

# Academic Conduct Policy

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See also [Definitions and Abbreviations](#)

## Academic Conduct

### **3. Academic Conduct Policies and Procedures Relating to Students**

#### **3.1 Unsatisfactory academic conduct and academic misconduct**

##### **3.1.1 Procedure**

If there is an allegation of unsatisfactory academic conduct or academic misconduct against you, the Program Director will advise you of the nature of the allegation and request you to meet with him/her and a senior member of the academic staff to discuss the allegation.

##### **3.1.2 Unsatisfactory academic conduct**

3.1.2.1 If the Program Director determines that there is a case to answer regarding an allegation of unsatisfactory academic conduct then the Program Director will:

- advise you of that determination in writing within seven (7) days
- conduct the investigation, and
- report the result of the investigation to the Chief Academic Officer within fourteen (14) days of the initial determination.

3.1.2.2 The Chief Academic Officer, will then:

- consider the report,
- review any relevant evidence,
- conduct such further investigation (if any) as he/she thinks fit
- provide you with a reasonable opportunity to make oral and written submissions to him/her and
- make a finding as to whether there has been unsatisfactory academic conduct and, if so, a determination as to the penalty to be imposed, and
- within 7 days of making the finding advise you in writing of the finding, including his/her reasons for the finding and any determination as to penalty.

3.1.2.3 If the Chief Academic Officer determines that there has been unsatisfactory academic conduct, then he/she may:

- caution you
- reprimand you
- require you to re-submit any relevant item(s) of coursework, and/or

- determine that your participation in the Program, or Subject has been unsatisfactory and require you to transfer to a later Offering to repeat the relevant Subject.

### **3.1.3 Academic misconduct**

3.1.3.1 If the Program Director determines that there is a case to answer regarding an allegation of academic misconduct that warrants investigation, then the Program Director will:

- advise you of that determination in writing within seven (7) days
- conduct a preliminary investigation, and report the result of the investigation to the Chief Academic Officer within fourteen (14) days of the initial determination.

3.1.3.2 The Chief Academic Officer will then:

- consider the report
- conduct a further investigation including a review of any relevant evidence
- provide you with a reasonable opportunity to make oral and written submissions to him/her
- consider any submissions you may make
- make a finding as to whether there has been academic misconduct and, if so, a determination as to the penalty to be imposed, and
- within seven (7) days of making the finding advise you in writing of the finding, including his/her reasons for the finding and any determination as to penalty.

3.1.3.3 If the Chief Academic Officer makes a finding of academic misconduct, then he/she may, depending on the nature and seriousness of the academic misconduct:

- caution you
- reprimand you
- require you to re-submit any relevant item(s) of coursework
- determine that your participation in the respective Program, or Subject has been unsatisfactory and require you to transfer to a later Offering to repeat the whole Program or Subject, coursework task, activity or assessment.
- award you a zero mark for the results of any or all forms of assessment for a unit or Subject in which you are admitted or enrolled
- withhold your results
- suspend you for a period not exceeding six (6) months
- exclude you from the Program or Subject's components for a specified period, and/or
- impose conditions in relation to your participation in the Program, Subject or your use of College premises or facilities.

### 3.1.4 Collusion

3.1.4.1 You must not engage in Collusion. For example, two Students have colluded when one Student provides a copy or draft of an answer to an item of coursework to another student or a prospective student in a Program.

3.1.4.2 Where the allegation involves plagiarism but the Chief Academic Officer is unable to determine which of two or more students produced the impugned work, the Chief Academic Officer may make a finding against each student by reason of their collusion with each other.

### 3.1.5 Appeal

3.1.5.1 Rights of appeal and procedures on appeal are to be found in the **Appendix 2 - Assessment Rules**.

### 3.2 Use of External Websites

3.2.1 If a student's conduct involves the use of contract cheating or coursework sharing websites, in appropriate cases the College may institute legal proceedings for breach of the College's copyright in its course materials.

#### From Definitions

**Cheating** – dishonest conduct, whether in assessable or non-assessable work, and including but not limited to:

- communicating, or attempting to communicate, with another student during an assessment or test
- reading, or attempting to read, another student's assessment script
- obtaining, using or distributing unauthorised notes, answers or other material during a test or other assessment activity
- **accessing, uploading College coursework or materials to, or using content from a contract cheating or coursework sharing website**
- stealing the work of another student
- unauthorised collaboration in creating an item of coursework
  - acting so as to subvert the assessment process or obtain an unfair advantage over other students in the creation or performance of any item of coursework.