

# Academic Misconduct Procedure

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## 1. Purpose

1.1 This procedure outlines the process 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

<b><i>Academic Misconduct</i></b>	Undertaking academic activity, either deliberately or imprudently, that can result in unmerited advantage.
<b><i>Appeal</i></b>	A request for a decision to be reviewed by an independent area. Appeals can be lodged about academic and non-academic decisions made, including: <ul style="list-style-type: none"> <li>• student misconduct;</li> <li>• refused transfer requests;</li> <li>• course progress; and</li> <li>• student enrolment cancellation.</li> </ul>
<b><i>Assessment</i></b>	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.
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<b><i>CoE</i></b>	A document, provided electronically, that is issued by Perth Bible College to an international student when they enrol in a Perth Bible College course. This CoE must accompany their application for a student visa, submitted through DoHA.
<b><i>ESOS Act</i></b>	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.

<b><i>International Student</i></b>	A student studying in Australia on a student visa issued by DoHA.

## 5. Procedure

### Detecting Academic Misconduct

- 5.1 Where academic misconduct is suspected, the academic staff member who is marking the student's assignment or examination invigilator first determines the level of misconduct, together with any evidence, such as the relevant assignment.
- 5.2 If the academic staff member who detected the suspected academic misconduct is not the appointed lecturer of the unit, the staff member will then refer the case to the appointed lecturer for the unit.
- 5.3 The lecturer will then:
  - 5.3.1 consult the student's record to determine if there have been any other instances of academic misconduct recorded; and
  - 5.3.2 consult the latest version of the Academic Misconduct Penalty Schedule in order to see who assesses the alleged misconduct. For the first and second instance of a minor breach, the lecturer will assess the misconduct, for all other instances, the lecturer will refer the matter to the Dean of Studies.

### Assessment of Alleged Misconduct

- 5.4 The lecturer (for the first and second instance of a minor breach) or the Dean of Studies (for any other breach) conducts an initial investigation of the allegation. The lecturer may consult with the Dean of Studies or another senior academic staff member during the investigation period.
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- 5.6 In the case of a possible major breach of Academic Integrity that may result in failure of the unit or expulsion from the College, the Dean of Studies should consult the Dean of Academics and Research to determine the breach.
- 5.7 The student is invited in writing to attend a meeting with the lecturer or the Dean of Studies, as the case may be, to discuss the issue. The notice should advise the following:
  - 5.7.1 The details of the allegation;
  - 5.7.2 The meeting details, including proposed time, date and place (held within 10 working days of the notification date);
  - 5.7.3 The right to be accompanied by a pastoral support person;

- 5.7.4 The right to provide a written submission including any evidence in rebuttal or defence, either provided at the meeting or via correspondence;
- 5.7.5 Information about student support services available to the student.
- 5.8 If the lecturer deals with the matter, the Dean of Studies receives a copy of all correspondence regarding the alleged academic misconduct.
- 5.9 If the student does not respond within the 10-day timeframe, and do not attend the meeting, the decision-maker makes a decision on:
  - 5.9.1 Whether a penalty will be imposed;
  - 5.9.2 Defining the penalty; and
  - 5.9.3 Determining if any supports are required.

### **Discussion of the Alleged Academic Misconduct**

- 5.10 During the meeting to discuss the alleged academic misconduct, the lecturer or the Dean of Studies, as the case may be, will provide the evidence regarding the allegation.
- 5.11 The lecturer or the Dean of Studies will also refer to the Academic Misconduct Policy as well as the Academic Misconduct Schedule with reference to the severity of the alleged misconduct.
- 5.12 The student will have the opportunity to respond to the allegation and provide any written submission if applicable.
- 5.13 At the conclusion of the discussion, the lecturer or the Dean of Studies, as the case may be, will determine:
  - 5.13.1 **whether misconduct did in fact occur;**
  - 5.13.2 **the severity of the misconduct; and**
  - 5.13.3 **the announcement of the appropriate penalty.**
- 5.14 After the announcement of the appropriate penalty, the student will be given the opportunity to raise mitigating factors that may reduce the severity of the penalty.
- 5.15 The lecturer or the Dean of Studies, as the case may be, will consider this before finalising the decision on the penalty awarded.
- 5.16 If there is a finding of academic misconduct, the lecturer or the Dean of Studies, as the case may be, will use this opportunity also to edify and educate the student regarding policies, guidelines or referencing conventions.

### **Reporting and Review**

- 5.17 When it is demonstrated that a student has been involved with academic misconduct the following shall occur:

- 5.17.1 The unit lecturer or the Dean of Studies, as the case may be, shall make a written record of the academic misconduct detailing the type of misconduct and the severity and include this record within the student's file within seven days of the meeting with the student.
  - 5.17.2 The Dean of Studies is to be informed to add the details of the misconduct to the Academic Misconduct Record.
  - 5.17.3 All unit lecturers of the student shall be informed of the academic misconduct type and severity by the Dean of Studies.
- 5.18 The benchmarking report to the Academic Council for semester review will contain the Academic Misconduct Register.

### **Notification and Recording**

- 5.19 A formal notice of the decision will be sent to the student.
- 5.20 The formal notice will include:
- 5.20.1 Details and reasons for the decision;
  - 5.20.2 The penalty (if any); and
  - 5.20.3 Information outlining their right to appeal the decision within 20 working days after receiving the formal notice.
- 5.21 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 student's file.

### **International students**

- 5.22 International students who have their enrolment suspended or cancelled due to academic misconduct will have their CoE cancelled and reported on to the Department of Education, as per Section 19 of the ESOS Act.
- 5.23 The suspension or cancellation of the student's enrolment will not take effect until the internal appeals process is completed.
- 5.24 The student will be notified in writing that their CoE has been cancelled, and informed to seek advice from Immigration on whether the decision impacts their student visa.

### **Student Appeal**

- 5.25 A student who has been assessed as having committed an act of misconduct can appeal the penalty decision. Students should refer to the *Student Complaints and Appeals Policy* for details of the appeals process.

## 6. Procedure Information

<b>Date first approved:</b> 29/06/2009	<b>Date of effect:</b> 29/06/2009	<b>Date last amended:</b> 12/08/2021	<b>Date of next review:</b> 12/08/2022
<b>Approved by</b>		Academic Council	
<b>Authorised Officer</b>		Dean of Academics and Research	
<b>Supporting documents, policies &amp; forms of this procedure</b>		<i>Academic Misconduct Policy</i> <i>Student Complaints and Appeals Policy</i>	
<b>Related Legislation and Codes of Practice</b>		<a href="#">Higher Education Standards Framework 2015, Part A: Standard 5.2</a> <a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a> <a href="#">Education Services for Overseas Students Act 2000 (ESOS Act)</a>	
<b>Audience</b>		Students	

## 7. Version History

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
12/9/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant
12/08/2021	Admin update	Grammatical changes and general clean up.	Chris Burton