

Policy Title		PAX Plagiarism, Collusion and Academic Misconduct Policy and Procedure			
Policy Number	P - 23	Version Number	V8 Oct 2020	Status	ENDORSED
Owner	Quality and Compliance Manager		Approved By	CEO	
Related legislation/applicable section of legislation:					
ESOS/NCP	<ul style="list-style-type: none">• ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students• National Code 2018: Standard 2.1, 6.3				
SRTOs 2015	Standards 1.8 http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html				
Legislative Context	<ul style="list-style-type: none">• National Vocational Education and Training Regulator Act 2011 (Cth)• Standards for Registered Training Organisations 2015• Age Discrimination Act 2004 (Cth)• Disability Discrimination Act 1992 (Cth)• Equal Employment Opportunity for Women in the Workplace Act 1999 (Cth)• Human Rights and Equal Opportunity Commission Act 1986 (Cth)• Racial Discrimination Act 1975 (Cth)• Racial Hatred Act 1995 (Cth)• Sex Discrimination Act 1984 (Cth).• Equal Opportunity Act 1995 (Vic)• Occupational Health and Safety Act 2004 (Vic)• Racial and Religious Tolerance Act 2001 (Vic)• External Appeal process• Overseas Students Ombudsman at Website: http://www.oso.gov.au				
Related Policies and forms	<ul style="list-style-type: none">• Student Handbook• PAX Complaints and Appeals Policy and Procedure• PAX Student Enrolment Acceptance Agreement• Student Code of Conduct• PAX Assessment Policy and Procedure				

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1. POLICY

PAX Institute of Education Pty Ltd RTO #22207, CRICOS #03152D trading as PAX Institute implements a formal approach to deal with all types of student misconduct including general misconduct, academic misconduct and administrative misconduct.

2. PURPOSE

The purpose of this policy is to maintain the integrity of the assessments and provide a consistent approach in dealing with plagiarism, collusion and student misconduct issues in the academic works.

3. SCOPE

This policy applies to all PAX Institute's students.

4. DEFINITIONS

Plagiarism: Plagiarism occurs when a student tries to pass off another person's work or ideas as their own. Plagiarism includes copying of work from internet, books, other student's work or any other published or unpublished source without appropriate citation and acknowledgement. Students plagiarise if they do not acknowledge the source of a direct quote, or a specific piece of writing that they have paraphrased, or even if they describe an idea or concept that they have heard or read somewhere without a reference or acknowledgement.

Examples of plagiarism include;

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;
- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc. without changing the basic structure and/or meaning of the text;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
 - A 'cut and paste' of statements from multiple sources;
 - Presenting as independent, work done in collaboration with others;
 - Copying or adapting another student's original work into a submitted assessment item

Enabling plagiarism contributes to plagiarism and therefore will be treated as a form of plagiarism by PAX Institute. Enabling plagiarism means allowing or otherwise assisting another student to copy or otherwise plagiarise work by, for example, allowing access to a draft or completed assignment or other work.

Collusion: Collusion is the unauthorized collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her

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individual efforts. (Note: Collaboration in learning is encouraged for all students; however, they need to submit assignments based on their own work and creation.)

Misconduct: Misconduct is an act or omission committed by a student on Institute's property or involves the use of college resources including computer resources, or otherwise involves the student's relationship with PAX Institute community. Misconduct includes administrative misconduct and academic misconduct.

General and Administrative Misconduct: General and Administrative Misconduct Incidents are those which in the opinion of the Administration Manager may be adequately addressed within the Institute. The following conduct, in the absence of any circumstance of aggravation may be treated as Simple Misconduct;

- Impeding the ability of any student or member of PAX Institute to study or participate in any PAX Institute activity;
- Acting in a manner which is threatening, intimidating, disrespectful or unprofessional towards any trainer, assessor or other staff member, student or other member of PAX Institute;
- Breaching any State or Commonwealth laws or any PAX Institute's policies on privacy, internet and computer use and copyright;
- Causing any member of the Institute to hold reasonable fear for their safety or physical or psychological well-being;
- Committing an act or making an omission which has the capacity to endanger the safety or health of any member of PAX Institute;
- Assaulting any member of PAX Institute;
- Wilful damage, wrongfully dealing with or interference with property of any member of PAX Institute;
- Tampering with a medical certificate issued in the student's name;
- Any act or omission which disrupts the peace and good order of PAX Institute.

Serious Misconduct: The following conduct may be treated as Serious Misconduct;

- Any of the incidents in Simple Misconduct committed with a circumstance of aggravation;
- Sexually harassing, discriminating against, and/or racially vilifying any member of PAX Institute;
- Fraudulent representation of grades or awards for prior learning including through the unauthorised use of any Institute name, seal or trademarks;
- Making a fraudulent representation involving any medical certificate where the original certificate was stolen or not issued in favour of the student;
- Breach of assessment conditions and processes;
- Any other types of misconduct as deemed by PAX Institute to be Serious Misconduct from time to time.

Academic Misconduct: The following conduct may be treated as Academic Misconduct;

- Any act or omission by a student which attempts to circumvent or pervert the PAX Institute's assessment process;
- Cheating in an examination or test including speaking or communicating with other candidates, bringing unauthorised material into the examination room including a mechanical or electronic device, or consulting any person or materials outside the confines of the examination room without permission to do so, reading or

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attempting to read other students' answers, leaving examination or test answer papers exposed to other student's view;

- Plagiarism;
- Collusion in the preparation of a response to a piece of assessment;
- Tampering with examination or assessment materials.

5. REQUIREMENTS, PROCESS AND PROCEDURE

5.1 Plagiarism

1. PAX Institute highly values academic honesty and integrity and places a great emphasis on ethical behaviour of its students. It does not tolerate any behaviour which diminishes the academic reputation of the Institute, impairs the ability of students to participate in any legitimate Institute activity or disrupts the peace or good order of the Institute and its learning environment.
2. Academic integrity is viewed as fundamental to the very nature of the Institute. Academic misconduct by students in examinations or in other forms of assessment is unacceptable.
3. PAX Institute regularly uses the “Plagiarism Checker X 2019 Business” to identify the student submitted work.
4. PAX Institute investigates and deals with incidents of misconduct among its student in a consistent manner, affording natural justice and applying penalties which are appropriate, fair and just.
5. PAX Institute treats plagiarism as cheating. Cheating and plagiarism are serious offences and will be dealt seriously. The Institute imposes severe penalties on students who cheat and plagiarise.
6. All the academic staff must inform the students about plagiarism policy and penalties arising from plagiarism.
7. All the academic staff have the responsibility to maintain integrity and fairness of the assessments and try to minimise the instances of plagiarism.
8. Any staff member reporting plagiarism must also produce evidences of plagiarism to support the allegation.
9. In the first instance when plagiarism is suspected, staff members should first determine if it is intentional or unintentional. Appropriate academic penalty must be applied to unintentional plagiarism. Where it is found that a student has plagiarised with an intention to cheat, the student must be reported for plagiarism.
10. Collusion will also be considered as cheating.
11. Any student lending his/her work to another student to copy will be considered a party to plagiarism and treated with academic penalty
12. The Institute recognises its obligation to educate students in the definition, identification and avoidance of plagiarism
13. Plagiarism offence may have an impact on student visa conditions, and the student, and the Institute will exercise utmost care and diligence in determining plagiarism cases with a focus on student welfare and wellbeing.

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5.2 Reporting of Plagiarism

1. Where the assessor identifies minor lapses in referencing and/or use of source, whether by text matching, similar software or other means, the assessor shall treat the incident as an assessment matter and may explain the mark for the assessment task, and/or may permit re-submission.
2. Where plagiarism is suspected, the assessor shall document the reasons and evidence for this suspicion and refer the matter to the Training and Administration Manager.
3. The Training and Administration Manager, after assessing the evidence of the case, takes one of the following actions:
 - a. If there is sufficient evidence to warrant it, request the student to attend a formal hearing, the purpose of which shall be to investigate and discuss the matter with the student as a means of deciding what further action, if any, should be taken.
 - b. If the evidence appears to indicate a very serious breach of discipline, refer the matter to the Training and Administration Manager for appropriate action.

5.3 Penalties for Plagiarism

1. If the student is found guilty of plagiarised work, the Training and Administration Manager shall determine the appropriate penalty taking into account:
 - The extent of the plagiarism (e.g. which could range from minor lapses in referencing to copying substantial parts of published work including work from the Internet, or another person's work);
 - The seriousness of the plagiarism (e.g. theft of another person's work; paying another person to do the assessment task);
 - Whether it is a repeat offence;
 - Any mitigating circumstances in the particular case.
2. The Training and Administration Manager may impose one or more of the following penalties;
 - Any proven plagiarism case will result in an immediate "Not Yet Competent" (NYC) result in the respective unit and the student will need to re-enrol in the unit. There will not be re-assessments allowed.
 - Repeated plagiarism offences may result in review of student's enrolment in the Institute.

5.4 Penalties for Misconduct

1. General, Administrative and Academic Misconduct

Any of the following penalties may be applied depending on the nature, intent and severity of the incident and as deemed appropriate by the Operations;

- Written warning with reprimand;

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- Order to attempt the assessment item again;
- Order to attempt the assessment item again with a capped mark;
- Not satisfactory for the item of assessment;
- NYC grade for the course;
- Mandatory counselling;
- Academic probation with a requirement to attend and complete to the satisfaction of the Training and Administration Manager and complete counselling and remedial courses on code of conduct, plagiarism and academic integrity as directed;
- Order for compensation or restitution on such terms as are deemed fit and proper;
- Entering into a written undertaking regarding offending behaviour;
- Impose any combination of these penalties.

2. Serious Misconduct

Any of the following penalties may be applied depending on the nature, intent and severity of the incident and as deemed appropriate by the Training and Administration Manager;

All the penalty options described in the General, Administrative and Academic Misconduct and;

- Entering details on the student's permanent record; or
- Suspension from the Institute; or
- Expulsion from the Institute

All Misconduct complaints which are Academic Misconduct matters may be investigated and finally determined by the Training and Administration Manager, or nominee.

All Misconduct offences which Academic Misconduct matters are not may be investigated and finally determined alone by the Training and Administration Manager, or nominee.

All Serious Misconducts matters may be investigated and finally determined by an appropriate committee set up by the CEO or the Senior Management Committee, which will include an independent member not directly connected with the management or operations of the Institute.

6. APPEAL

Students have the right to appeal any decision made by PAX administration under this policy.

Students must lodge their appeal **within 14 days** of the decision being made. The affected parties will have access to college's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

7. RESPONSIBILITY

PAX Institute is responsible for;

- Making this policy available to all the academic staff members and students;

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- Ensuring that its academic and administrative staff members know how to deal with plagiarism and misconduct issues;
- Providing students with an opportunity to appeal any decision arising from plagiarism or misconduct cases.

The academic staff are responsible for;

- Advising students on plagiarism policy and penalties for plagiarism;
- Providing appropriate information on referencing requirements to all the students;
- Providing examples of referencing techniques;
- Distinguishing between intentional and unintentional plagiarism and providing a candid feedback to the students;
- Reporting instances of plagiarism to the Training and Administration Manager.

Students are responsible for;

- Maintaining academic integrity and produce their own work which is appropriately referenced;
- Maintain an ethical behaviour;
- Protecting their own work and not allowing another student to copy;
- Understanding the implications of plagiarism and misconduct and its impact on their academic performance;
- Asking the academic staffs for help if they are not sure about appropriate use and referencing requirements of information from other sources.

Training and Administration Manager is responsible for maintenance of this policy in the respective academic areas.

The CEO has overall responsibility for the implementation and review of this policy as well as provision of information on ways to resolve complaints of breaches of this policy. Any complaints or breaches in relation to this policy should be reported to the CEO by email to: timple@pax.edu.au

8. REVIEW DATE

12 months from the date of this version, or as required.

9. VERSION HISTOTY

Version	Date	Reason for change	Prepared By	Approved By
V6	Jan 2018	Annual Review. Revised with NCP 2018 and changed the formatting.	Q & C Manager	CEO
V7	Jun 2019	Annual review. Updated with the latest information and titles	Q & C Manager	CEO
V8	Oct 2020	Annual review. The version history information added on the P & P.	Q & C Manager	CEO

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