Academic Misconduct Policy

1.0 Purpose
The purpose of this policy is to set out EIT’s position on academic honesty and the consequences resulting from failing to adhere to these expectations.

2.0 Scope
This policy applies to all members of the Institute’s higher education community.

3.0 Objectives
EIT regards academic honesty as the foundation of teaching, learning, and research and scholarship. It requires its academic staff and students to observe the highest ethical standards in all aspects of academic work. EIT demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalising academic dishonesty and all forms of cheating.

4.0 Implementation
This is a particularly challenging issue with online learning due to the virtual nature of all activities and is of enormous concern to governments and accreditation agencies throughout the world; and thus has to be dealt with firmly and effectively at all times.

EIT regards plagiarism and cheating as serious misconduct. While EIT encourages students to communicate with each other and share ideas and experiences, all assignments (other than specifically denoted group assignments) must be completed independently.
Any established instance of plagiarism or cheating will result in the determination of a penalty in consultation with all relevant academic and administrative staff.

**Plagiarism**

This refers to the reproduction of someone else's words, ideas or findings and presenting them as your own ideas without proper acknowledgement and includes:

- Direct copying or paraphrasing from someone else's published work (either electronic or hard copy) without acknowledging the source
- Using facts, information and ideas derived from a source without acknowledgement
- Assisting another person to commit an act of plagiarism
- Submit a paper to be graded or reviewed that you have not written on your own.
- Copy answers or text from another classmate and submit it as your own.
- Quote or paraphrase from another paper without crediting the original author.
- Cite data without crediting the original source.
- ‘Reworking’ data from another source (such as another student's lab results) without acknowledgement or to pass it off as your work.
- Propose another author’s idea as if it were your own.
- Fabricating references or using incorrect references.
- Submitting someone else’s presentation, program, spreadsheet, or other file with only minor alterations.

**Cheating**

This is taken to include producing assignments (required explicitly or implicitly to be independently produced) in collaboration with and/or using the work of other people

**Student Responsibility for Academic Integrity**

When students submit any piece of work they are agreeing that:

- The work is their own work or the work of the group
- They may be subject to student discipline processes in the event of an act of academic misconduct - an act of plagiarism or cheating.
- They further grant to EIT or any third party so authorised the right to reproduce and/or communicate (make available online or electronically transmit) the work submitted by that student for the purpose of detecting plagiarism.

**Penalties for Academic Misconduct**

The available penalties may include one or more of the following:

1. A reduction in the marks allocated to the relevant assessment component.
2. A Unit/Module fail, with the option to re-enroll at a future date.
3. Exclusion from a Course with the option to re-enroll at a future date.
4. Withdrawal of an awarded degree or diploma.
5. Requirement to undertake another form of examination which has improved integrity.

**Appeals**

A student who has been judged to have committed an act of misconduct can appeal the penalty decision in the following ways:
1. A written appeal to the Dean for deliberation.
2. If the first option fails, then an appeal in writing to the Academic Board, who will make a decision.
3. If a student is still unhappy with the decision, they make appeal to an external party, such as:
   a. An arbitrator from the relevant State Ombudsman's Office in the case of students who reside in Australia.
   b. An arbitrator from the office of the Overseas Students Ombudsman in the case of students who do not reside in Australia;
   c. An academic member of staff who can mediate or arbitrate based in a local university in the country in which the student resides;
   d. The Administrative Appeals Tribunal can provide an independent review in certain circumstances for higher education students residing in Australia.
   e. A Mediator service which EIT subscribes to (LEADR) for both local and internationally based students.

5.0 Definitions

**Academic Integrity:** Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework or research.

**Plagiarism:** Using another person's ideas, designs, words or works without appropriate acknowledgement.

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Academic Honesty Policy
- Academic Freedom and Code of Ethics Policy
- Integrity and Security in Assessment and Testing, Policy and Procedures – Computer Based Testing
- Student Code of Conduct
- Student Complaints, Grievances and Appeals Policy
- Student Complaints, Grievances and Appeals Procedure

7.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Institute's community via the website and other publications.