

## STUDENT ACADEMIC MISCONDUCT PROCEDURE: CCSC; EDUCATION

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<b>Responsible officer</b>	Academic Dean, Nicole Starling		
<b>Contact</b>	nicoles@morling.edu.au		
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### 1. PURPOSE

To describe the procedure to investigate instances of suspected academic misconduct.

Morling College (MC) takes academic integrity seriously and each instance of suspected academic misconduct will be investigated.

In any allegation of plagiarism or academic misconduct, the principles of natural justice will apply and due consideration will be given to any mitigating circumstances that may have influenced the student's actions.

### 2. DEFINITIONS

The following definitions apply for the purpose of this procedure:

Key Term - Acronym	Definition
Academic misconduct	Any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage. It includes a wide range of actions including plagiarism and contract cheating. A (non-exhaustive) list of actions which could be construed as academic misconduct is contained in section 5 of the <i>Student Academic Misconduct Policy</i> .
CCSC	The faculty of Counselling, Chaplaincy and Spiritual Care, includes Professional Supervision.
Contract cheating	When students employ or use a third party to undertake their assessed work for them, obtaining assistance that is inconsistent

	(in kind or in degree) with the <i>Guidelines for Academic Support</i> contained in the <i>General Requirements for Assignments</i> at Morling College. These third parties may include: <ul style="list-style-type: none"> <li>• essay writing services</li> <li>• friends, family or other students</li> <li>• private tutors</li> <li>• copyediting services</li> <li>• agency websites, or</li> <li>• 'reverse classifieds'</li> </ul>
Dean	The Dean of the relevant faculty
DSS	Director of Student Services
MC	Morling College
Plagiarism	Plagiarism is using the words or ideas of others, whether intentionally or not, and presenting them as your own, without clearly acknowledging the source. This includes material from any source, including other staff or students, the internet, published and unpublished works. It also includes self-plagiarism which is the use of one's own previous work in another context, or assessment, without citing where it was used previously.

### 3. SCOPE/CONTEXT

This procedure applies to students and lecturers in the faculties of Education and Counselling, Chaplaincy and Spiritual Care (CCSC), and the office of the Director of Student Services (DSS).

### 4. RESPONSIBILITIES

- 4.1 If a lecturer suspects that a student has engaged in intentional or inadvertent academic misconduct, the lecturer should notify the Dean and the DSS.
- 4.2 The Dean or their delegate should investigate, in consultation with the lecturer, and determine whether academic misconduct has taken place. The Dean should also determine as to whether any misconduct was wilful or inadvertent.
- 4.3 The Dean, if there is a case to answer, is to advise the student and the DSS of the outcome and any penalties imposed.
- 4.4 The DSS should record the outcome, including any penalty imposed, in the *Register of Academic Misconduct*.
- 4.5 The Academic Board may approve disciplinary process in the case of severe plagiarism.

## 5. STEPS

### STEP 1 – NOTIFICATION OF SUSPECTED ACADEMIC MISCONDUCT

- 5.1 If academic misconduct is suspected by a lecturer or reported by a third party, a [Suspected Academic Misconduct Notice](#) is to be lodged online.
- 5.2 The DSS and Dean automatically receive the *Suspected Academic Misconduct Notice*.

### STEP 2 - INVESTIGATION

- 5.3 Investigations shall be concluded as quickly as practicable and normally within seven (7) days.
- 5.4 The investigator (either the Dean or their delegate) may collect evidence and communicate via any medium. Records of such communication should be kept. In some cases (e.g. suspected unauthorised use of generative AI) the process of investigation may involve an interview with the student, conducted by the lecturer or the Dean, in which the student is given an opportunity to present any documents that they have retained from earlier stages in the writing process and demonstrate their understanding of the assignment's content and argument.
- 5.5 Findings from such investigations may be:
  - 5.5.1 No case to answer.
  - 5.5.2 Unintentional academic misconduct.
  - 5.5.3 Wilful academic misconduct.

### STEP 3 – INVESTIGATION REPORT AND OUTCOME

- 5.6 On completion of an investigation a report will be given to the Dean and will contain the findings and recommendations of the investigation.

#### ***No case to answer***

- 5.7 If there is no case to answer, no action will be taken.
- 5.8 The student will be informed in writing of the outcome of the investigation.

#### ***Unintentional academic misconduct***

*This could be due to a misunderstanding of academic conventions or poor referencing skills.*

- 5.9 The student will be informed in writing of the outcome of the investigation, including the penalty and a warning of the consequences of a subsequent incident.
- 5.10 The penalty may include a deduction of marks or the opportunity to resubmit the assessment.

- 5.11 In addition, staff will be expected to counsel the student to prevent further occurrences. Such counselling will normally include providing information to the student about why the allegation of academic misconduct was made, as well as providing advice and guidance about how misconduct could be avoided in the future.

***Wilful academic misconduct***

- 5.12 If, after receipt of the report of an investigation, there is a case to answer the student will be advised by the Dean in writing, of:
- 5.12.1 the nature of the information and/or evidence which led to the investigation
  - 5.12.2 the enquiries made
  - 5.12.3 the findings and recommendation(s) as to the penalty to be imposed; and
  - 5.12.4 the invitation to the student to provide, within seven (7) days, a written submission in relation to the findings and the recommendation to be made to the Dean.
- 5.13 Upon receipt of the written submission from the student, or where no written submission is received, at the expiration of the seven-day period, the Dean will advise the DSS in writing of:
- 5.13.1 the nature of the information and/or evidence which led to the investigation
  - 5.13.2 the enquiries made, and
  - 5.13.3 the findings and recommendation(s) as to a penalty to be imposed; and provide the student's written submission about the finding and recommendation(s), where received.
- 5.14 In cases of severe misconduct, a student may be subject to a separate disciplinary process approved by the Academic Board.

**STEP 4 – FOLLOW THROUGH OF OUTCOME**

- 5.15 Penalties for academic misconduct will be applied according to section 5.5 of the *Student Academic Misconduct Policy*.
- 5.16 Any appeals can be undertaken according to the *Grievance Policy: Education; CCSC; MRC* and *Grievance Procedure: Education; CCSC; MRC*.
- 5.17 The DSS will record instances of academic misconduct and the action taken in the *Register of Academic Misconduct*. A review of academic misconduct will be presented to the Academic Board annually.

## 6. RELATED DOCUMENTS AND LEGISLATION

### Internal

- Grievance Policy: Education; CCSC; MRC
- Grievance Procedure: Education; CCSC; MRC
- Important note on use of AI (CCSC and EDU) 2023
- Register of Academic Misconduct
- Student Academic Misconduct Policy: Education; CCSC
- Student Code

### External

[TEQSA, Guidance note: Academic and research integrity](#)

[TEQSA, Academic integrity](#)

[TEQSA, Contract cheating](#)

## 7. REFERENCES

Nil

## 8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.00	Vice-Principal (Academic)	14 March 2024	14 March 2024	Replaces the Plagiarism Procedure. Procedure revised to conform with Student Academic Misconduct Policy and to reflect changes in titles and roles, and the introduction of centralised reporting and recording.

*Download this document anew with each use, as it may have changed.*