STUDENT ACADEMIC MISCONDUCT POLICY: CCSC; EDUCATION

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1.   PURPOSE

To define students' academic misconduct and its consequences in the Education and Counselling, Chaplaincy and Spiritual Care (CCSC) faculties.

2.   DEFINITIONS

The following definitions apply for the purpose of this policy:

Key Term of Acronym	Definition
Academic integrity	Academic and research honesty, including observance of ethical standards.
Academic misconduct	Engaging in practices including but not limited to cheating in tests, examinations, essays or other assessable work, plagiarism, unauthorised collusion, fraudulent or unethical research and scholarship practices.
CCSC	Counselling, Chaplaincy and Spiritual Care, including 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 General Requirements for Assignments at Morling College. These third parties may include: • essay writing services • friends, family or other students

	• private tutors • copyediting services • agency websites, or • 'reverse classifieds'
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 This includes material from any source, including other staff or students, the internet, published and unpublished works.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.
Recycling	Submitting for assessment work that has previously been submitted in a unit for which a student has already gained (or expects to gain) academic credit, or reusing words and ideas from a writer's own previously published work without proper attribution.

3. SCOPE

This policy applies to students enrolled in the Faculty of Education and in the Faculty of CCSC. For student undertaking units with a research project, the *Responsible Conduct of Research Policy* also applies.

4. POLICY STATEMENT

Morling College (MC) is committed to pursuing the highest of standards of academic honesty and integrity. Academic misconduct, that is a breach of these standards, is considered a serious matter.

5. PRINCIPLES

ACADEMIC ORIENTATION AND SUPPORT

5.1   MC will provide instruction to students on matters of academic integrity as a mandatory element of new student orientation and will make available academic support for students wishing to obtain assistance in applying the principles of academic integrity in their work.

ACADEMIC MISCONDUCT

5.2   Academic misconduct can encompass any of the following (non-exhaustive) list:

5.2.1   Taking unauthorised materials into an examination;

5.2.2   Cheating in an examination;

5.2.3   Submitting work for an assessment knowing it to be the work of another person;

5.2.4   Improperly obtaining knowledge of an examination paper, whether or not that knowledge is used in the examination;

5.2.5   Arranging for another person to do any aspect of assessment which the student submits as their own work, e.g. contract cheating;

5.2.6   Failing to acknowledge the source of material in an assessment, including project or thesis work (i.e. plagiarism);

5.2.7   The use of artificial intelligence tools (including, but not limited to, ChatGPT or similar), in any assessment task, including project or thesis. There are three exceptions:

- where the use of the tool is for preliminary research on a topic (preliminary research can be questions about content related to the background for an assessment task, but it excludes using a tool to provide answers to the assessment task itself or a paraphrase of the assessment task);

- where a tool is used for general advice on spelling and grammar;

- In the case where a lecturer provides written authorisation for the use of an artificial intelligence tool for any other aspects of an assessment task.

Note: Any use of artificial intelligence tools for an assessment task must be acknowledged, following the acknowledgment protocols supplied by MC.

5.2.8   Submitting any false documentation, e.g. false qualification, false identification, false medical certificate.

5.2.9   Submitting work in a unit when academic credit has already been gained for that work in another unit.

5.2.10   Using fabricated references or results.

5.2.11   Deliberate misrepresentation of other people's work.

5.2.12   Encouraging or assisting another student to engage in academic misconduct.

NORMAL EXPECTATIONS

5.3   Students are expected to do all within their areas of responsibility to avoid academic misconduct as defined above. Examples of this include students:

5.3.1   Always acknowledging the source of their ideas and expressions used in their written work.

5.3.2   Providing all appropriate documentation – failure to do so may constitute plagiarism (as defined above), which is subject to these rules of academic misconduct.

5.3.3 Keeping drafts of all assessment tasks in order to provide these to lecturers if concerns are raised about potential misuse of AI tools.

5.3.4 Not improperly assisting other students in the writing of individual assessment tasks, such as providing written material to be copied.

5.3.5 Avoiding submitting the same material (for which the student has already gained or expects to gain academic credit) for more than one subject for assessment in the award. Material submitted by a student for assessment in a unit which was not successfully completed may be submitted again in the same unit if re-enrolled, or in another unit of study. This is not seen as recycling as no academic credit was awarded for the completion of the work.

5.3.6 Avoiding reusing in their assignments words and ideas from their own previously published work without proper attribution.

5.4 Lecturers will, wherever feasible, make use of appropriate detection software (e.g. Turnitin) to assist with the identification of potential instances of academic misconduct. In cases where detection software has identified a potential instance of academic misconduct, lecturers will take reasonable steps to confirm whether academic misconduct has in fact taken place before imposing any academic misconduct penalties.

CONSEQUENCES OF ACADEMIC MISCONDUCT

5.5 The consequences set out below reflect both the seriousness of the offence and the desire to give students a chance to learn from their actions.

5.5.1 In the case of inadvertent academic dishonesty resulting from misunderstanding of academic conventions rather than deliberate deception, the marker shall deduct marks or provide the opportunity to resubmit the assessment, and counsel the student concerning the appropriate academic requirements. The penalty imposed may vary between 5% and 20% of the available marks, depending on factors including the academic level at which the student is enrolled, how far advanced they are in their studies, and the nature and extent of their failure to observe proper academic conventions.

5.5.2 Wilful academic misconduct may result in a range of penalties, depending on factors including the extent and degree of severity of the dishonesty involved, and the existence of any prior instances of wilful academic misconduct.

- **First offence:** For a single occurrence in a first offence, a student will be subject to academic counselling, with the maximum penalty being to fail the assessment item with no marks awarded. Where deemed appropriate, the minimum penalty available will be that a student

may be granted an opportunity to resubmit the assessment with a maximum of 50% for the assessment.

- **Second offence:** For a second offence a student will fail the unit, with no remedial opportunity.

- **Third or major offence:** For a third or major offence, a student may be excluded from any Morling award, or excluded from the enrolled Morling award for up to two years, or any other outcome appropriate to the case but with an impact less serious than exclusion.

5.5.3   The decision of whether an instance of academic misconduct is to be deemed inadvertent or wilful will be made by the respective Dean in consultation with the supervising academic staff member. The matter may be referred to the Academic Dean then the Academic Board if the circumstances warrant this action.

5.5.4   In severe cases of academic misconduct a student may be subject to a separate disciplinary process approved by the Academic Board.

5.5.5   In a case where evidence emerges after a student's graduation, sufficient to establish beyond reasonable doubt that the graduate committed gross academic misconduct in an assessment task associated with requirements for that course, the Academic Board may resolve to revoke that graduate's degree.

5.5.6   A student excluded from a MC unit of study, award or degree for academic misconduct shall not be permitted to transfer any internal advanced standing to another course of study at MC. Fees paid for the course, award or degree shall be foregone.

5.5.7   All findings will be communicated to the student in writing. The reasons for the decision will be given, with reference to this policy, and the student will be made aware of the avenues for appeal under the *Grievance Policy: CCSC; Education; MRC*.

APPEALS

5.6   Any appeals can be undertaken by following the *Grievance Policy: CCSC; Education; MRC*.

6.   RELATED DOCUMENTS AND LEGISLATION

- Grievance Policy: CCSC; Education; MRC
- Responsible Conduct of Research Policy
- Student Academic Misconduct Procedure
- Student Code
- Student Support Policy

7. REFERENCES

- Australian College of Theology: Academic Integrity Policy for Coursework Awards
- TEQSA (2017), Good Practice Note: Addressing contract cheating to safeguard academic integrity
- TEQSA Academic integrity toolkit: https://www.teqsa.gov.au/contract-cheating
- TEQSA Good Practice Note: Addressing contract cheating to safeguard academic integrity: https://www.teqsa.gov.au/latest-news/publications/good-practice-note-addressing-contract-cheating-safeguard-academic

8. VERSION HISTORY

Version	Approved by	Approval date	Effective date	Changes made
5.00	Academic Board	11 September 2024	11 September 2024	Update to academic conduct in relation to AI
4.01	Academic Board	26 April 2023	1 May 2023	Added 5.2.7 and 5.4 to address students using AI in assessment tasks.
4.00	Academic Board	14 September 2022	14 September 2022	Added 5.1; 5.2.8-11; 5.4.5-6; 5.5. Expanded 3; 5.4.1; 5.4.2; 5.4.7. These changes include contract cheating; made explicit the consequences of misconduct, including revoking a degree; clarify reporting requirements
3.01	Academic Board	September 2019	September 2019	Added 5.1.8
3	Academic Board	October 2018	October 2018	Minor amendments to reflect changes in name and roles. Included reference to Community Code. Changes to make the penalty for plagiarism consistent across MC policies: (1) Penalty options for inadvertent plagiarism or dishonest extended to include the opportunity to resubmit the assessment. (2) Added 'up to' (2 years) for the period of exclusion in the penalty for willful academic misconduct. (3) Added the option of a separate disciplinary process approved by the Academic Board for severe offences. (4) Added Appeals via the MC Grievance (Academic matters) Policy. Formatted to new template.
2	Academic Board	Feb 2014	Feb 2014	Updated
1	Academic Board			

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