

Perth Bible College Academic Misconduct Penalty Scheduleⁱ

Level	Definition and Examples	Frequency	Penalty/-ies applied	Misconduct assessed and penalty given by:	Documentation
Level 1 – Minor Breach of Academic Integrity	Minor plagiarism (refer to <i>The Plagiarism Spectrum</i> ⁱⁱ : #7 Mashup, #8 404 Error, #9 RSS Feed and #10 Re-tweet) Unintentional result of improper use, or inadequate referencing conventions. Direct quotes not referenced or paraphrasing too close to the original.	First Instance	Usually, no penalty applied for undergraduate students within their first 24 credit points ⁱⁱⁱ of study. They will have the opportunity to resubmit the assignment and be marked on the same scale of assessment.	Lecturer	Misconduct, penalty, and resubmit date recorded on the Assessment Item. Notice sent to College Office who will record the resubmit date and Dean of Studies who will record the breach in the Misconduct Register and inform the student’s other current lecturers.
			For undergraduate students who have already completed 24 credit points of study as well as post-graduate students, marks can be deducted in accordance with the level of breach.	Lecturer	Misconduct and penalty recorded on the Assessment Item. Notice sent to Dean of Studies who will record the breach in the Misconduct Register and inform the student’s other current lecturers.
		Second Instance	Undergraduate students who have not completed their first 24 credit points, marks can be deducted for the assessment item according to the severity of breach.	Lecturer	Misconduct and penalty recorded on the Assessment Item. Notice sent to Dean of Studies who will record the breach in the Misconduct Register and inform the student’s other current lecturers.
			For undergraduate students who have already completed 24 credit points of study as well as post-graduate students, a zero mark will be awarded for the assessment item and a warning that further breaches will be referred to the Dean of Studies.	Lecturer	Misconduct and penalty recorded on the Assessment Item. Notice sent to Dean of Studies who will record the breach in the Misconduct Register and inform the student’s other current lecturers.

		Third Instance	Undergraduate students who have not completed their first 24 credit points, a zero mark will be awarded for the assessment.	Dean of Studies	Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record. Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers.
			For undergraduate students who have already completed 24 credit points of study as well as post-graduate students, N-Fail will be awarded for the unit.	Dean of Studies	Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record. Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers. The College Office will also be notified to record an N-Fail for the unit in Paradigm.
Level 2 – Moderate Breach of Academic Integrity	Moderate plagiarism (refer to <i>The Plagiarism Spectrum</i> : #4 Remix, #5 Recycle, #6 Hybrid) Re-submission of a previously graded assessment item for another assessment brief, as a whole or in a substantial form Collaborating with another person, including another student, about work for an assessment and presenting it as own	First Instance	Undergraduate students within their first 24 credit points of study that have had no previous record of academic misconduct, a penalty of a maximum of 50% will be given for the assessment item. For students with a recorded history of minor breaches, a maximum of 40% will be given for the assessment item.	Dean of Studies	Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record. Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers.
			For undergraduate students who have already completed 24 credit points of study as well as post-graduate students will receive a zero mark for the assessment item.	Dean of Studies	Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record. Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers.

	work (excluding when explicitly allowed) Fabrication or changing of data, information or results for assessment items other than Research Essays	Second Instance	All students will receive an N-Fail mark for the unit.	Dean of Studies	Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record. Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers. The College Office will also be notified to record an N-Fail for the unit in Paradigm.
		Third Instance	All students will receive an N-Fail mark for all their enrolled units. This may also affect their Standing at the College.	Dean of Studies	Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record. Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers. The College Office will also be notified to record an N-Fail for all enrolled units in Paradigm.
Level 3 – Major Breach of Academic Integrity	Major plagiarism (refer to <i>The Plagiarism Spectrum</i> : #1 Clone, CTRL-C, #3 Find-Replace) Cheating in Exams Fabrication or changing of data, information or results for Research Essay assessment items Submitting someone else's work as own work or writing an	First Instance	All students will receive an N-Fail mark for the unit.	Dean of Studies	Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record. Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers. The College Office will also be notified to record an N-Fail for the unit in Paradigm.
		Second Instance	All students will receive an N-Fail mark for all their enrolled units. This may also affect their Standing at the College.	Dean of Studies	Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record. Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers. The College Office will

	assignment for another student.				also be notified to record an N-Fail for all enrolled units in Paradigm.
		Third Instance	All students will receive an N-Fail mark for all their enrolled units and an additional exclusion from enrolment from the College for one academic year.	Dean of Studies and Dean of Academics and Research	<p>Misconduct and penalty recorded in an official letter and given to the student. A copy of the official letter will be placed on the student's record.</p> <p>Dean of Studies will record the breach in the Misconduct Register and inform the student's other current lecturers. The College Office will also be notified to record an N-Fail for all enrolled units in Paradigm.</p>

ⁱ Based upon the University Policy on: Academic Misconduct of the University of Western Australia, <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?policy=UP07%2F21> accessed on 25 November 2019.

ⁱⁱ Refer to *White Paper - The Plagiarism Spectrum*, www.turnitin.com

ⁱⁱⁱ 24 credit points (8 study units) is equal to one year of studies completed