



**Australian College**  
RESEARCH - EVIDENCE - KNOWLEDGE - PRACTICE

# Academic Conduct Policy and Procedure

**Australian College**  
**RTO91110**

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Responsible Officer	RTO Manager
Approved by	CEO Australian College
Review by	RTO Manager
Last Reviewed	18 May 2021
Next Reviewed	18 May 2022
Approved and commenced	22/08/2019

## REVIEW AND REVISION

The policy and procedure will be revised annually or, amended following continuous improvement strategies implemented by the College.

[australiancollege.edu.au](http://australiancollege.edu.au)

## BACKGROUND

Australian College places significant value on the principles of academic integrity across all aspects of its learning and assessment services. It works to identify and deal with instances of academic misconduct, by students or staff, as part of its commitment to authenticity in its assessment processes and

## APPLICATION

This policy applies to all prospective and enrolled students of Australian College and all staff and contractors – past and present. It incorporates all elements of the Student’s learning and assessment with Australian College, including Recognition of Prior Learning (RPL).

## PURPOSE

This policy describes the standards that Australian College expects in terms of the academic conduct of students, staff, and contractors and outlines the RTO’s approach to identifying and managing breaches of these standards.

## PRINCIPLES AND DEFINITIONS

### PLAGIARISM:

- The intentional use of the language and thoughts of another author and the representation of them as one's own work.
- The failure to reference or acknowledge work taken from another source.
- Duplication or copying of someone’s work.
- Presenting a piece of assessment as independent work when it was completed with the assistance of others.

## POLICY – GENERAL PRINCIPLES

This policy is provided to all students upon enrolment into any Australian College course and before any assessment taking place – including RPL. It is also provided to all staff and contractors on commencement of their duties with Australian College.

All staff and students are afforded the presumption that they will comply with this policy and do not deliberately seek to undermine the principles of academic integrity. However, Australian College will implement tools and strategies to confirm compliance and take immediate action, where there is evidence that a breach has occurred.

Any staff member, contractor or student who gains, or attempts to gain advantage or assists any other person to gain advantage through any action which is in breach of this policy, regardless of the success of the attempt is considered to have engaged in academic misconduct and is considered to be in direct breach of this policy.

Australian College will not tolerate misrepresentation regarding the ownership of intellectual property, or the failure to acknowledge the intellectual property of others.

Any attempt, regardless of the outcome, to not comply with this policy, which includes to:

- Misrepresent
- Collude
- Cheat
- Plagiarise
- Falsify
- Otherwise act deceptively or dishonestly when undertaking or facilitating an assessment task

whether by deliberate act or omission – including assisting others to do so – is deemed to be a breach of this policy.

Breaches of this policy also include:

- any attempt by a student to mislead or deceive a trainer/assessor about their identity, knowledge or skills or the originality of their work; and
- any attempt to persuade, harass or intimidate a trainer/assessor to not assess any student according to Australia College's Assessment Policy and Procedures, assessment instructions, or invalidate any part of the assessment process.

Cheating may also include:

- breaching any process for undertaking assessment tasks
- compromising the assessment activities of other students; or
- impersonating a student or enabling a person to impersonate a student in any assessment activity.

# PROCEDURE

All assessment activities include an Assessment Cover Sheet or other guidance, which includes a declaration of authenticity and details of this Policy, which the student is required to acknowledge, as part of the assessment submission process.

If a potential breach of this policy is identified, the RTO Manager is informed. The RTO Manager will investigate the suspected breach. This will include reviewing any previously submitted assessments for evidence of other potential breaches of this policy. The RTO Manager may interview the student and ask them to provide draft notes or other evidence that submitted work is their own work.

If the investigation shows the submitted work is the student's own, support will be provided to the student in addressing issues such as correct referencing.

Where a breach of this policy is determined to have occurred, the student is provided feedback and instruction, clearly communicating that breaches of this policy are not acceptable.

Depending on the severity of the breach, Australian College may permit the student to resubmit their assessment or enforce some other consequence. This action may include, but is not limited to:

- Issuing a formal caution
- Requiring the student to re-sit an assessment or undertake additional assessment, at additional cost to the student,
- Cancellation of the student's enrolment, regardless of their progress,
- Exclusion from future enrolment with Australian College,
- Report incidents in breach of the policy to the appropriate regulator or licensing body, where regulations or licensing conditions are required.

Students are notified in writing of penalties as a consequence of any breach of this policy. The grounds for appeal are:

- Procedural irregularities, and/or
- Not being allowed an opportunity to explain their actions and/or
- Decisions based on factual errors

Where a student is permitted an opportunity to resubmit their assessment, Australian College clarifies the expectations of the assessment task with the student and ensures they are ready for reassessment.

If a breach of this policy is repeated, Australian College will consider either

1. record an outcome of Not Yet Competent (NYC) for the applicable unit and require the student to recommence that unit at additional cost to the student; or
2. consider the immediate cancellation of the student's enrolment.

Notwithstanding any rights available to the student under Australian Consumer Law, whether or not a refund is granted is at the discretion of Australian College. A decision will be made in line with Australian College's *Refund Policy*. If a refund is granted, Australian College may deduct an administration fee from the amount to be refunded, for the time and resources used in providing administrative and other services to the student.

Any staff member found to have willfully breached this policy may be subject to summary dismissal. Any contractor found to have willfully breached this policy will be deemed in breach of contract and will not be invited to provide any further services for Australian College.