

P-1.27 ACADEMIC MISCONDUCT & DISCIPLINARY POLICY

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

1.27.1 Purpose

The purpose of this policy is to ensure that any assessment task submitted by a student while studying with ECTARC Training Services 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 they give the impression that the ideas, words or work of another source or person are the ideas, words or work of their own, or they submit submitting work which is derived in whole or in part from the work of another source or person, but which has been changed in superficial respects possibly by mechanical means.

Plagiarism includes but is not limited to:

- (i) copying any material from books, journals, study notes or tapes, the internet, 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
- (ii) rephrasing ideas from books, journals, study notes or tapes, the internet, the work of other students, or any other source without acknowledging the source of those ideas
- (iii) obtaining materials from Artificial Intelligence software and submitting them, modified or otherwise 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.

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
- using assessment completion services
- seeking answers from Artificial Intelligence (AI) software
- 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 Training Services 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 Training Services activity.

1.27.4 Deployment

When a student is found to have engaged in academic misconduct, including plagiarism, collusion, or cheating, the following procedures and consequences will be implemented:

Detection and Reporting

The ECTARC Training and Development Officer or staff member who detects or is made aware of the misconduct will report the incident to an ECTARC Training Services Manager within 2 working days. The Manager will assess the allegation and make recommendations for taking appropriate action, commencing with the investigation process.

Investigation Process

- The student will be called by their ECTARC Training and Development Officer and will be notified of the allegation and will have the opportunity to confirm or deny the allegation at that time if they choose. They will also be informed that they will receive the allegation in writing and will be asked to provide a written response.
- A meeting will be arranged with the student to discuss the allegation and their response. This may be with just the ECTARC TDO but may also include an ECTARC Manager and for trainees or students in a contract for their studies with an employer, the employer or employer representative will also be invited to attend.
- Where the student is a trainee or is studying under an agreement that includes an employer the employer will also be notified, receiving a copy of the email and may be asked to participate in the meeting.
- The relevant Manager will investigate the matter thoroughly.

Determination and Penalties

If academic misconduct is confirmed, penalties may include:

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Unintentional misconduct:

- Verbal warning
- Resubmission of part or whole of assessment task/s (may include verbal assessment to determine understanding)

First offense:

- A formal warning
- Requirement to resubmit the assessment task/s
- Mandatory participation in study sessions or webinars.

Subsequent or severe offenses:

- Deemed Not Competent for the unit of competency
- Withdrawal from the course
- Cancellation of traineeship may occur if course requirements cannot be fulfilled.

Record Keeping

An email will be sent to the student with the outcome, and they will be asked to respond. They may agree to the content of the email or can disagree and comment accordingly. A record of the misconduct and any disciplinary action will be added to the student's file on the ECTARC Student Management Portal and opened to the student. This will include a copy of any email correspondence. The student will have the opportunity to add a comment to the record if they wish.

Appeals Process

Students have the right to appeal the decision following the RTO's Dispute, Reconsideration and Appeals Policy

Long-term Consequences

Repeated offenses may result in more severe penalties and may affect the student's future academic and professional prospects. In cases of provider-enabled cheating, the matter may be reported to the Australian Skills Quality Authority (ASQA).

This policy aims to maintain the integrity of the RTO's academic standards while providing a fair process for students accused of misconduct. The RTO is committed to educating students about academic integrity and providing ongoing support to help students understand and adhere to academic standards.

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

ECTARC Training Services 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.

New Policy

Reviewed Policy