

Version:	1.0	Approval Authority	CEO
Approval Date:	28 February 2020	Effective Date:	28 February 2020

Statutory and regulatory compliance

Standards for Registered Training Organisations (RTOs) 2015 (Amended 2017)

- Standard 1 - Clauses 1.7, 1.8

Related Policies/Documents

- Complaints and Appeals Policy
- Student Interview Policy
- Assessment Policy

Purpose

Australian Health and Management Institute ensures students submit authentic work demonstrating acquisition of knowledge and skills to demonstrate that they have met the assessment requirements of the selected units of competency from the Training Package.

Students must submit authentic assessments for judgement of competence or it will result in appropriate and recorded sanctions based on the extent of the breach of academic misconduct. This policy provides guidelines for trainers and students on the procedures for handling allegations of academic misconduct.

Applications/Scope

This policy applies to:

- All students
- All trainers
- Academic Coordinator
- Chief Executive Officer

Academic Authenticity and Support Requirements

Australian Health and Management Institute:

- Ensures assessments not only meet specific needs of individual students but ensures authentic demonstration of skills and knowledge and provides access to the educational support services necessary for instances where individual students fail to meet the requirements of the training product as specified in the training package.
- Where reassessment is offered to demonstrate skills and knowledge the student demonstrates meeting the assessment requirements of the relevant training package
- Providing student access to support throughout their training to ensure that students submit authentic work at all times

Authentic submission of Assessments

Australian Health and Management Institute will ensure that:

- Students present authentic work and not claim ownership of knowledge of another person without incurring consequences

- All reported incidences of academic misconduct follow a published process
- Students will be entitled to representation (not legal) at all stages of the process of determining academic misconduct
- All allegations of academic misconduct will be assessed under impartial conditions to ensure fair and equitable outcomes
- All allegations of academic misconduct will be recorded on the student file

Identifying Academic Misconduct:

Australian Health and Management Institute identifies the following as constituting academic misconduct:

Cheating	Cheating includes but is not limited to a student copying the work of another student under any assessment condition without the other student's knowledge
Collusion	Collusion is where two or more students facilitate and attempt to conceal involvement in cheating and/or plagiarism
Plagiarism (intentional)	Intentional plagiarism is intentionally submitting/presenting work that is done by another person without referencing the source of the information with the intention to take undue credit. This could involve complete or partial information.
Plagiarism (unintentional)	Unintentional plagiarism is unintentionally submitting/presenting work that is done by another person without adequately referencing the source of the information without the intention to take undue credit or deceive trainers

Procedure

Trainer/assessor(s) are the first to identify academic misconduct as part of the training and assessment process. The process is as follows:

- The trainer receives a student assessment with evidence of academic misconduct
- The trainer must collect all evidence of the breach including but not limited to:
 - student submitted work
 - Evidence of academic misconduct:
 - ✓ Technical devices for calculation where technological assistance where instructions clearly state technology is not permitted
 - ✓ Mobile phones to google answers
 - ✓ Plagiarism
 - ✓ Where cheating occurs, both student's work to demonstrate cheating
 - ✓ etc
- The trainer must first consult the Academic Coordinator to decide upon a possible course of action.
- The Academic Coordinator invites the student to attend an interview. The interview will include:
 - details of the alleged academic misconduct under investigation

- summary of evidence of academic misconduct presented by the trainer/assessor
- provide the student with the opportunity to have a person to attend the interview with them for support (not legal or third-party representation) and present their case
- In cases where more than one student is involved and evidence indicates possible collusion with other students, they will also attend an interview conducted on the same day.
- The interview will not be held at the same time as other student(s) involved in the allegation.
- During the interview, the following process will occur:
 - Academic Coordinator will provide the student with details/evidence of alleged plagiarism
 - Student will have an opportunity to present their case with evidence
 - Interview notes include the issue, discussion and actions required with timeframes
 - Academic Coordinator, trainer and student sign the interview form
 - Signed copies will be provided to the student(s) and a hard copy placed on the Student file
- In cases of collusion, all students suspected of involvement will be interviewed separately by the same staff following the stated formal interview process described above
- Representative staff must confirm allegations or find that a penalty is not warranted
- In serious cases where termination of a student(s) studies has been recommended, final approval for course cancellation on PRISMS will only be granted by Chief Executive Officer
- The outcome of the investigation and resulting actions will be formally communicated to the student in writing within 5 working days
- Students may appeal any decision in writing and activate the appeals process as per Complaints and Appeals Policy
- Where a student has requested an appeal, the same interview process will be implemented. The Academic Coordinator will refer the matter to the Chief Executive Officer to ensure that students have an opportunity for independent appeal
- In the event the Chief Executive Officer does not support the appeal, the student will be advised of external appeals options available as per Complaints and Appeals Policy
- All letters, interview notes and evidence of plagiarism must be uploaded and the notes included on the Communication Log in RTO Manager

Confirmation of Allegations

Where there is confirmation of academic misconduct, the following may be applied

- written warning, or

- formal apology if more than one student is involved and coercion is a key factor, or
- resubmit work so that it demonstrates student knowledge and skills, or
- different assessment for the same unit of competence, or
- NYC awarded and the student is required to repeat the unit of competency, or
- Other appropriately agreed outcome

If it is a student's second major breach, the following may be applied:

- suspension
- termination of studies

In all cases, details of the academic misconduct will be kept on the student file communication log in RTO Manager

Allegations not warranted

- In cases where there is insufficient evidence, no penalty may be imposed but suspicions of academic misconduct will be retained in the student file communication log on RTO Manager
- If the student is involved in academic misconduct again at a later date, then the first allegations will form a valid part of the investigation and can be regarded with the seriousness of a second breach

Factors to Consider

The following factors need to be considered when deciding the degree of seriousness of academic misconduct and the level of consequence to be implemented:

- Degree of the breach and if it was a major or minor breach
- Whether the breach was intentional or unintentional
- Whether the student who provided the answers was bullied into providing the assessment answers to a student(s)
- Where there is evidence of collusion, ascertain degree of coercion (if any), leaders, followers, etc.
- Extent of remorse shown by the student
- Consequence must be dealt with in relation to the breach to ensure fairness and equity.
- Consistent handling to ensure that roles carried out by is consistent across all cases of academic misconduct

Appeals

A student may appeal against a decision made regarding the outcome of an academic misconduct investigation as per the appeals process outlined in the Academic Appeals Policy

Version control			
Review Date	Approval Authority	Reviewed Sections/Items	Version
28/02/2020	CEO	Revised format	1.0