

Academic Conduct Policy and Procedure

Document Name:	Academic Conduct Policy and Procedure
Document Reference:	PO8
Document Version:	4
Responsible Officer:	Divisional General Manager
Functional Owner:	Head of Portfolio Program Manager
QAS Owner:	Manager, Academic Governance
Date Approved by EMT:	Version 1 Approved 11 February 2013
Date Approved by GM:	Version 1 Approved 11 February 2013
Endorsed by ETAB:	Version 1 Approved 18 February 2013
Date Effective:	1 March 2013
Next Review Date:	1 March 2016
Versions:	<p>This Policy replaces the Plagiarism Policy dated 4 October 2011.</p> <p>Version 2: Minor changes to reflect updated terminology (Apr-13). Version 2 did not require ETAB approval.</p> <p>Version 3: Minor terminology changes in accordance with the annual policy review (Feb-14). Version 3 did not require ETAB approval.</p> <p>Version 4: Minor changes to reflect new organisational design and Standards for Registered Training Organisations 2015. Version 4 did not require ETAB approval.</p>

Scope:	Course Type:	All Courses
	RTOs:	Open Colleges Pty Ltd Integrated Care & Management Training Pty Ltd College of Fashion Design Pty Ltd
	Partner RTOs:	Yes

Communication:

All Policies, Procedures, Forms and Guidelines are loaded into the Quality Management System (QMS) in Firefly. This will automatically update documents in OCTiVE and OpenSpace. Updates are communicated to staff through Firefly Chatter, Trainers and Assessors through OCTiVE News and students through the Student Lounge in OpenSpace.

1. Scope

Open Colleges 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 and students about the Open Colleges standards of academic conduct. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in assessment and must ensure that they do not plagiarise.

This Policy should be read in conjunction with the Student Code of Conduct (see PR5.4).

2. Definitions

Plagiarism: The intentional use of intellectual property the source of which is not properly acknowledged: and/or the direct use of intellectual property, referenced or unreferenced, without a clear indication that the intellectual property was taken verbatim from its source.

Cheating: To deceive or mislead, especially for personal advantage. At Open Colleges, cheating is usually associated with the copying of other students' assessments (a form of Plagiarism).

Please refer to the Glossary of Terms (QMS1.4) for all other defined terms in this Policy.

3. Policy

One of the core functions of Open Colleges is to develop student's ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect the student's considerations of the task or workplace requirement.

Open Colleges acknowledges that to develop this ability, students will study the work of others via issued textbooks, learning material or through their own research. However, it is important that students in their learning acknowledge, through appropriate referencing, earlier work from which they have drawn information.

Where a Trainer and/or Assessor believe that plagiarism or cheating has occurred, such a belief may be acted upon where there is tangible and solid evidence of plagiarism or cheating. This may be readily evident or may require further investigation. No assumption of plagiarism or cheating may be acted upon without clear and documented evidence of the intellectual property plagiarised and how it is manifested in a student's work.

3. Procedures

Academic Writing Guide for Students

To avoid plagiarism, students should ensure that all information provided by the student in an assessment that has been obtained from another source is

referenced in accordance with the Academic Referencing Guide provided in the Student Handbook (see DC1.1).

Investigation

Where a Trainer and/or Assessor suspects a student has engaged in cheating or plagiarism they will report the incident to the Program Manager and provide all evidence supporting the allegation.

Plagiarism and cheating constitute a breach of the Student Code of Conduct and as such the provisions in PR5.4 Student Code of Conduct Procedures will apply.

The Program Manager (or their delegate) will conduct an initial investigation to determine whether *prima facie* there is supporting evidence for the allegation. In doing so, the Program Manager will give regard to:

- The extent of the plagiarism or cheating;
- Whether the student has been previously warned of plagiarism or cheating; and
- Whether there are any other factors relating to the student or course that should be considered in assessing the allegations.

Outcome

In accordance with PR5.4, if the Program Manager believes there is *prima facie* support for the allegation, they will inform the student of the allegation in writing and provide any evidence pertaining to the alleged breach.

The student will have **10 business days** to respond to the allegation in writing. The student should submit their response to the Student Support Team by email or through OpenSpace.

The Appeals and Complaints Committee will review the student's response to the allegation and make a determination, in accordance with the processes outlined in PR5.4.

4. Quality and Continuous Improvement

This Policy, and its related Procedures, Forms and Guidelines, are subject to systematic annual review by the date noted on Page 1. In addition, this Policy may be reviewed at any time based on feedback from:

- Education and Training Advisory Board
- Quality and Continuous Improvement Committee
- Divisional Education Management Team
- Results of Student and Trainer and Assessor Surveys
- Informal Student and Trainer and Assessor Feedback
- Complaints & Appeals Outcomes.

5. Related Legislation & Guidelines

- [Standards for Registered Training Organisations](#)

How can we improve this document?

If you can identify opportunities for us to improve this document, please email improvements@opencolleges.edu.au. This request will automatically be logged on our Continuous Improvement Register. Please include the document reference number in your email and specific details about how we can improve the document.