



Matic International College

Academic Misconduct Policy and Procedure

Version 2.0

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1. Purpose and Scope

The college values academic integrity and recognises its obligation to educate students in the definition, identification, and avoidance of misconduct. To ensure academic integrity, all students and staff are required to behave with honesty and respect in all their educational behaviours. The purpose of this policy is to establish acceptable standards of academic behaviour that promote and support learning and maintain the academic integrity of the college and the assessment processes. This policy:

- Describes different types of academic misconduct behaviours.
- Outlines the college’s methods of handling perceived breaches of academic integrity.
- Details the support provided to students to encourage the academic integrity of the college.
- Explains the procedures of investigation and associated discipline and penalties for academic misconduct.
- Discusses the process for students to appeal college decisions on discipline or penalties based on academic misconduct.
- Applies to all students and staff of the college.

2. Definitions

Terms	Definition
The college	Refers to Matic International College
Student	Refers to the following: <ul style="list-style-type: none"> • a student who is undertaking a course, a unit of competency (UoC), or a corporate training session at or provided by the college. • a former student who was undertaking a course, a unit of competency, or a corporate training session at or provided by the college at the time when any academic misconduct occurred. • a student of another educational institution who is undertaking a course, a unit of competency, or a corporate training session at or provided by the college. • a student who is undertaking a work placement with external work placement providers or is offered by the college.
Staff	Refers to people who are trainers and assessors and/or the management of the college.
Academic Misconduct	This includes plagiarism, cheating and/or collusion, or any act or omission by a student that attempts to circumvent or defeat the integrity of the college’s assessment process. Please refer to Section 3 for examples of academic misconduct

Terms	Definition
Non-academic Misconduct	This refers to the behaviours in a way that: fails to respect the rights of others (students and staff) to study and work in a safe environment; damages or misuses college property or the property of others on college property; damages the college's reputation; breaches requirements for lawful behaviour, including but not limited to discrimination, harassment, privacy legislation, and criminal behaviour.
Appeal	A formal request in writing by a student to have a decision made in relation to that student to be reviewed or reconsidered in accordance with the <i>Complaints and Appeals Policy and Procedure</i> ¹ .
CoE	Refer to the Confirmation of Enrolment, which includes the principal course of study and the time frame in which the course is to be completed

3. Examples of Academic Misconduct

Plagiarism occurs when the ideas and work of others are presented as a student's own work without proper acknowledgement by referencing. Plagiarism includes:

- Direct word-for-word copying of paragraphs and sentences from any source (e.g., course learning materials, the internet, a journal article) without proper acknowledgement/referencing.
- Direct paraphrasing of paragraphs and sentences from any source (e.g., course learning materials, the internet, a journal article) without proper acknowledgement/referencing. This includes summarising or rearranging another person's words, ideas, etc. without changing the basic structure and/or meaning of the text, either manually or by using a text paraphrasing or rewriting tool.
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these.
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is.

Cheating occurs when a student behaves dishonestly to obtain an unfair advantage in any form of assessment. Examples of cheating include:

- Failing to adhere to examination conditions, for example, speaking or communicating with other candidates in an examination, bringing unauthorised material into the examination room, reading, or attempting to read other students'

¹ The complaints and appeals procedure of the college that students are required to follow when making complaints or appealing decisions of the college.

answers, leaving the examination or test answer papers exposed to another student's view.

- Impersonating another student or arranging for someone to impersonate a student in any assessment task.
- Purchasing assessment items from a contract cheating or ghost-writing service and presenting them as the student's own work.
- Allowing others to complete an assessment task and/or submit an assessment task which is not the student's own work.
- Fraudulent representation of any required documentation, for example, prior qualifications, or medical certificates.

Collusion occurs when students collaborate with others to produce assessment items and present the work as their individual work. Examples of collusion include:

- Providing assessment items to other students in any format. It is an offence to share your work with others because they may present it as their own.
- Allowing another student to submit the student's work as their own.
- Working in a group on assessment items that require individual work.

Minor academic misconduct may, but is not limited to, include incorrect referencing, direct word-for-word copying of material from elsewhere, failure to comply with the instructions of college staff members for a classroom or learning activity and any other unintentional behaviour. Minor misconduct does not have significant effects on others, the college, or the student's academic outcomes. In deciding whether misconduct is minor or major, consideration will be given to the extent of the misconduct, the stage in the course, the student's exposure to the college's practices, prior behaviour, and common practices in the field of study.

Major academic misconduct is a more serious case than minor academic misconduct. Major academic misconduct involves evidence of intentional behaviour. Major academic misconduct has a significant impact on others, the college, and the student's academic outcomes

4. Roles and Responsibilities

The college	<ul style="list-style-type: none"> • Making this policy available to all staff and students. • Ensuring that information on good academic practice is available and accessible to students. • Ensuring the availability of support services • Ensuring its staff know how to identify and handle academic misconduct issues. • Providing students with an opportunity to appeal any decision arising from academic misconduct cases.
Student support officer	<ul style="list-style-type: none"> • Advising students on academic misconduct and the penalties for behaviour based on the academic misconduct policy. • Providing appropriate information and/or training sessions (e.g., referencing requirements and techniques) to the students at the college. • Implementing the academic misconduct policy. • Investigating and dealing with incidents of academic misconduct in a consistent manner and affording natural justice. • Applying penalties that are appropriate, fair, and just based on the seriousness of academic misconduct offences.
Academic misconduct committee ²	<ul style="list-style-type: none"> • Reviewing this policy and procedure document • Providing a suggestion regarding the penalties • Attending a meeting to investigate the case
The students	<ul style="list-style-type: none"> • Making every effort to avoid academic misconduct (e.g., protecting their own work, not allowing other students to copy their work, referencing correctly and not plagiarising). • Maintaining academic integrity and behaving ethically. • Understanding the implications of academic misconduct and its impact on their academic performance. • Making enquiries from the staff of the college for assistance if they are aware of academic misconduct.

² This consists of (i) the CEO, (ii) Trainers/assessors, (iii) the student support officer, (iv) external compliance and/or delegated staff member(s).

5. Policy statement

The college:

- Places the highest value on academic honesty and integrity and will not tolerate academic misconduct behaviour.

Students:

- Shall be informed of the appeal processes for the results of academic misconduct judgments, decisions and penalties imposed by the college.
- Are subject to penalties for committing unethical behaviour or intentional academic misconduct.

Staff:

- Must be aware of their responsibility to comply with this *Academic Misconduct Policy and Procedure*.
- Must follow the procedures in the *Academic Misconduct Policy and Procedure* when they become aware of potential academic misconduct.

Minor and major academic misconduct classification:

Academic misconduct behaviours can be classified as Minor or Major academic misconduct.

The staff who are responsible for assessing students' assessment items will consider the evidence and decide whether there are grounds for an allegation of academic misconduct according to the following factors:

- **The student's knowledge and skill** - (e.g., Does the student have the knowledge and skill to apply referencing correctly?)
 - **The student's educational history** - (e.g., What is the level of the student's education? – certificate vs graduate diploma)
 - **The student's record of previous academic misconduct** - (e.g., is this the first instance or have there been multiple academic misconduct offences?)
 - **The student's intention** - (e.g., Was this a genuine mistake or error? Is there evidence that the academic misconduct offence was intentional?)
 - **The impact of the student's academic misconduct** - (e.g., Does this affect the reputation of the college? Does this impact others?)
 - **The magnitude of the student's academic misconduct** - (e.g., Did the student plagiarise only a few sentences or was it the whole assessment item?)
 - **The type of academic misconduct** (e.g., is it plagiarism, failure to reference, collusion, cheating, failure to comply with instructions?)
- The severity and type of academic misconduct can result in different penalties. A combination of penalties may be imposed if the management committee deems it appropriate.

Other:

- Any allegation must be supported by evidence.
- Penalties of academic misconduct must be notified in writing to the student.
- Written assessments should be submitted in an electronic form to potentially be processed in electronic text-matching software. If that is not possible, staff must design the tasks to mitigate any potential academic misconduct.
- The academic misconduct policy and procedures cannot override existing federal and state legislative requirements.
- The student's academic results will be withheld until the college decision regarding academic misconduct is completed.

6. Procedure

Academic misconduct

The college recognises that academic misconduct may result from a student's lack of understanding of the requirements for acceptable academic behaviour and may be unintentional. The college has a responsibility to educate students about acceptable academic behaviour. This misconduct procedure is designed to follow the principles of natural justice and to be an educative process while maintaining the academic integrity of the college's assessment. There are three steps for managing a case of academic misconduct. (Refer to [Appendix 1](#))

Step 1: Detection and Preliminary Investigation

Staff members³ who become aware of potential academic misconduct should undertake a preliminary investigation to ascertain the extent of the misconduct. This investigation may include undertaking informal enquiries, using text-matching software, analysing source material, comparing with other students' submitted assessments and any other steps necessary. This investigation should be undertaken and completed within 48 hours unless there are special circumstances. Within the investigation, the staff may make the following decisions:

- If the staff believes that there is no case of academic misconduct, the case can be resolved with no further action.

³ This can be trainers, assessors, student support, and/or any other staff members of the college.

Step 2: Formal investigation and Interview

- (i) When the college staff member (i.e., student support officer) receives the written allegation from staff members who raised the concern, the student support officer will examine whether the alleged case is valid.
 - a. If the alleged case is not valid, a written response is sent back by the student support officer to the staff who made the written allegation. In this case, no further action is required.
 - b. If the alleged case is valid, student support officer will contact the student, make them aware of the allegation in writing within 48 hours, and inform the student of the processes and potential consequences (The student can be referred to this *Academic Misconduct Policy and Procedure*, and student support officer may use the example email letter provided by the college). (Refer to Appendix 2)

- (ii) The student support officer, with the help of trainers and assessors, must make a judgment on the severity of the case within 1 week after informing the student of the allegation.
 - a. An interview may be conducted by the student support officer, trainers and assessors, and the student who is alleged of conducted academic misconduct. The interview time and location may be established by the student support officer for the student to meet with the Academic Misconduct Committee for further investigation of the case. This interview must occur within 1 week of informing the student of the allegation.
 - b. If the case is determined to have no academic misconduct, the case can be resolved with no further action.
 - c. If the case is determined to be *minor academic misconduct*, the case can be resolved with educative support and/or penalties. Then, a record of the case allegation and response to the allegation will be recorded.
 - d. The student support officer must inform the student of the decision and consequences in writing within 48 hours from when the decision is made, unless there are special circumstances.
 - e. If the student support officer decides the case is **major academic misconduct**, then the student support submits a formal allegation to the members of the Academic Misconduct Committee (AMC). The student support must inform the student that the case has been referred to and explain the procedure and potential consequences in writing within 48 hours of submitting the formal allegation to the chairperson. (Refer to Appendix 3)

Step 3: Continuation of Formal investigation and Academic Misconduct Committee hearing/review

- (i) Once the members of the AMC receive the written allegation, the meeting between the members must be organised, which must take place within 1 week, unless special circumstances (e.g., the student's request, unavailability of other committee members, or any other unforeseen circumstances)
- (ii) The AMC will review the case in the meeting and invite all relevant parties (e.g., the student and their support person) involved with the case to attend.
 - a. In the event that the case of academic misconduct is judged to be *minor academic misconduct*, the members of AMC will advise the student support officer to charge penalties to resolve the case. The student may be requested to attend a meeting with the student support officer to have a verbal communication about the misconduct and the penalties.
 - b. If the case of academic misconduct is confirmed to be *major academic misconduct*, the AMC will advise the student support officer of penalties and corrective actions to resolve the case. The student support officer will send an official warning to the student.
 - c. The allegation, meeting minutes, evidence and judgment will be electronically recorded and stored within the college. The relevant staff member(s) will be provided with access, and the record will be provided once requested.

7. Educative Support

If students are referred (required) to receive educative support, the college can provide, but is not limited to:

- An explanation of the Academic Misconduct Policy and Procedure.
- Guidance on how to detect plagiarism.
- Training sessions on the following topics:
 - Plagiarism detection
 - The college's policies and procedures
 - Any other relevant training
- Language, Literacy, Numeracy and Digital literacy (LLND) support.
- General student support
- Assessment clarification

The training and support above can be obtained through the following sources:

- LLND Support Services (refer to Language, Literacy, Numeracy and Digital Literacy Policy and Procedure).
- Student support services

8. Penalties for Academic Misconduct

8.1 Minor Academic misconduct penalties

The Academic Misconduct Committee and the student support officer can issue Minor academic penalties to the student. Examples of penalties for Minor academic misconduct are shown below:

Penalty	Example	Action	Explanation
A written warning	All cases of Minor academic misconduct (e.g., Minor referencing issue, disobeying instructions, minor behaviour issue)	(i) The student missed inserting a few references in their submitted assessment.	A warning letter must be provided to the student along with educational support. The warning letter is to make the student aware of their mistakes and to address their wrongdoing.
Educative support		(ii) The student does not follow their trainer's and/or assessor's instruction, but the student's actions do not harm others or the college's property. (iii) The student breaches the Code of Student Conduct. (iv) The student directly copies a few sentences from resources (e.g., books, articles, or webpages) or other students' work, but the copied materials do not have a significant impact on the results of the student's assessment.	Educative support is applied to all Minor academic misconduct actions. The college aims to prevent academic misconduct by educating the students. Students can genuinely make mistakes in their academic activities. Therefore, severe penalties are inappropriate and should not be applied initially.

Penalty	Example	Action	Explanation
Resubmit part of, or the whole, assessment item with corrected referencing.	<ul style="list-style-type: none"> Minor referencing issues 	<p>(i) The student unintentionally leaves out references for an insignificant amount of their submitted assessment.</p>	<p>This is to ensure the students can only correct referencing on the assessment. This is to prevent gaining additional time to work on their assessment.</p> <p>*In the event that a student is required to resubmit his or her assessment, there may be a fee incurred for the resubmission.</p>
Resubmit part of the original assessment item or submit a new assessment item.	<ul style="list-style-type: none"> Copy part of another student's work that does not significantly impact on the students' academic result. For example, the student has used the same introduction sentence, but the rest of the assessment is their own work. Fail to stop working at the end of the allocated assessment time. Talking during an assessment item that instructs that there should be no talking. 	<p>(i) There is an insignificant amount of copying from other resources or other student's work that does not significantly affect the student's academic result. The students have provided enough evidence (of their own work) to show they are competent in the UoC.</p> <p>(ii) The student fails to follow the assessment or staff instructions required for the assessment during assessment items.</p>	<p>This penalty is used to reassess the student to ensure the college validly assesses the student's skill in the UoC.</p> <p>The decision to resubmit the original assessment item or submit a new assessment item is to assess the student's competency within the UoC. This is similar to a new attempt to show competency; however, there is a record of minor academic misconduct by the student.</p> <p>*In the event that a student is required to resubmit his or her assessment, there may be a fee incurred for the resubmission.</p>

Penalty	Example	Action	Explanation
Enter into a written undertaking regarding offending behaviour	<ul style="list-style-type: none"> Minor Behavioural issue 	(i) The student breaches the Code of Student Conduct	This is to be used as a reflection exercise for the student.
Order of compensation or restitution on such terms as are deemed fit and proper.	During academic activities, the student causes: <ul style="list-style-type: none"> Minor damage to the college's, staff's and/or students' property not exceeding \$1000. 	Intentionally or unintentionally, due to carelessness, negligence, or ignorance, interfering with or causing damage to the colleges or a person's (who has a legitimate connection to the college activities) property not exceeding \$1000.	

8.2 Major Academic Misconduct Penalties

The Academic Misconduct Committee Issues Major academic penalties to the student. Examples of penalties for Major academic misconduct are shown below:

Penalty	Example	Action	Explanation
A formal written warning letter.	<p>All major misconduct actions, if possible.</p> <p>A formal written warning and educational support must be given to the students along with other penalties, to address Major academic misconduct behaviours. The formal written warning and educative support CANNOT be the only actions to punish the student for Major academic misconduct behaviours</p>		The warning letters can be 1 st , 2 nd . and a Notice of Intention to Report.
Educative support			Educative support is applied to all major misconduct actions if possible. The college considers that severe penalties for the student are not a permanent solution to address academic misconduct behaviours. In the case that educative support is possible to address the student's behaviours, the student should obtain an opportunity from the college.
Resubmit part of, or the whole, assessment item with correct referencing.	<ul style="list-style-type: none"> Major referencing issues 	<p>(i) The student intentionally leaves out references or provides fake references for an insignificant amount of their submitted assessment.</p> <p>(ii) The student unintentionally leaves out references for a significant amount of their submitted assessment.</p>	*In the event that a student is required to resubmit his or her assessment, there may be a fee incurred for the resubmission.

Penalty	Example	Action	Explanation
Cancellation of enrolment	<p>During academic activities, the student:</p> <ul style="list-style-type: none"> • Breaks the law. • Causes damage to the College's property. • Presents repetitive academic misconduct • Fails to follow the rules of the college, which leads to more severe consequences. 	<p>(i) Break any laws of the Commonwealth or the local state/territory in connection with any college activity, including criminal law and laws related to copyright discrimination, harassment, and defamation.</p> <p>(ii) Assault another person or otherwise cause or attempt to cause serious physical harm (e.g., injury or death) to another person.</p> <p>(iii) Deliberately, recklessly, or negligently endangering a person's life, health or safety in connection with college activities.</p> <p>(iv) Commit intentional plagiarism, cheating or collusion after previous formal warnings of Major academic misconduct.</p>	<p>The college considers the student's actions of breaking any laws, assaulting another person to physical harm, and intentionally repetitive Major academic misconduct behaviours are unacceptable.</p>

Penalty	Example	Action	Explanation
Suspension of enrolment	<p>During academic activities, the student:</p> <ul style="list-style-type: none"> • Presents aggressive and rude behavioural issues. • Presents repetitive academic misconduct behaviour despite a formal warning having been issued previously. 	<p>(i) Create fear by harassing or intimidating other students.</p> <p>(ii) Act aggressively and rudely to other people despite a warning.</p> <p>(iii) Commit intentional plagiarism, cheating or collusion after a previous formal warning of Major academic misconduct.</p> <p>(iv) Breach other policies of the college that relate to the student, including but not limited to the Student Code of Conduct during academic activities.</p>	<p>The conditions (e.g., time periods and locations) of the suspension are subject to the judgment of the AMC.</p> <p>The college considers the student's rude and aggressive behaviours to be unacceptable. All students have a right to a safe, respectful college environment</p> <p>The college raises the severity of the penalty for students who conduct repetitive Major academic misconduct behaviours despite a formal warning and educational support.</p>

Penalty	Example	Action	Explanation
<p>“Not yet competent” result for the UoC.</p>	<p>During academic activities, the student:</p> <ul style="list-style-type: none"> • Directly copies a majority of, or the entire, assessment from other students’ work, and the copied materials have a significant impact on the student’s academic results, as this shows the student has not provided enough evidence that they are competent in the UoC. • Posts online indicating that someone will take an assessment on behalf of the student. • Sells assessments. • Presents repetitive minor academic misconduct that leads to evidence of intentional Major Academic Misconduct. 	<p>(i) Intentionally commit plagiarism, cheating or collusion that significantly impacts the student’s academic results because it does not allow them to demonstrate competence.</p> <p>(ii) Conduct repetitive minor academic misconduct despite having information to address the student’s behaviours.</p> <p>(iii) The student intentionally leaves out references or provides fake references for a significant amount of their submitted assessment.</p>	<p>The college considers that the first instance of Major academic misconduct of intentional plagiarism, cheating or collusion should not result in suspension of students or cancellation of enrolment. The student should be given an opportunity to address their behaviours. At the same time, the college does not tolerate intentional academic misconduct, and as such, the penalty must be imposed for students who intentionally commit academic misconduct.</p> <p>*In the event that a student obtains a “Not yet competent” result for the UoC, he or she may re-enrol in the UoC again. There will be a fee incurred for the re-enrolment.</p>

Penalty	Example	Action	Explanation
Deferral of enrolment	Providing false academic documents required for enrolment	Provide fraudulent academic documents prior to the commencement of study or at the time of enrolment.	The college defers the student's starting date to investigate and verify false academic documents. The student must provide an explanation, and ratification must be provided. If the provided academic documents are fraudulent, the college will report to the appropriate authority.
Order of compensation or restitution on such terms as are deemed fit and proper.	During academic activities, the student: <ul style="list-style-type: none"> • Damages the college's, staff's and/or students' property (e.g., ignoring the trainer's instructions, which results in a fire damaging the classroom). 	Intentionally or unintentionally, due to carelessness, negligence or ignorance, interfering with or causing severe damage to the colleges or a person's (who has a legitimate connection to college activities) property.	

9. Appeals

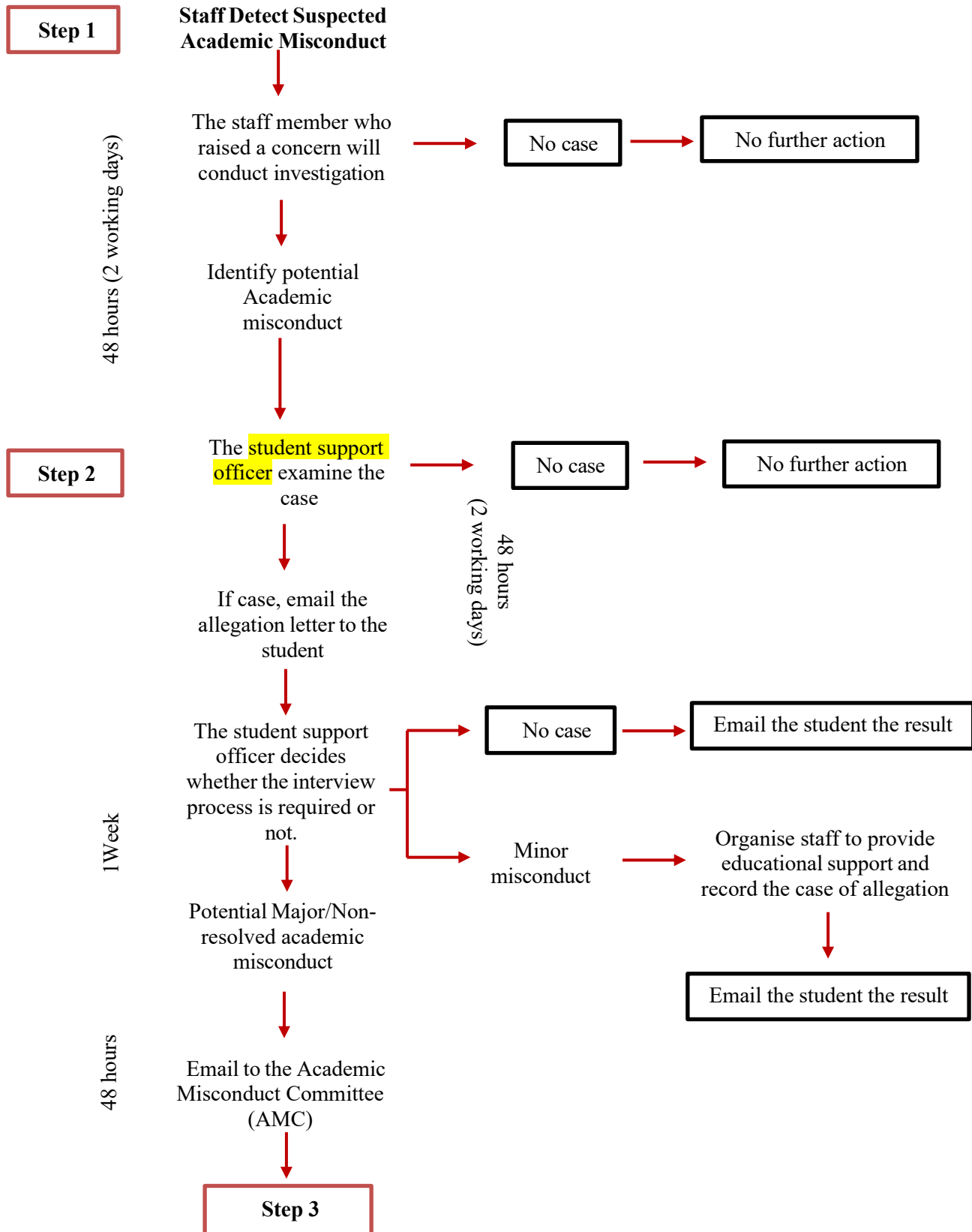
Students can appeal against any decision made by the college by following the process outlined in the *Complaints and Appeals Policy and Procedure* of the college. For more information, please refer to the *Complaints and Appeals Policy and Procedure* of the college.

10. Continuous Improvement

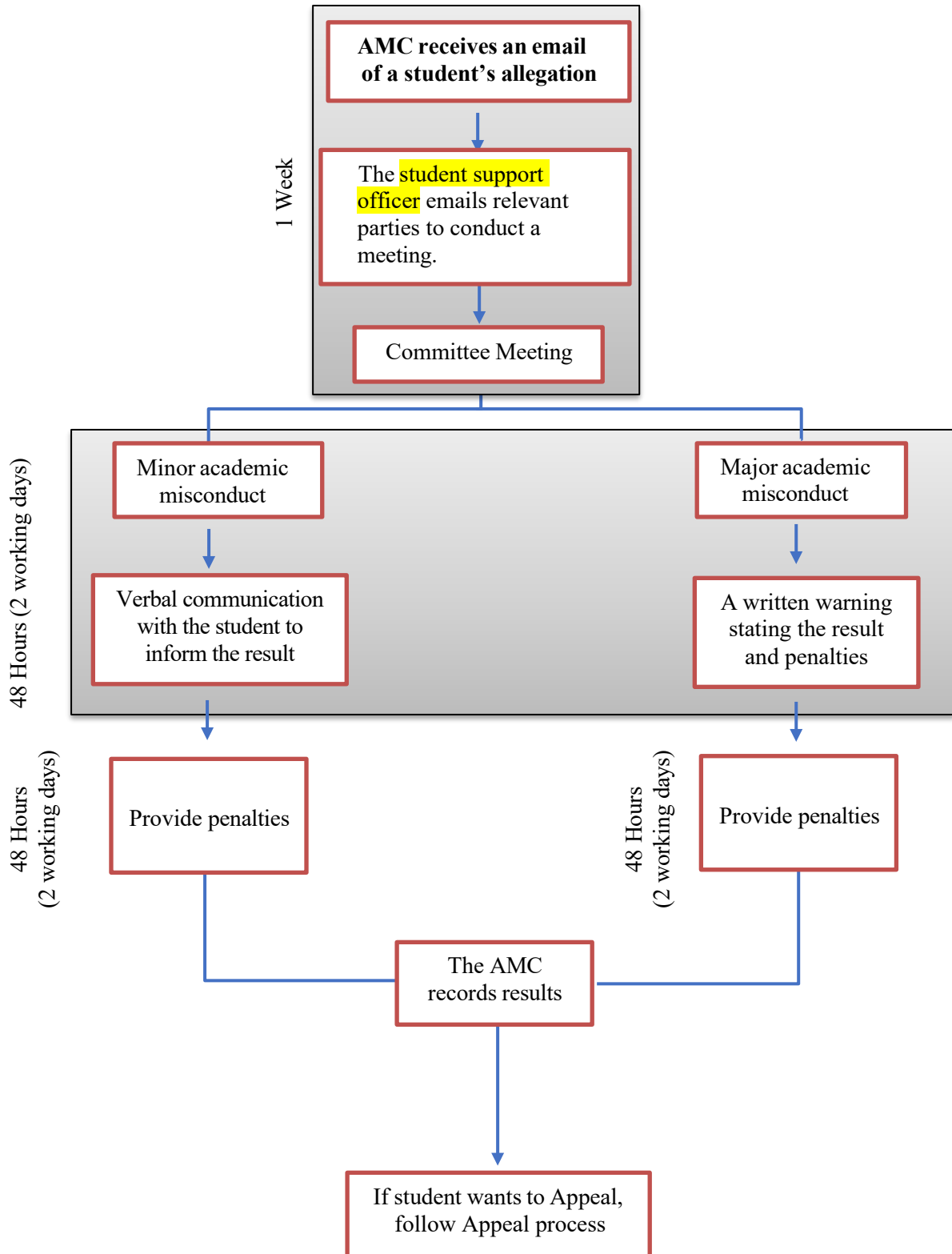
As part of the college's continuous improvement framework, any feedback and recommendations will be reported to the CEO for consideration and implementation. The details of the continuous improvement process are mentioned in the college's *Continuous Improvement Policy and Procedure*, which offers a structured framework for refining and enhancing the college's practices based on valuable input from the staff members involved.

Appendices

Appendix 1: The procedures relating to addressing and the allegation a case of academic misconduct



Step 3 Academic Misconduct Committee (AMC) Process



Appendix 2: An example of the student support officer's letter to the student

Dear {student's name},

This letter is to inform you of an allegation of academic misconduct [details of alleged misconduct behaviour] in one of your assessment items in [UOC name & code]. Please refer to the college's Academic Misconduct Policy for further information on policy and procedure and potential consequences.

The college and the student support officer would like to organise with you a date and time within one week of this letter to meet and discuss the allegation of academic misconduct. You may bring a support person with you to this meeting. The support person cannot speak on your behalf. Please respond to this email {Email address} to organise a meeting within the designated timeframe. If you do not respond and you do not wish to attend the meeting, a decision will be made based on the current evidence.

You will be informed of the decision and any further actions that will take place.

Regards,

{student support officer}

{Signature/e-signature}

Appendix 3: An example of the student support officer's allegation letter to the member of the Academic Misconduct Committee:

Dear {The member of the Academic Misconduct Committee's Name},

I would like to inform you of the potential academic misconduct by a student.

Student ID: [student's ID]

Students Name: {Student Full Name}

Student ID: {Student ID}

Unit of Competency: {Unit of Competency}

Study Period: {Start and End Date of Unit of Competency}

Details of Academic Misconduct: {Describe what type of Academic misconduct has occurred, initial investigation results and the assessor's and the student support's opinion.}

Evidence and the initial assessor's allegation letter are attached to this email. {Evidence can include, but is not limited to; the student's completed assessment item; initial reports of plagiarism or text matching software reports; and other connected documents or files}

Regards,

{Student support officer}