

Policy & Purpose

This policy outlines the College's expectations of students enrolled in any course in respect to academic integrity of their assessments and encourages ethical academic conduct.

There is a shared responsibility between students and trainers in maintaining academic integrity. As such, this policy applies to all students and staff. It is relevant to all aspects of a student's training and assessment with the College.

This Policy should be read in conjunction with the Student Code of Conduct

The College is committed to ensuring a positive learning experience for its students. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.

This policy seeks to encourage ethical conduct and to inform staff, contractors and learners about the College's standards of academic conduct and the steps to take if academic misconduct is identified.

Any attempt or conspiracy to commit academic misconduct is still academic misconduct, regardless of the 'success' of the attempt or conspiracy.

Definitions

The College means Lead College Pty Ltd

Academic dishonesty is any deliberate attempt to fabricate, falsify, or otherwise alter assessment outcomes, electronic records, or any other material that is relevant to a student's participation in any course or assessment activity. This includes unauthorised possession, use or distribution of the College's resources

aXcelerate is a learning and student management system [aXcelerate](#), used by the College to manage all student records

Collusion means an agreement between people to act together in order to deceive or cheat someone. This could be students and/or a trainer

Course means any accredited qualification, unit of competency, skill set, course, or non-accredited program offered by the College

Moodle is the learning management system [Moodle](#), used by the College to record learning and assessment

Plagiarism means the process or practice of using another person's ideas or work and pretending that it is your own

Staff member means a person engaged by the College as an employee, contractor or consultant

Student means a person enrolled in one or more courses with the College

Trainer means a person engaged by the College as a trainer and/or assessor, including but not only in accordance with the SRTOs

Encouragement of ethical academic conduct

The College encourages students to develop the ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect their individual considerations of the given task or workplace requirement.

The College acknowledges that to develop critical reasoning, students will study the work of others through issued textbooks, learning material or through their own research. It is important that students acknowledge, through appropriate referencing, any work from which they draw information.

Standards of Academic Conduct

The College informs staff and students about expected standards of academic conduct through this policy, the Student Code of Conduct and specific instructions provided with each assessment task.

Academic Misconduct

Plagiarism and/or collusion will not be tolerated and trainers use tools, including a plagiarism scanner, to detect these.

Plagiarism

The use of another person's ideas or work is acceptable where it is justified and where it is correctly referenced. The College does not stipulate a specific referencing method, but sufficient information must be provided to ensure the original author and work can be identified for each instance where another's work is quoted.

It is not acceptable to reproduce another person's words or ideas exactly, even if a reference is provided. The use of referencing is to acknowledge the contribution another person's work has made to the student's writing and is not to be used as justification for copy-and-paste use of the work of others.

Where a trainer believe that plagiarism has occurred, such a belief may only be acted upon based on tangible evidence of plagiarism. No assumption of plagiarism may be acted upon without clear and documented evidence of the intellectual property plagiarised and how it has been used in a student's work.

Cheating/colluding

The tools used to detect plagiarism will also detect collusion. In most cases, students' assessment tasks are entirely individual. Unless collaboration between students is explicitly authorised in an assessment task, students must complete the task entirely on their own merits.

Where a trainer or other College staff member believes cheating or colluding has occurred, such a belief may only be acted upon based on tangible evidence of such behaviour. No assumption of cheating or colluding may be acted upon without clear and documented evidence and how it has been used in the student's work.

Investigation

Where a trainer or other College staff member suspects a student has engaged in academic misconduct they will report the incident to the relevant manager, with supporting evidence related to the allegation.

The manager will conduct an initial investigation to determine whether there is a prima facie case and there is supporting evidence for the allegation. In doing so, the manager will give regard to:

- The intention or non-intention of the misconduct
- The extent of the misconduct
- Whether the student has been previously warned of academic misconduct
- Whether there are any other factors relating to the student or course that should be considered in assessing the allegations.

Outcome

Penalties will apply where academic misconduct is detected, proportional to the severity and nature of the misconduct, up to and including expulsion of the student. Any penalty applied will consider whether the misconduct was deliberate or accidental but will not consider whether the misconduct was successful or not.

As a general guide, the following penalties may apply:

- First offence – re-submission of the relevant assessment task
- Second offence – NYC result is issued for the relevant unit and the student must re-enrol in and repeat the unit (fees may apply)
- Third offence – expulsion of student from the College.

Academic misconduct involving a staff member or contractor, if proved, may result in termination of employment or contract, in accordance with the termination clauses provided. Any instance of fraud may be reported to external authorities.