

ATMC Professional Year – Academic Misconduct Policy

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1. Purpose and Scope

The purpose of this policy is to provide a fair, equitable and confidential framework and procedure for investigation and resolving alleged cases of participant academic misconduct.

This policy and procedure apply to all participants enrolled in a ATMC Professional Year (PY) program, PY trainers and all PY employees involved in the academic misconduct process.

2. Policy

2.1 Provision of Information

- 2.1.1 Participants are provided information on the Academic Misconduct Policy during the participant induction process and in the Student Handbook. This policy is also available in Moodle for all PY participants.
- 2.1.2 Trainers are provided information on Academic Misconduct Policy in the Trainer Handbook. This policy is also available in Moodle for all PY Trainers.

2.2 Managing Academic Misconduct

- 2.2.1 All assessments include an assessment declaration signed by the participant certifying that the assessment is the participant’s own work and that no part of the assessment has been copied (except where documents or work is listed or referenced).
- 2.2.2 The ATMC PY Academic Manager and Trainers may undertake checks of participant work for any plagiarised content or cheating that may have occurred.

2.3 Action on Academic Misconduct

- 2.3.1 In order to achieve a satisfactory resolution, all participant misconduct issues should be handled: Professionally, Confidentially, Fairly and Equitably and as Efficiently as possible.
- 2.3.2 Where suspected plagiarism or cheating has been identified, the Trainer will discuss the matter with the participant involved in the first instance.
- 2.3.3 Where cheating is suspected the matter must be reported directly to the ATMC PY Academic Manager.
- 2.3.4 Trainers suspecting that they have detected plagiarism, or another form of cheating, must produce evidence (through identifying the source) to support their allegation.
- 2.3.5 A written report on the academic misconduct must contain evidence of the academic misconduct and be provided to the ATMC PY Academic Manager, who will give the participant an opportunity to respond to the allegation through a scheduled meeting.
- 2.3.6 If plagiarism and/or cheating were deemed to have occurred by the Academic Manager, the following may occur:
- The participant may be deemed “**Not Yet Satisfactory**” for the assessment task or “**Not Yet Competent**” for the study module.
Note: All PY participants enrolled in the ACS Professional Environment Online Component will be subject to ACS investigation and assessment of Academic Misconduct allegations. If plagiarism and/or cheating were deemed to have occurred by ACS, PY participants will be required to repeat the PE Online Component and pay the associated fees as stated in the ACS Course Transfer Form.
 - The participant may receive a warning letter.
 - the participant may be suspended from undertaking the course for a period of time appropriate to the offence.
 - the participant may be permanently removed from undertaking the course and have their enrolment cancelled.
 - the participant may be counselled on plagiarism / cheating.
- 2.3.7 All involved participants (who has plagiarised/cheating and who has allowed the fellow participant to plagiarise/cheat from their work) who have been identified as breaching the Academic Misconduct Policy, will be subject to the same disciplinary actions.
- 2.3.8 Any participant(s) who deliberately refuses to observe the instructions of an assessor during the assessment process or displays unacceptable or disruptive behaviour during any assessable component may be asked to leave the session and/or the program.
- 2.3.9 The appropriate external authority will be informed where the alleged misconduct under investigation is considered to warrant intervention or action from an external authority.

2.4 Appeal on Misconduct

- 2.4.1 Participants have the right to appeal using the ATMC PY Complaints and Appeals form.
- 2.4.2 From this point, the ATMC PY Complaints and Appeals Policy is followed until the matter is resolved.



3. Responsibilities

- The **Head of Professional Year** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **PY Operations and Compliance Manager and PY Academic Manager** are responsible for ensuring that all PY participants and employees are aware of this Policy and their responsibilities defined herein.
- **PY participants and employees** are responsible for being aware of and complying with this Policy.

4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **Academic Misconduct** – Any action(s) or behaviour likely to result in an unfair academic advantage, whether by unfairly advantaging a participant or disadvantaging another. Acts of academic misconduct include, but are not limited to:
 - refusing to observe the instructions of an assessor during the assessment process
 - sharing or publishing assessment materials
 - collusion with another participant
 - plagiarism
 - Cheating
- **Cheating** - To act dishonestly or unfairly in connection to an assessment conducted by ATMC Professional Year. Plagiarism is considered as academic dishonesty and is a form of cheating.
- **Behavioural Misconduct (Non-Academic)** - Any action or conduct by participants relating to people or property which does not meet PYs expectations. Behavioural misconduct includes but is not limited to:
 - Continuous interruptions to the trainer whilst delivering the program content;
Smoking in non-smoking areas
 - Being disrespectful to other participants
 - Harassment
 - Using offensive language
 - Sexual harassment
 - Bullying
 - Acting in an unsafe manner that places themselves and/or others at risk
 - Refusing to participate when required in group activities
 - Continued absence at required times.
- **External Authority** – any accredited body, including but not limited to:
 - Australian Computing Society
 - Joint Accounting Bodies



- **Plagiarism** – the act of presenting another person’s work as your own, and failing to acknowledge that the thought, ideas or writings are of another person. Specifically, it occurs when:
 - other people’s work and/or ideas are paraphrased and presented without a reference
 - other participants work is copied or partly copied
 - phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page.

5. Review

This document is reviewed every 12 months by the ATMC PY Operations and Compliance Manager and The Academic Manager to ensure alignment to appropriate strategic direction and its continued relevance to ATMC Professional Year’s current and planned operations.

6. Document Control

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