



## **BADT PRO-17** **Student Academic Integrity & Misconduct Procedure**

### **PURPOSE**

This procedure sets out the processes to be followed in order to handle incidents of academic dishonesty or plagiarism or other forms of student misconduct at the RTO.

### **Definitions**

“RTO” –any reference to ‘RTO’ or ‘the RTO’ should be considered a reference to the respective trading name of BADT.

### **SCOPE**

Applies to:

- All subjects and courses
- All staff
- All students

### **PROCEDURE**

#### **Training of Staff and Students**

All staff and students need to be aware of the various policies, procedures, guides and training materials available to them in relation to academic dishonesty, plagiarism, and student misconduct.

#### **Staff**

The RTO Manager is responsible for ensuring that all staff:

- a) Know where to locate all relevant policies, procedures, guidelines and training materials relevant to student integrity and misconduct; and
- b) On commencement of employment with the RTO, staff complete an induction that includes an introduction to the RTO policies and their associated procedures. This induction process will also inform staff where to locate RTO policies and procedures electronically.

Staff will work with Assessors when allegations of plagiarism or academic dishonesty occur, and with the Managing Director, in instances of other student misconduct. They will also ensure that staff are kept up-to-date with any changes or additions to materials related to these matters.

This may occur by various means including but not limited to:

- Dissemination of information electronically
- Team meetings
- Training workshops/meetings

#### **Students**

When a student wants to enrol in a course the Admin Officer advises them of the fees, refunds & complaints policies and where or how to access them. Should they then enrol into a course with the RTO, they are required to read and sign an enrolment form. In addition, all students receive a confirmation email from the RTO Admin Officer once they have enrolled, which includes the fees, refunds & complaints policies. These policies are also available on the BADT website.

Other policies available on request.

It is expected that staff will remind students prior to assessment about referencing, plagiarism and academic dishonesty issues and direct them to relevant materials for further information.

## **Detecting Plagiarism**

It is the responsibility of all staff to detect instances of plagiarism and refer those instances for processing under this Procedure as soon as possible after assessment, but in no instance more than two days after assessment submission.

Trainers/Assessors may become aware of a potential instance of plagiarism via means which may include comparisons with other student's work.

In all instances where a student returns a 'similarity score' of 25% or more, or if a staff member becomes aware of plagiarism or other academic dishonesty by other means, they must report this to the respective Assessor in writing within 24 hours.

## **Addressing Allegations of Academic Misconduct**

Within 24 hours of receipt of the referral the Assessor will access the student's record to identify any incidences of plagiarism or academic dishonesty, and will discuss the case with the trainer involved to make a judgement about whether the matter is negligent or dishonest plagiarism.

If the assessor determines that an allegation of plagiarism will be pursued, the assessor will not continue to mark the assessment until an outcome is reached, as resubmission of the assessment is likely.

### **Negligent Plagiarism**

Within two (2) days of making a determination of negligent plagiarism, the assessor will address the allegation by providing written feedback to the student via email and documented in the student record.

The feedback will include:

- advice to the student of where they've gone wrong in terms of negligent plagiarism, i.e., why what they have done is deemed to be plagiarism;
- a direction to review other relevant training materials and to complete an indicated tutorial activity and provide proof of completion;
- advice that this matter has been recorded on their student file as a warning, and that any future instances of plagiarism or academic dishonesty will be taken seriously.

The assessor will follow up this written communication with a phone call to confirm the student's receipt of the email and to offer a meeting to discuss the matter and provide additional support. The assessor will document this phone call in the student record.

In most instances, the assessor will also require the student to resubmit their work. In these instances, the staff member should advise the student of this in writing along with the above feedback. Resubmission may be without penalty and it must be approved by the assessor and that approval documented in the student record with the outcome.

### **Dishonest Plagiarism**

The assessor will refer allegations of dishonest plagiarism to the Managing Director via entry of the details of the allegation into the student record within 24 hours of determining that it's an allegation of dishonest plagiarism.

The communication in the student record will be flagged by the assessor for follow up within two (2) working days per the policy.

The Assessor will review the allegation and supporting evidence with the RTO Manager, along with any information that may be on the student's record, and will take one of the following actions within two (2) working days:

1. dismiss the allegation; or
2. put the allegation to the student.

## **Dismiss the allegation**

If it is decided to dismiss the allegation, this would mean that there is little or no evidence to support the allegation and there are no clear grounds for the allegation to be put to the student.

The Managing Director will record the incident on the student's record, making it clear that the allegation was dismissed and the grounds for dismissal. The Managing Director will then advise the assessor of the decision and request that they advise the staff member who initially reported the incident.

## **Put the allegation to the student**

If the allegation is not dismissed, the student will be contacted by the assessor either via telephone or in writing and be given the right to reply to the allegation within 10 working days (this may be either in writing, via an organised meeting, or in some instances may occur verbally during the telephone conversation). If an organised meeting is to take place, the student has the right to bring a supporting person with them, and the RTO Manager may invite any other person who can inform discussions. The assessor should advise the student of who will be in attendance at the meeting.

If the student replies to the allegation (in whatever format), the assessor will record the response and any additional supporting evidence on the student's record. All evidence will then be taken into consideration, and the assessor will within 5 working days of the student's reply, confer with the trainer to assess the penalty, make a decision on the matter and advise the student of the outcome and any associated penalty/ies.

If the student does not reply to the allegation within the stated timeframe, the assessor will, within 5 working days make a decision of the outcome.

The assessor may at any time during their deliberations, request information or advice from others.

If an organised meeting is to take place, the student has the right to bring a supporting person with them, and the assessor may invite any other person who can inform discussions. The assessor should advise the student of who will be in attendance at the meeting.

## **Academic Dishonesty**

It is the responsibility of all academic staff to detect instances of academic dishonesty. Staff may become aware of a potential instance of academic dishonesty (besides plagiarism) by any number of means. Refer to the definition of Academic Dishonesty found in this Policy to determine the types of activities that constitute academic dishonesty.

In instances where a staff member becomes aware of a potential instance of academic dishonesty, they must report this to the respective assessor either verbally or in writing within 24 hours.

Within 24 hours of receipt of the referral, the assessor will access the student's record to identify any previous allegations of plagiarism or academic integrity, and will then refer the allegation to the assessor. The process followed from that point forward will be the same as the procedure for dishonest plagiarism as detailed above.

## **Outcomes & Penalties**

### **Negligent Plagiarism**

Possible outcomes determined by the decision-maker for allegations found to be Negligent Plagiarism may include, but are not limited to, the following:

- allegations made against the student are dismissed
- a formal written warning via email or letter and recorded on student file
- resubmission of the relevant assessment item/ without penalty or
- a combination of the above.

### **Dishonest Plagiarism & Other Academic Dishonesty**

Possible outcomes determined by the decision-maker for allegations found to be Dishonest Plagiarism or other forms of Academic Dishonesty may include, but are not limited to, the following: any of the outcomes listed above for Negligent Plagiarism

- fail or downgrade the mark for the relevant assessment task or subject
- requested written apology to those involved
- immediate withdrawal of the student from an examination

- suspend the student's enrolment from the RTO for a specified period of time, not exceeding twelve (12) months (known as a specified exclusion period)
- cancel credit or enrolment for any relevant subject with no remission of fees
- withhold results
- exclude the student from the RTO permanently; or
- a combination of the above.

### **Student Appeals**

If the student is not satisfied with the outcome determined by the assessor, they must respond to the written notification of the outcome within 10 working days requesting an investigation by the RTO. If the student is not satisfied with the outcome they must lodge a grievance in accordance with the Complaints and Appeals Procedure.

VERSION	DATE	CREATED/AMENDED BY	COMMENTS/AMENDMENTS	RESPONSIBLE PERSON
V0	19-09-17	RTO Mgr	Policy created	RTO Mgr
V1	19-06-18	RTO Mgr	Slight Amendments	RTO Mgr
V1	20-02-20	BADT Admin	No Changes required	RTO Mgr
V2	28-05-21	RTO Mgr	Change in Director Title & logo	RTO Mgr