

STUDENTS ARE ENCOURAGED TO READ AND UNDERSTAND THE FOLLOWING ELITE EDUCATION INSTITUTE POLICY

ACADEMIC MISCONDUCT & PLAGIARISM

1.1. Definitions

1.1.1 Academic Misconduct

Academic misconduct is defined as acting dishonestly or unfairly in connection with any examination or other academic work. It includes: a) withholding or falsifying information relevant for admission, advanced standing, deferred assessment or leave of absence; b) presenting copied, falsified or improperly obtained data as if it were the result of laboratory work, field trips or other investigatory work; c) including in the student's individual work material which is the result of significant assistance from another person if that assistance was unacceptable according to the instructions or guidelines for that work; d) assisting another student in the presentation of that student's individual work in a way that is unacceptable according to the instructions or guidelines for that work;

1.1.2. Cheating

Cheating in assessment tasks (including examinations, assignments, practicals and tests) includes, but is not limited to:

- a. communicating in an examination, or other test, with other candidates, or bringing into the examination room any textbook, notebook, memorandum, other written material or mechanical device or any other item not authorised by the person who set the examination or the Examinations Supervisor in Charge or other supervisor of a test;
- b. using an electronic device (including mobile phones) contrary to the directions of the Examinations Supervisor in Charge and contrary to the Exam rules
- c. writing an examination answer, or consulting any person or materials, for an examination answer, outside the confines of the examination room, without permission to do so;
- d. attempting to read other students' work in an examination, or, in other circumstances, without their permission;
- e. where individual work is required, making available notes, papers or answers related to the content of an examination or assignment (in whatever form) to others, without the permission of the Teacher of the Unit;
- f. where individual work is required, receiving answers, notes or papers related to the content of an examination or assignment (in whatever form) from another student, or another source, without the permission of the Teacher of the Unit; and
- g. not following the directions of the Examinations Supervisor in Charge including seating location and movement about the examination room.

1.1.3 Plagiarism

Plagiarism means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. It includes:

- a) word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts);
 - b) closely paraphrasing sentences, paragraphs or themes;
 - c) using another person's ideas, work or research data without due acknowledgment;
 - d) submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
 - e) submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement;
 - f) copying or submitting computer files in whole or in part without indicating their origin in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.
- 1.2 Dealing with Academic Misconduct - The Institute will impose serious penalties on those students who are found to have breached this policy. All details for students and lecturers on how to make and deal with allegations of academic conduct are set out in "Student Academic Integrity Policy"
- 1.3 Penalties for Academic Misconduct
(Extracted from "Student Academic Integrity Policy" Section 4.3.2)

If any form of student misconduct is found to have occurred, a range of actions may be taken or penalties imposed such as:

- (a). Remedial action such as counselling or training on proper academic conventions and techniques and/or allowing the student to re-attempt the assessment item without loss of marks;
- (b). Allowing the student to re-attempt the assessment item with a capped mark;
- (c). Allowing the student to complete a new piece of work with a capped mark;
- (d). Excluding any parts resulting from dishonest practices and referring the assessment item for a remark appropriate to the work completed;
- (e). Awarding no marks for the assessment item;
- (f). award a fail grade in a course or courses;
- (g). impose a suspension, with or without conditions, for a specified period of time;
- (h). impose an exclusion, with or without conditions, for a specified period of time, at the end of which the student will be required to apply for re-admission to the Institute; and/or
- (i). expel the student from the Institute.