

# Student Academic Misconduct Policy

---

## 1. Background

Academic misconduct in any form is a risk to the academic integrity of Gateway Business College (GBC) as a higher education institution, its reputation and compliance with regulations requirements. The prevention and mitigation of academic misconduct is an academic priority for GBC. Promoting and upholding high standards of academic integrity, ethical scholarship and research integrity is central to our mission and values.

GBC will ensure academic integrity and good practice in academic conduct is maintained by students in teaching and learning contexts, assessments, scholarship and research activity. Academic misconduct will be mitigated and addressed through educational guidance, investigative procedures and the application of penalties.

## 2. Purpose

This policy outlines the framework for preventing and mitigating risks to academic integrity at GBC, through mechanisms for the prevention, identification and penalisation of academic misconduct that may occur.

The policy provides procedures to be followed by GBC academic staff to ensure students receive guidance, instruction and feedback on good academic conduct in teaching and learning contexts.

This policy provides guidelines for students to follow, includes descriptions of types of academic misconduct and the penalties that apply.

## 3. Scope

The *Academic Misconduct Policy* applies to GBC students and staff.

## 4. Definitions

**Academic Board:** The Academic board is responsible for academic governance at GBC. The Academic Board reports and advises the Corporate Governance Board on academic activity. This board oversees academic activities such as teaching, learning, scholarship, research, course approval, student outcomes, academic standards and academic policy.

**Academic integrity:** Ethical academic conduct, scholarship and research that is honest, trustworthy, fair, and respects academic scholarship and intellectual property rights and rules by rightfully acknowledging the use of the scholarly work of others.

**Academic misconduct:** Behaviour that breaches academic integrity, including plagiarism, cheating, collusion, contract cheating, falsifying research data and reports.

## Student Academic Misconduct Policy

---

**Academic staff:** staff engaged in higher education teaching, learning and research as employees of GBC.

**Cheating:** Activity that breaches research integrity or the criteria or conditions set for an assessment task. Taking unauthorised support materials into an examination. Copying the work of another, including research results, and presenting it as one's own work or submitting the work of another as one's own. Falsifying research data and results.

**Collusion:** When a student or academic staff member presents work for assessment or publication as their own when in fact it is partly or entirely the product of an unauthorised collaboration with another person(s).

**Contract Cheating:** Submitting an assessment task as your own work, when it has been written by another and purchased from another. This includes purchasing one that has been pre-prepared or specifically written in response to the set assessment task. Purchasing work from another includes another student, a commercial site, service or business.

**Course Coordinator:** A senior academic staff member responsible for the management, coordination and delivery of a course at GBC. A Course Coordinator is expected to hold a PhD, and is responsible for supervising academic staff teaching within a course of study, developing course design and content, reviewing course design and content, teaching into a course of study, remaining research active and contributing to the improvement of academic standards.

**Education Services for Overseas Students Act 2000 (ESOS Act):** The established legislative requirements and standards for the quality assurance of Australian education and training institutions offering courses to international students who are studying in Australia on a student visa. ESOS provides tuition fee protection for international students.

**International student:** An enrolled student who has been granted a student visa (subclass 500) by the Australian Department of Immigration and Border Protection (DIBP), which entitles them to study full-time in Australia.

**Plagiarism:** When a student, academic or staff member presents the scholarship, research, ideas or words of another as their own original work. There is no acknowledgement of the original source or author.

**Plagiarism detection software:** Text-matching software that detects plagiarism in a document.

**Student:** A person currently enrolled in study in a GBC course.

## 5. Principles

Academic misconduct is a serious risk to GBC's academic integrity. GBC will safeguard academic integrity through the promotion and implementation of good academic conduct and ethical scholarship in teaching and learning contexts.

# Student Academic Misconduct Policy

---

Measures to prevent and mitigate risks to academic integrity include educational activities for students, communication of information on-campus and online, detection mechanisms, professional development training for academic staff, and the application of appropriate penalties for academic misconduct.

GBC will ensure students are provided with information on academic misconduct through education and communication activities designed to ensure students:

- Know what constitutes academic misconduct and the penalties that apply
- Do not engage in academic misconduct activities, such as plagiarism, collusion, cheating, contract cheating, falsification of data or research results
- Respect and uphold intellectual property rights and copyright regulations
- Acknowledge the work of others through correct referencing and citation
- Produce and submit their own individual work for assessment tasks, unless it has been developed in collaboration with others as identified and permitted, such as a group work assessment task.

Teaching and learning activity and academic skills support will provide students with strong guidance, instruction and feedback on maintaining academic integrity and academic misconduct awareness.

Academic staff will develop teaching and learning activities that support students in the achievement of good academic practice and maintaining academic integrity in assessment tasks.

GBC will run academic skills workshops for students during orientation and throughout the semester on academic integrity standards, academic misconduct and the penalties that apply, correct referencing and citation.

GBC will implement mechanisms to identify academic misconduct in assessment tasks submitted by students including plagiarism detection software and marker scrutiny.

GBC will ensure students are informed of the procedures for investigating allegations of academic misconduct, the decision-making process, the penalties that apply and the student's right to appeal the outcome of an academic misconduct investigation.

GBC will ensure compliance with the ESOS Act when investigating and responding to allegations of academic misconduct involving international students. This includes outcomes and disciplinary penalties.

## **5.1 Acknowledging sources, referencing and citation**

GBC will promote an academic culture that respects the scholarly work of others, intellectual property rights and copyright.

Students will receive guidance and instruction on acknowledging sources, referencing and citation to ensure their assessment tasks demonstrate good academic conduct.

The assessment task a student submits to be marked must demonstrate their own original, independent work, supported by established research and scholarship which is correctly referenced and identified.

Students are expected to identify any material that is not their own original, independent scholarly activity including: the words and ideas of others be they published or

# Student Academic Misconduct Policy

---

unpublished, web material, visual material including photographs, images, research data, audio material.

Paraphrased material must also be identified and correctly referenced.

Teaching and learning contexts and materials will model correct acknowledgement of sources, referencing and citation to ensure students learn through demonstrated good academic practice and standards.

## 5.2 Types of academic misconduct

Types of student academic misconduct that occur in assessment tasks include:

- Plagiarism
- Collusion
- Cheating
- Contract cheating
- Falsifying data and research results
- Submitting work for an assessment task that has been submitted for a previous assessment task in another subject
- Not complying with examination rules.

## 5.3 Plagiarism

Plagiarism occurs when a student presents the scholarship, research, ideas or words of another as their own original work. There is no acknowledgement of the original source or author.

Plagiarism occurs when material is copied, included in an assessment task, and the original author or source is not acknowledged or referenced.

Plagiarism occurs when material is paraphrased, reworded, included in an assessment task, and the original author or source is not acknowledged or referenced. Even paraphrased, reworded, material must be referenced.

Referencing includes identifying the original author or location of the material, through in-text citations or footnotes or endnotes and the addition of a reference list or works cited list at the end of the assessment task.

Material from the internet must be referenced, even if the author cannot be identified. The URL (web address) must be provided and the access date.

Material that should not be plagiarised includes:

- Written material
- Visual material (photographs, images, film stills, ads)
- Audio material
- Graphs, diagrams
- Formula
- Software codes
- Web content, including text, images and audio, social media, app data, podcasts, interviews, presentations, blogs
- The work of other students
- Material produced by a commercial site, service or business that is purchased by a student for the purposes of the assessment task (contract cheating)

## Student Academic Misconduct Policy

---

- Lecture and tutorial content
- Research data and results
- Conversations and discussions.

Plagiarism may be identified as inadvertent or intentional.

**Inadvertent plagiarism:** occurs when a student lacks an understanding of good academic practice in acknowledging sources, referencing and citation. Inadvertent plagiarism is identified by the demonstration of incorrect or insufficient referencing skills, coupled with a genuine attempt to identify sources used within the assessment task submitted.

**Intentional plagiarism:** is identified as a deliberate attempt to deceive. When a student presents the scholarship, research, ideas or words of another as their own original, independent work. There is no acknowledgement of the original source or author.

Poor referencing and citation skills will be addressed through correction, instruction, guidance and feedback in the classroom and on assessment tasks.

Students whose assessment tasks demonstrate a lack of understanding of good academic practice, referencing and citation, will be referred to academic skills workshops or one-on-one learning sessions with the GBC Academic Skills Advisor.

Plagiarism is detected and identified through text-matching software used during assessment submission or by the marker of the assessment task.

Disciplinary measures and penalties apply to plagiarism.

### 5.4 Collusion

Collusion is when an assessment task demonstrates that students have worked together on an assessment task when the criteria for the assessment task required the submission of individual work.

Collusion is identified when the similarity between student assessment tasks is high or sections of the assessment tasks are identical.

Collusion is classified as a form of cheating.

Group work or collaborative work, when it is a condition of the assessment task, will not be identified as collusion.

Students may be encouraged to engage in collaborative study activity but the assessment tasks they submit must demonstrate their own original, independent work, supported by established research and scholarship which is correctly acknowledged and referenced.

Disciplinary measures and penalties apply to collusion.

### 5.4 Contract Cheating

Contract cheating is a serious offence and will be penalised.

Contract cheating is identified as a student submitting an assessment task as their own work, when it has been written by another and purchased from another. This includes

## Student Academic Misconduct Policy

---

purchasing one that has been pre-prepared or specifically written in response to the set assessment task. Purchasing work from another includes another student, a commercial site, service or business.

### 6. Procedures

#### 6.1 Preventing student academic misconduct

GBC will implement teaching and learning activities to prevent and mitigate student academic misconduct, including:

- communicating to students that academic misconduct is a serious offence and will be penalised
- communicating information on the types of academic misconduct and the penalties that apply, through GBC policies, the GBC website, student handbook, subject outlines, during orientation, in lectures and tutorials, the Moodle LMS, visually displayed promotional material on campus, academic skills workshops
- instruction and guidance on correct referencing and citation practice during orientation and throughout each semester of a course, in teaching and learning contexts, in assessment tasks, in academic skills workshops
- tutorial activities that engage students in acknowledging sources, correct referencing and citation practice
- the identification of a specific referencing style to be used for all assessment tasks, stated in the subject outline, with the provision of examples
- a copy of the referencing style guide provided on the Moodle LMS site for each subject
- a copy of the reference style guide provided on the GBC library website
- student access to learning resources on acknowledging sources, referencing and citation
- the inclusion of referencing as an assessed criteria in each assessment task, and assigned a numerical value on the grading rubric
- feedback on referencing provided for each marked assessment task
- supplementary workshops on acknowledging sources, referencing and citation to support classroom activities and assessment tasks
- access to referencing software programs for student use
- student access to teaching and learning staff and Academic Skills staff for individual support on acknowledging sources, referencing and citation practice
- access to plagiarism detection software for assessment task submission.

The types and seriousness of academic misconduct and the penalties that apply will be visually promoted through on-campus awareness activities.

GBC students will complete an online, compulsory academic misconduct awareness module on the Moodle LMS during the first week of semester.

Assessment design will engage students in developing good academic conduct.

Assessment tasks will be designed to engage students in learning activities that minimise the risk of academic misconduct.

Assessment tasks will be submitted through an online plagiarism detection software tool linked to the Moodle LMS subject site. Students will be given the opportunity of self-

## Student Academic Misconduct Policy

---

assessment first before submitting their final work. Teaching and learning staff will review plagiarism detection reports and use it as evidence, if required, that supports an allegation of academic misconduct.

### **6.2 Detecting and reporting student academic misconduct**

GBC teaching and learning staff are trained to detect academic misconduct when marking, including plagiarism, contract cheating, collusion, cheating.

GBC teaching and learning staff will monitor student assessment tasks when marking to identify academic misconduct and respond according to the guidelines contained in this policy.

Academic misconduct detected in a student assessment task will be reported to the Course Coordinator. The report will be accompanied by evidence to support the allegation, including a marked copy of the student's assessment task identifying the sections that demonstrate academic misconduct, a plagiarism detection software report and evidence of the plagiarised source material(s). If the allegation is collusion, the student assessment tasks that demonstrate similarity must also be provided, with the similarity clearly identified.

### **6.3 Disciplinary responses**

Course Coordinators will respond to reports of alleged student academic misconduct, based on the evidence provided and the level of academic misconduct that is detected.

For both minor and major incidents of academic misconduct, the Course Coordinator will contact the student in writing to advise them that an allegation of academic misconduct has been reported. The written notification will request that the student attend a meeting with the Course Coordinator to discuss the allegation.

Evidence of the allegation must be presented to the student during the meeting. The student will have the right to reply to the allegation of academic misconduct during the meeting.

If the academic misconduct is determined as inadvertent or a minor incident level, the Course Coordinator and Dean will review the evidence and make a decision as to the disciplinary penalty outcome (in accordance with the applicable penalties listed below).

If the academic misconduct is identified as a major incident level, the Teaching and Learning Committee, including the Dean and Course Coordinator, will review the evidence and make a decision as to the disciplinary penalty outcome (in accordance with the penalties listed below).

The Course Coordinator must advise the student of the outcome of the allegation within ten (10) working days. A record of the allegation, meeting, outcome and disciplinary penalty will be recorded on the student's file.

### **6.4 Disciplinary penalties**

#### **Minor incidents of academic misconduct**

Minor incidents of academic misconduct are less serious breaches to academic integrity that occur due to inexperience or a lack of understanding of the principles of academic

## Student Academic Misconduct Policy

---

integrity, referencing and citation. While such breaches may be classified as inadvertent, they are still identified as academic misconduct.

The repetition of minor incidents of academic misconduct will be treated as more serious and may be escalated to a major classification and penalty.

**Inadvertent plagiarism in the first semester of study:** inadvertent plagiarism detected in an assessment task, as demonstrated by incorrect or insufficient referencing skills and a genuine attempt to identify sources, will be dealt with through feedback and instruction. The student must correct their referencing errors and have the assessment task reviewed by the marker in order to pass the assessment task. The student must attend a compulsory Academic Skills workshop on referencing and citation, or one-on-one academic support sessions with the Academic Skills Advisor.

**Repeat incidents of inadvertent plagiarism:** a repeat incident of inadvertent plagiarism will be classified as a major incident and penalties will be applied.

**Inadvertent collusion in the first semester of study:** if the collusion is determined to be inadvertent, the student(s) must revise the assessment task. The mark awarded for the revised assessment task will be no more than 50%.

**Inadvertent collusion after the first semester of study:** if it is the first incident, a mark of zero may be awarded for the assessment task, depending on the level and extent.

**Repeat incidents of inadvertent collusion:** a repeat incident of inadvertent collusion will be classified as a major incident and penalties will be applied.

**Minor incidents of plagiarism in the first semester of study:** the student must revise the assessment task, correcting their referencing errors and have the assessment task reviewed by the marker in order to pass the assessment task. A mark of no more than 50% will be awarded. The student must attend a compulsory Academic Skills workshop on academic integrity, referencing and citation, or one-on-one academic support sessions with the Academic Skills Advisor.

**Repeat incidents of minor plagiarism:** will be classified as major incidents and penalties will be applied.

### Major incidents of academic misconduct

Major incidents of academic misconduct are a serious breach to academic integrity. Such breaches usually indicate deliberate academic misconduct and the intention to deceive.

Major incidents of academic misconduct are identified as:

- Contract cheating
- Plagiarised material of more than 20% in an assessment task
- Collusion
- Cheating in an examination
- Falsifying research data or research results.

**First major academic misconduct incident:** a mark of zero will be awarded for the assessment task. The student must revise the assessment task, correcting academic misconduct errors in order to pass the subject.



## Student Academic Misconduct Policy

---

**Second major academic misconduct incident:** a fail grade will be awarded for the subject.

**Third major academic misconduct incident:** the student will be suspended from studying at GBC and may be ineligible for re-enrolment.

Academic misconduct incidents and penalties will be recorded on the student's file.

### 6.5 Student rights and appeals

A GBC student who is involved in an alleged academic misconduct investigation may remain enrolled until the investigation is complete.

A GBC student has the right to be treated fairly and the right to respond to the academic misconduct allegation.

A GBC student has the right to appeal academic misconduct investigation outcomes and disciplinary penalties as per the *Student Complaints and Appeals Policy*.

An appeal in response to an academic misconduct penalty may be made if the academic misconduct investigation process was not followed by GBC as per policy guidelines.

The Dean will assess all academic misconduct appeals and advise the student of the outcome within ten (10) working days.

If the appeal is denied, the student has the right to pursue an appeal as per the *External Grievance Resolution Policy*.

### 6.6 International students

If the enrolment of an international student is affected by an academic misconduct penalty, GBC will:

- ensure the student receives written notification that they have twenty (20) working days in which to lodge an appeal with the Overseas Student Ombudsman
- allow the student to remain enrolled pending completion of the appeals process.

### 6.7 Monitoring, reporting and improvement in response to academic misconduct

GBC will maintain accurate records of incidents of student academic misconduct and the disciplinary penalties applied.

Reports on student academic misconduct will be provided to the Academic Board at the end of each semester.

The Academic Board is responsible for reporting to the Corporate Governance Board on student academic misconduct and risks to academic integrity at the end of each semester.

The Teaching and Learning Committee is responsible for recommending and developing activities to reduce incidents of student academic misconduct, and overseeing their implementation.

# Student Academic Misconduct Policy

---

## 7. Records

Records associated with this policy will be maintained according to the Records Management Policy.

## 8. Related legislation

- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF).
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018)

## 9. Review

This policy will be reviewed by the Academic Board every three years, or more frequently should the Board deem it necessary.

## Version Control

Document History			
<b>Document Name</b>	Copyright Policy		
<b>Document Code</b>	GGB006		
<b>Document Owner</b>	CEO	<b>Date Developed</b>	11.07.2017
<b>Approval</b>	Academic Board	<b>Date of Approval</b>	01.03.2017
<b>Related Documents</b>	Academic Integrity Policy Compliance Framework Policy Intellectual Property Policy Research Ethics and Integrity Policy Staff Academic Misconduct Policy Student Academic Misconduct Policy Teaching and Learning Policy		
<b>Version No.</b>	<b>Summary of Changes</b>	<b>Date</b>	
1.		01.03.2017	
2.	Policy Reviewed and new policy code applied, details of policy related record and Related legislation inserted	23.03.2023	