

Policy – Academic Misconduct

Navitas Professional - Careers & Internships
ABN 25 100 404 199

Document

Document I.D.	CI-01.01.07P Academic Misconduct Policy
Responsibility	Curriculum & Learning Manager, C&I
Initial Issue Date	27 October 2015

Version Control

Issue Date:	Summary of Changes	Review Date
27 October 2015	Initial document, v1.0	27 October 2017
29 February 2016	Update of position titles, v1.1	27 October 2017

1. Purpose and Scope

The purpose of this policy is to provide a fair, equitable and confidential framework and procedure for investigation and resolving alleged cases of participant misconduct.

This policy and procedure applies to all participants enrolled in a Navitas Professional – Careers and Internships (C&I) program.

2. Policy

2.1. Provision of information

2.1.1. Participants are provided information on the Academic Misconduct Policy during the participant induction process and in the Participant Handbook.

2.1.2. Trainers are provided information on Academic Misconduct in the Trainer Handbook.

2.2. Managing Academic Misconduct

2.2.1. All assessments include an assessment declaration signed by the participant certifying that the assessment is the participant's own work and that no part of the assessment has been copied (except where documents or work is listed/ referenced).

2.2.2. The Curriculum and Learning Manager and Trainers may undertake checks of participant work for any plagiarised content or cheating that may have occurred.

2.3. Action on Academic Misconduct

2.3.1. In order to achieve a satisfactory resolution, all participant misconduct issues should be handled:

- professionally,
- confidentially,
- fairly and equitably, and
- as efficiently as possible.

2.3.2. Where possible plagiarism or cheating has been identified, the Trainer will discuss the matter with the participant involved in the first instance.

2.3.3. Where cheating is suspected the matter must be reported directly to the State Operations Manager.

2.3.4. Trainers suspecting that they have detected plagiarism or another form of cheating must produce evidence (through identifying the source) to support their allegation.

2.3.5. A written report on the academic misconduct must contain evidence of the academic misconduct and be provided to the State Operations Manager, who will give the participant an opportunity to respond to the allegation through a scheduled meeting.

2.3.6. If plagiarism and/or cheating were deemed to have occurred by the State Operations Manager the following may occur:

- The participant may receive a warning letter;
- the participant may be suspended from undertaking the course for period of time appropriate to the offence;
- the participant may be permanently removed from undertaking the course and their enrolment cancelled; or

- the participant may be counselled on plagiarism / cheating.
- 2.3.7. Any participant(s) who displays unacceptable or disruptive behaviour during delivery of training may be asked to leave the session and/or the program.
- 2.3.8. The appropriate external authority will be informed where the alleged misconduct under investigation is considered to warrant intervention or action from an external agency.

2.4. Appeal on Misconduct

- 2.4.1. Participants may appeal using the Complaints and Appeals form which is to be submitted to the State Administration team and forwarded to the Business Services Manager.
- 2.4.2. The Business Services Manager will add the appeal to the Complaints and Appeals Register.
- 2.4.3. From this point the Complaints and Appeals procedure is followed until the matter is resolved.

3. Responsibilities

- The **Director, C&I** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- **Curriculum and Learning Manager, C&I** and **State Operations Managers, C&I** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **C&I employees** are responsible for being aware of, and complying with this Policy.

4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **Academic Misconduct** - Any action(s) or behaviour likely to result in an unfair academic advantage, whether by unfairly advantaging a participant or disadvantaging another. Acts of academic misconduct include, but are not limited to:
 - refusing to observe the instructions of an assessor during the assessment process;
 - sharing or publishing assessment materials;
 - collusion with another participant;
 - plagiarism;
 - cheating.
- **Cheating** - To act dishonestly or unfairly in connection to an assessment conducted by Navitas Professional – Careers and Internships. Plagiarism is considered as academic dishonestly and is a form of cheating.
- **Behavioural Misconduct (Non-Academic)** - Any action or conduct by participants relating to people or property which does not meet C&I's standards. Behavioural misconduct includes but is not limited to:
 - Continuous interruptions to the trainer whilst delivering the program content;
 - Smoking in non-smoking areas;
 - Being disrespectful to other participants;
 - Harassment;

- Using offensive language;
 - Sexual harassment;
 - Bullying;
 - Acting in an unsafe manner that places themselves and/or others at risk;
 - Refusing to participate when required in group activities;
 - Continued absence at required times.
- **Plagiarism** – the act of presenting another person’s work as your own, and failing to acknowledging that the thought, ideas or writings are of another person. Specifically it occurs when:
 - other people’s work and/or ideas are paraphrased and presented without a reference;
 - other participants work is copied or partly copied;
 - phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page.

5. Review

This document is reviewed every 2 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas Professional Careers & Internships’ current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

6. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
Participant File Notes	Business Services Manager	Participant File	7 years

7. Related documents

- CI-01.01-06P Complaints and Appeals Policy
- CI-01.01-15P Behavioural Misconduct Policy
- CI-01.01-28D Participant Handbook