

# Academic Misconduct Policy

---

## 1. Purpose

- 1.1 This policy provides guiding principles for the assessment of and penalties for academic misconduct by students studying at Perth Bible College.

## 2. Scope

- 2.1 This policy applies to all students, and the staff involved in the assessment of academic misconduct at Perth Bible College.

## 3. Responsibility

- 3.1 It is the responsibility of the Dean of Academics and Research to implement this policy.

## 4. Definitions

<i>Academic Misconduct</i>	Undertaking academic activity, either deliberately or imprudently, that can result in unmerited advantage.
<i>Assessment</i>	A process used to determine student achievement of expected learning outcomes and may include a range of written, oral and practical methods. It also includes gathering assessment information from multiple and diverse sources in order to develop a deep understanding of what students know, understand, and can do with their knowledge as a result of educational experiences.

## 5. Policy Provisions

### Principles

- 5.1 As part of the Body of Christ, students and lecturers are called to learn from others, but also to be humble enough to acknowledge those we have learnt from. By using the correct referencing conventions we give honour to those who have come before us rather than ourselves. Our integrity should be displayed in every area of our lives, and therefore we hold Academic Integrity in high esteem.

Lecturers are committed to give an assessment of where students are with their own academic growth, and therefore in dealing with academic misconduct, the aim should always be to educate and nurture, rather than punishment.

5.2 Academic misconduct involves any action or attempted action by a student that may result in an unfair academic advantage for the student or other students.

5.3

5.4 In line with other tertiary institutions throughout Australia, Perth Bible College regards academic misconduct as a serious matter. Academic misconduct includes (but are not limited to):

5.4.1 plagiarism;

5.4.2 unauthorised collaboration;

5.4.3 cheating; and

5.4.4 contract cheating.

5.5 Perth Bible College is committed to ensuring that academic integrity is integral to the values of Perth Bible College, and that it produces ethical graduates. Perth Bible College expects all students to act with integrity and honesty when developing, creating and using information and ideas, and to conduct themselves with the highest ethical standards in all aspects of academic work. In particular, Perth Bible College expects that:

5.5.1 students ensure that their academic work is their own original work; and

5.5.2 the ideas of others are acknowledged appropriately.

5.6 Perth Bible College adopts preventative strategies to mitigate the risk of academic misconduct. This includes:

5.6.1 designing assessment tasks that lessen the opportunity for cheating or plagiarism;

5.6.2 understanding what constitutes academic misconduct and assessment requirements;

5.6.3 communicating assessment requirements to students;

5.6.4 advising students to use appropriate software and applications to help with checking for spelling, grammar, content and plagiarism; and

5.6.5 ensuring the security of student-submitted assessment materials.

## Plagiarism

5.7 PBC defines plagiarism as the presentation of the ideas, words or work of another as one's own ideas, words or work.

- 5.8 Plagiarism can occur as either a deliberate act to mislead or as an unintentional result of improper use of, or inadequate referencing conventions.
- 5.9 Plagiarism can consist of direct quotations not correctly referenced, summaries of another's work not correctly referenced, , the repetition or summary of work or ideas from the class not correctly referenced.
- 5.10 Students should provide correct referencing (see G02 Referencing Conventions Guideline) whenever they:
- 5.10.1 Directly quote another source. Whether the quote is from written, oral, or other form of source.
  - 5.10.2 Summarise another source. Whether the summary is of a written piece, an oral presentation or other form of source.
  - 5.10.3 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.
  - 5.10.4 Present their own ideas that they have submitted in another marked assignment.
- 5.11
- 5.12 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.

### **Unauthorised Collaboration**

- 5.13 PBC defines Unauthorised Collaboration as the presentation of work as the student's own when the work has been completed in collaboration with others which was not permitted as part of the assessment item.
- 5.14 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'.
- 5.15 '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.

5.16 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.

5.16.1 Proof-Readers should not contribute to the ideas or concepts of the assignment but only to improving the ability of the student to communicate ideas or concepts.

5.16.2 Students must submit their original draft as an appendix to the assignment.

### Cheating

5.17 PBC defines cheating as any attempt to complete an assessment item by employing deceptive means or data..

5.18 Cheating may include, but is not limited to, attempting to:

5.18.1 Present the work of a third party as their own, whether the third party is aware or not.

5.18.2 Submit an already marked assignment they have submitted previously in part or whole.

5.18.3 To complete the assessment item by means which contradict the guidelines for the assessment item.

5.18.4 Use unapproved aides within exam conditions.

5.18.5 Access the actual exam papers before the set date and time of the exam.

5.18.6 Coerce answers from another student during exam conditions.

5.18.7 Fabricate or falsely present research data.

### Penalties for Academic Misconduct

5.19 Perth Bible College, along with all other Australian tertiary institutions, regards all forms of academic misconduct seriously and any breach may result in the loss of marks, failure of the unit or expulsion from the College.

5.20 The College follows the penalties as outlined and approved in the latest *Academic Misconduct Penalty Schedule*.

## 6. Policy Information

Date first approved: 29/06/2009	Date of effect: 29/06/2009	Date last amended: 12/08/2021	Date of next review: 12/08/2022
Approved by		Academic Council	
Authorised Officer		Dean of Academics and Research	
Supporting documents, procedures & forms of this policy		<i>Academic Misconduct Procedure</i>	
Related Legislation and Codes of Practice		<a href="#">Higher Education Standards Framework 2015, Part A: Standard 5.2</a>	

<b>Audience</b>	Students
-----------------	----------

## 7. Version History

<b>Review Table</b>			
<b>Date</b>	<b>Review Type</b> <ul style="list-style-type: none"> <li>• Scheduled</li> <li>• Policy amendment</li> <li>• Admin update</li> </ul>	<b>Summary of Changes</b>	<b>Review person/group</b>
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
12/9/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant
12/8/2021	Admin Update	General grammar updates and clean up of the policy.	Chris Burton