce work that is presented as work completed by the student independently.   |

## **4. Principles**

Respect for the work of others is fundamental to the academic enterprise. Proper acknowledgement of the work of others is part of ensuring the integrity and value of one's own ideas and work.

AGSL takes misconduct of all sorts, including cheating and plagiarism, very seriously, and will sanction students whom it finds have behaved in such a way.

A student alleged to have committed academic misconduct shall be entitled to remain enrolled until an investigation is concluded and appropriate action determined.

### *External Authorities*

Nothing in this policy abrogates a student's right or AGSL's right to refer alleged academic misconduct to an external authority at any stage.

### *Investigations*

Investigations into suspected academic misconduct shall be conducted by the Executive Dean and Registrar jointly. The Executive Dean or Registrar may authorise another person to undertake parts of the investigation and report on their findings. Student assessments may be submitted to a plagiarism detection service.

Any faculty or staff member who teaches or supervises the student suspected of academic misconduct or who could be in some other conflict of interest with the student shall not be authorised to participate in the investigation.

Where the Executive Dean is the lecturer or supervisor of the student suspected of academic misconduct, the Executive Dean shall stand down from the investigation and nominate an alternative, appropriately qualified and experienced faculty member to undertake the investigation in their place.

## **5. Procedures**

Upon suspicion of academic misconduct by a student, the subject lecturer or other person who suspects the academic misconduct to have taken place is to send a written signed statement that sets out the information and evidence relating to the suspected academic misconduct to the Registrar. The Registrar will then discuss with the Executive Dean the information and evidence presented in the written

statement and the Executive Dean and Registrar will jointly decide whether, on the face of the information presented, further investigation is warranted.

Where further investigation is indicated by the Executive Dean and Registrar, the Executive Dean, Registrar or their appointee will interview the person reporting the suspected academic misconduct, the student or students involved and any other persons deemed appropriate.

Investigations shall be conducted as quickly as possible, normally within 10 business days. Investigations may be via any method of communication and may involve any resources or information, both from within AGSL and from external sources, that the investigator deems appropriate or relevant. If the investigation will take longer than 10 working days, the investigator must advise the Executive Dean and Registrar, including providing reasons for the extended investigation, who will advise the student accordingly.

All relevant information relating to the investigation is to be compiled and retained in the student's file. Relevant information to be collected and retained pertaining to the academic misconduct investigation includes: the piece of work in which the academic misconduct is alleged to have occurred, records of all meetings and phone conversations with the student and other parties related to the investigation, and copies of all correspondence, including emails, on the matter.

### *Findings*

An investigation into academic misconduct may result in one of three outcomes:

**No case to answer:** At the conclusion of investigations, if the Executive Dean or Registrar believes that the student has no case to answer, they shall advise in writing this decision and the reasons for the decision to the person originally reporting the suspected academic misconduct and the student(s) involved. This outcome must also be recorded in the student's file.

**Vexatious accusations:** If, at the conclusion of the investigation, the Executive Dean or Registrar believe that a person has reported academic misconduct vexatiously (that is, in order to disrupt, annoy or upset a student rather than as the result of having genuine suspicions that academic misconduct has occurred) they shall be subject to performance improvement processes as outlined in the Human Resources Policy handbook, if they are a staff member, or shall be dealt with according to the Student General Misconduct policy, in the case of a student.

**A case to answer:** At the conclusion of investigations, if the Executive Dean and Registrar believe that the student has a case to answer, they shall advise in writing this decision, the reasons for the decision and the proposed penalty to be imposed (see table below) to the person originally reporting the suspected academic misconduct and the student(s) involved. The student shall be given 21 days from the notification of this decision to provide a written submission in relation to the findings and proposed penalty.

After 21 days has elapsed since the student was notified of the outcome of the investigation into alleged academic misconduct, if the student has not returned a written submission, the Executive Dean and Registrar shall impose the proposed penalty that was advised to the student. If the student did return a written submission relating to the findings of the investigation into alleged academic misconduct, the contents of that submission shall be taken into account when considering whether to impose the proposed penalty, a less severe version of the proposed penalty, or to not impose any penalty. The final decision made by the Executive Dean and Registrar is to be recorded in the student's file, along with justification for the decision and copies of all related correspondence.

The following table describes behaviour that might constitute academic misconduct, the actions to be taken, the records of that action that are to be maintained, and to whom the action is to be reported. In each case, the academic staff member is to discuss the action of the student with them, to determine the background to their alleged action, the intent involved, and their understanding of the implications of that action.

If the outcome of an investigation into alleged academic misconduct upholds that, on the balance of evidence presented, the academic misconduct was likely to have occurred, the student shall not be entitled to apply for approved withdrawal from the subject in which the academic misconduct was alleged, nor shall they be entitled to apply for a remission of financial liability (i.e. a refund) for that subject.

*Table 1: Academic misconduct - actions*

| <b>Alleged academic misconduct in relation to -</b>               | <b>Action by member of the academic staff</b>   | <b>Records to be created and maintained, and by whom</b>   | <b>Form of report and to whom addressed</b>   |
|---|---|--|---|
| An assessment item  | Discuss the matter with the student and, if appropriate following that discussion, reduce the mark awarded for, give no mark for, or invite the student to resubmit that assessment item. If the student resubmits the assessment item, the maximum mark that can be awarded is 50% of the marks available for the assessment item. | Evidence of the misconduct<br><br>Notes of the discussion<br><br>Any correspondence, including emails<br><br>Academic staff member concerned | Verbal<br><br>Executive Dean<br><br>Registrar |
| More than one assessment item or overall performance in a subject | Discuss the matter with the student and the Executive Dean and, if appropriate following that discussion, recommend the award of a failing grade, for that subject.   | Evidence of the misconduct<br><br>Notes of the discussion<br><br>Any correspondence, including emails<br><br>Academic staff member concerned | Verbal<br><br>Executive Dean<br><br>Registrar |
| More than one subject   | Discuss the matter with the student, the Executive Dean and subject lecturers and, if appropriate following those discussions, recommend the award of a failing grade, for those subjects. Depending on the severity of the offence, suspension of the student for one or more teaching periods may also be recommended.            | Evidence of the misconduct<br><br>Notes of the discussion<br><br>Any correspondence, including emails<br><br>Registrar                       | Verbal<br><br>Executive Dean<br><br>Registrar |
| More than one subject or more than one teaching period            | Discuss the matter with the student, the Executive Dean and subject lecturers and, if appropriate following those discussions, recommend the award of a failing grade, for those subjects and suspension of the student for one or more teaching periods.   | Evidence of the misconduct<br><br>Notes of the discussion  | Written<br><br>Executive Dean                 |

| Alleged academic misconduct in relation to -  | Action by member of the academic staff   | Records to be created and maintained, and by whom  | Form of report and to whom addressed   |
|---|--|--|--|
|   |  | Any correspondence, including emails<br><br>Registrar  | Academic Board<br><br>Board of Directors<br><br>Registrar                                      |
| Overall performance   | Discuss the matter with the student, the Executive Dean and subject lecturers and, if appropriate following those discussions, recommend the exclusion of the student.   | Evidence of the misconduct<br><br>Notes of the discussion<br><br>Any correspondence, including emails<br><br>Registrar | Written<br><br>Executive Dean<br><br>Academic Board<br><br>Board of Directors<br><br>Registrar |
| Failure to maintain good order in the teaching environment – one event                  | Discuss the matter with the student and, if appropriate following that discussion, suspend the student from the teaching exercise for a defined but brief period of time.  | Brief report describing the event<br><br>Academic staff member concerned<br><br>Registrar                              | Written<br><br>Registrar   |
| Failure to maintain good order in the teaching environment – second or subsequent event | Discuss the matter with the student and, if appropriate following that discussion, suspend the student from the subject. Depending on the frequency, nature and severity of the offence, exclusion of the student may also be recommended. | Report describing the events<br><br>Academic staff member concerned<br><br>Registrar                                   | Written<br><br>Executive Dean<br><br>Academic Board<br><br>Registrar                           |

## **6. Responsibilities**

The following committees and personnel are responsible for the application of the policy -

- Members of Faculty
- Executive Dean
- Registrar
- Academic Board