

### P18: ACADEMIC MISCONDUCT

Overseer: PBC Dean of Academics and Research  
 Approval Authority: PBC Academic Council  
 Review Schedule: 3 yearly                      Next Review Due: May 2019

Review Table			
Date	Review Type <ul style="list-style-type: none"> <li>• Scheduled</li> <li>• Policy amendment</li> <li>• Admin update</li> </ul>	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
17/11/12	Policy amendment	Addition of 5.1.3 and 5.2	
18/12/14	Admin Update	Minor corrections. AD replaced with DA&R	Adam Niven
18/6/15	Policy amendment	Amendments to 4.2.5, addition of 4.2.6, 4.2.7, 4.2.8 & 4.2.9	Peter Elliott
29/9/15	Policy amendment	Amendment to 4.2.1; removal of previous 4.2.2 & 4.2.3	Peter Elliott
1/11/17	Admin Update	Addition of 1.6	Academic Council

In line with other tertiary institutions throughout Australia, Perth Bible College regards academic misconduct as a serious matter. Academic misconduct includes areas such as plagiarism; unauthorised collaboration; cheating and theft of other students' work.

#### 1. Plagiarism

- 1.1. PBC defines plagiarism as the presentation of the ideas, words or work of another as one's own ideas, words or work.
- 1.2. Plagiarism can occur as either a deliberate act to mislead or as an unintentional result of improper use of, or inadequate referencing conventions.
- 1.3. Plagiarism can consist of direct quotations not correctly referenced, summaries of other's work not correctly referenced, the use of another students work not correctly referenced, the repetition or summary of work or ideas from the class not correctly referenced.

- 1.4. Students should provide correct referencing (see G02 Referencing Conventions Guideline) whenever they:
  - Directly quote another source. Whether the quote is from written, oral, or other form of source.
  - Summarise another source. Whether the summary is of a written piece, an oral presentation or other form of source.
  - Present ideas or work that has come from another source. Whether the ideas or work have come from a written, oral or other form of source.
- 1.5. Plagiarism whether deliberate or unintentional is a serious academic offence and PBC will not tolerate its use within the institution.
- 1.6. It is acknowledged that there are various degrees of plagiarism. PBC refers to the document "The Plagiarism Spectrum" produced by [www.turnitin.com](http://www.turnitin.com) in this context, focusing especially on the three most severe forms listed there: Clone, CTRL-C, Find-Replace.

## 2. Unauthorised Collaboration

- 2.1. PBC defines Unauthorised Collaboration as the presentation of work as the students own when the work has been completed in collaboration with others which was not permitted as part of the assessment item.
- 2.2. Unless otherwise specified all work submitted is to be completed by the student and not include the work of others. The following statement is included on the coversheet which is required to be signed and submitted with each assessment item: 'I certify that the attached assignment is my own work and that any material drawn from other sources has been acknowledged'
- 2.3. 'Other sources' as outlined under Plagiarism above includes the work of other students or third parties. In submitting an assignment with a signed cover sheet the student is stating that all work which is not theirs has been correctly identified.
- 2.4. Students are permitted to have their assignments proof-read but must fill out and attach a 'Certification of Assistance from a Proof-Reader' form to indicate the student has had assistance with their English. Proof-Readers' should not contribute to the ideas or concepts of the assignment but only to improving the ability of the communication of the student's ideas or concepts.

### 3. Cheating

- 3.1. PBC defines cheating as any attempt to complete an assessment item by deceptive means which do not uphold a high appreciation of academic misconduct.
- 3.2. Cheating may include, but is not limited to:
  - attempting to present the work of a third party as their own, whether the third party is aware or not
  - attempting to complete the assessment item by means which contradict the guidelines for the assessment item
  - attempting to use unapproved aides within exam conditions
  - attempting to access the actual exam papers before the set date and time of the exam
  - attempting to coerce answers from another student during exam conditions

### 4. Penalties for Academic Misconduct

- 4.1. Perth Bible College, along with all other Australian tertiary institutions, regards all forms of academic misconduct seriously and any breach will result in the loss of marks, failure of the unit or expulsion from the College.
- 4.2. The following penalties have been decided upon for academic misconduct:
  - 4.2.1. Penalty for academic misconduct lies at the discretion of the faculty and the Dean of Academics and Research. The normal penalty for a first offence of academic misconduct is failure of the entire unit. Re-submission after academic misconduct should be disallowed unless the Dean of Academics and Research determines that there are mitigating circumstances. These circumstances particularly apply to an overseas student committing plagiarism due to a lack of knowledge regarding correct citing and referencing techniques. Re-submission after academic misconduct of this nature should not be awarded a mark higher than 50% and the student would only be excused on these grounds on a single occasion (however it still counts as a first offence).
  - 4.2.2. If the student denies academic misconduct has occurred and it can be proven that it has occurred or if it is the second occurrence of academic misconduct the student will automatically fail the unit.

- 4.2.3. In the case of an examination, the witness of the supervising lecturer will be taken as evidence that academic misconduct has occurred. The student will be permitted to respond to the allegations of misconduct (see also Invigilating Examinations Policy). It will remain at the discretion of the Dean of Academics and Research as to whether:
- a) The student shall be permitted to re-sit the exam with the full marks for the exam remaining available. Applied where the student is able to provide substantial proof that they were not cheating.
  - b) The student shall be permitted to re-sit the exam with the re-sat exam being awarded a maximum of 50%. Applied where a student admits to misconduct but demonstrates a misunderstanding of its significance.
  - c) The student shall have the work submitted until their expulsion from the exam graded with a maximum of 40% being awarded. Applied where a student admits to misconduct and it is a first offence.
  - d) The student shall not be permitted to re-sit the exam and will not have any of the submitted work graded and thus fail the unit due to academic misconduct. Applied where a student denies misconduct without providing substantial proof that it has not occurred or where it is not the first offence for the student across any of the units of study.
- 4.2.4. If a student subsequently operates in a manner which constitutes academic misconduct, the student may be suspended from the course of study at the decision of the Teaching and Learning committee.
- 4.2.5. The student would normally fail their current semester and be suspended for the following semester. The Teaching and Learning committee will indicate the time of suspension in each individual case.
- 4.2.6. If a student subsequently repeats behaviour constituting academic misconduct, the student may be expelled from the course of study at the discretion of the Principal and the Dean of Academics and Research.

- 4.2.7. Any student suspended or expelled from their course of study would require the permission of the Dean of Academics and Research to continue their course.
- 4.2.8. A student who was expelled from their course would ordinarily not be able to reapply for study at Perth Bible College.

## 5. Reporting & Review

- 5.1. When it is demonstrated that a student has been involved with academic misconduct the following shall occur:
  - 5.1.1. All unit lecturers of the student shall be informed of the academic misconduct type and severity.
  - 5.1.2. The unit lecturer shall make a written record of the academic misconduct detailing the type of misconduct and the severity and include this record within the students file.
  - 5.1.3. The Dean of Studies is to be informed to add the details of the misconduct to the Academic Misconduct Record.
- 5.2. If a student is suspended or expelled from a course due to academic misconduct a written record of the suspension or expulsion signed by the Dean of Academics and Research shall be included within the students file.
- 5.3. The report to the Academic Council for semester review will contain the Academic Misconduct Register.