

# P-1.27 ACADEMIC MISCONDUCT & DISCIPLINARY POLICY

*ECTARC Quality Policy & Procedures Manual  
Section B – Policies*

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## 1.27.1 Purpose

The purpose of this policy is to ensure that any assessment task submitted by a student is the original work of that student, has been presented in good faith and that no plagiarism, cheating or collusion has occurred.

## 1.27.2 Scope

This policy applies to all students submitting assessment tasks or evidence for recognition of competency.

## 1.27.3 Definitions

### a) Plagiarism

A student plagiarises if he or she gives the impression that the ideas, words or work of another person are the ideas, words or work of the student.

Plagiarism includes:

- (i) copying any material from books, journals, study notes or tapes, the Web, the work of other students, or any other source without indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source or
- (ii) rephrasing ideas from books, journals, study notes or tapes, the Web, the work of other students, or any other source without acknowledging the source of those ideas.

Plagiarism is to be distinguished from inadequate and/or inappropriate attempts to acknowledge the words, works or ideas of someone else.

Plagiarism includes, but is not limited to:

- obtaining materials from the Web and submitting them, modified or otherwise, as one's own work;
- submitting work which is derived in whole or in part from the work of another person but which has been changed in superficial respects possibly by mechanical means.

### b) Cheating

A student cheats if he or she does not abide by the conditions set for a particular learning experience, item of assessment or examination.

Cheating includes, but is not limited to:

- falsifying data obtained from experiments, surveys, or similar activities;
- making changes to an assessment that has been marked then returning it for re-marking claiming that it was not correctly marked.

### c) Collusion

A student colludes when he or she works without permission with another person or persons to produce work that is then presented as work completed independently by the student.

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Collusion includes, but is not limited to:

- writing the whole or part of an assessment with another person;
- using the notes of another person to prepare an assessment;
- using for an assessment the resource materials of another person that have been annotated or parts of the text highlighted or underlined by that person;
- allowing another student, who has to submit an assessment on the same topic, access to one's own assessment under conditions which would give that other student an advantage in submitting his or her assessment

## d) Falsification of documentation

This occurs where documentation relates to misrepresentation of identity or falsifying the individual's certification or work history, or presenting false or misleading information in a portfolio of evidence.

Falsification of documentation includes, but is not limited to:

- falsifying qualifications, statements of attainment or transcripts issued by ECTARC or external organisations
- gaining entry into a course or receiving an award where the student was not legitimately eligible
- acting dishonestly, or knowingly making false or misleading representations in relation to enrolment in an ECTARC activity

In the event of an individual falsifying certification documentation, ECTARC will notify the Australian Skills Quality Authority (ASQA), the Unique Student Identifier (USI) office and the police and provide details of the event including individuals enrolment with ECTARC personal contact details.

ECTARC reserves the right to terminate the training and/or assessment of any student found guilty of academic misconduct (e.g. plagiarism, cheating, collusion or falsification of documentation) and follow legal advice.

ECTARC also reserves the right to ask a student to leave a face-to-face training session if a dysfunctional or disruptive behaviour is displayed.

## 1.27.4 Deployment

See procedure *SP-14.1 Academic Misconduct & Disciplinary Procedure*.

New Policy

Reviewed Policy

Approved by: \_\_\_\_\_ Date : \_\_\_/\_\_\_/\_\_\_