



# Student Misconduct Policy

<b>Policy Owner</b>	Academic Director / Director of Studies
<b>Contact Officer:</b>	Academic Director
<b>Policy Number:</b>	QSPPO002
<b>Approved by:</b>	Management Committee
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<b>Related Policies:</b>	Complaints and Appeals Policy Refunds Policy Critical Incident Policy & Procedures

## 1. Overview

1.1. The purpose of this policy is to outline the approach and steps to dealing with student misconduct.

## 2. Organisational Scope

2.1. This policy applies to all students of PIBT.

## 3. Definitions

3.1. **Academic Misconduct:** means any conduct by a student in relation to academic work that is dishonest or unfair and includes, but is not limited to:

- (a) plagiarism;
- (b) unauthorised collaboration;
- (c) cheating in assessment; and/or
- (d) theft of another student's work;

3.2. **Cheating:** means dishonest conduct in any assessment ;

3.3. **General Misconduct** means misconduct, other than Academic Misconduct by a student and includes, but is not limited to, conduct which

- (a) breaches PIBT Terms of Offer, policies or rules.
- (b) constitutes a serious impediment to the carrying out of PIBT functions or
- (d) is otherwise detrimental to PIBT college, its staff or students;

3.4. **Plagiarism:** a form of academic misconduct which means to knowingly or unknowingly present as one's own work the ideas or writings of another without appropriate acknowledgment or referencing. This includes, but is not limited to:

- (a) paraphrasing or copying text without adequate acknowledgment of the source; and/or;
- (b) copying, whether identically or in essence, the text of another student's assignment or other students' assignments; and/or;
- (c) copying, whether identically or in essence, of visual representations (for example cartoons, line drawings, photos, paintings and computer programs);

### 4. Policy Principles

- 4.1. This policy has been developed in line with principles of administrative fairness and natural justice fully articulated in [PIBT's Complaints and Appeals Policy](#).

### 5. Policy Content

- 5.1. Where a staff member has reasonable grounds to believe that a student has committed an act of academic misconduct, the staff member shall provide a written report of the alleged offence to the:
  - Deputy Academic Director for Pathway students
  - AEP Coordinator for ELICOS students; or
  - Director, Finance & Administration
- 5.2. The appointed decision maker will then investigate the matter in whatever manner, and to whatever extent he/she considers appropriate. Reasonable steps must be taken to contact the student to arrange an interview for the purpose of discussing the alleged act of misconduct.
- 5.3. Following the investigation, where there are reasonable grounds to believe that a student HAS NOT committed an act of misconduct, he/she must inform the student and the reporting staff member that the matter is dismissed the grounds that
  - (i) there has not been an act of misconduct; or
  - (ii) there is insufficient evidence to conclude that an act of misconduct has occurred; or
  - (iii) the actions of the student were minor or unintentional.
- 5.4. Where there are reasonable grounds to believe that a student HAS committed an act of misconduct, he/she must provide a written report of the case to the Academic Director or Director of Studies (or nominee).
- 5.5. Where the matter is considered to warrant intervention or action from an external agency, the matter will also be referred to the appropriate party (eg. Police, health authorities, DIAC etc). (Note: if reporting to DIAC, the student must be informed of our intent to report and given 20 days to appeal)
- 5.6. On receiving a written report of misconduct, the Academic Director or Director of Studies will convene Misconduct Committee meeting with the Student Counsellor (or nominee), and a person nominated to act as a student advocate (other than a qualified legal practitioner).
- 5.7. Representation of both genders, conflicts of interest and confidentiality must be considered in the make up of the committee.
- 5.8. The Committee should make every attempt to allow the student to present their case to the Committee.
- 5.9. The Committee may also call on other witnesses to provide information.
- 5.10. The Committee will then confirm whether or not an act of misconduct has occurred, assess the seriousness of the offence and agree on appropriate action to be taken.
- 5.11. The Committee may impose penalties/actions which include (but may not be limited to) the following:
  - (i) provide the student with a written warning;
  - (ii) require the student to commit to an agreement regarding behaviour;
  - (iii) require the student to rewrite or redo and resubmit the offending work or prepare an assignment on a new topic (academic misconduct only);
  - (iv) deduct marks in line with the seriousness of the act (academic misconduct only);

- (v) disallow any mark in relation to the offending work (academic misconduct only);
- (vi) defer, suspend or cancel the student's enrolment
- (vii) refer the matter to police

- 5.12. Depending on the circumstances of the case, cancellation of enrolment under this policy may result in refund penalties may be applied in accordance with PIBT's [Refunds Policy](#).
- 5.13. In all instances the Academic Director must report any decision made by the Committee to the Management Group.
- 5.14. The Deputy Academic Director or AEP Coordinator will inform the student of the outcome of the decision, any disciplinary action to be taken and consequences (eg. Refund penalties).
- 5.15. If a student is dissatisfied with a decision made by the committee they may submit a written appeal against that decision in accordance with stage II of the PIBT Complaints and Appeals Policy.

### 6. Administrative procedures

- 6.1. This policy and related documentation are accessible through the PIBT website at: <http://www.pibt.wa.edu.au/publications.php>
- 6.2. Records of reported misconduct will be kept for a period of five years. These records will be strictly confidential and filed separately from student files. These records will be under the responsibility of the Academic Director or Director of Studies.
- 6.3. This policy and related procedures will be communicated to staff via email and ongoing staff information sessions.