



## STUDENT ACADEMIC MISCONDUCT POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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### 1. PURPOSE

To define students' academic misconduct and its consequences.

### 2. DEFINITIONS

Key Term or Acronym	Definition
Contract Cheating	When students employ or use a third party to undertake their assessed work for them, obtaining assistance that is inconsistent (in kind or in degree) with the Guidelines for Academic Support contained in the General Requirements for Assignments at Morling College. These third parties may include: <ul style="list-style-type: none"><li>• essay writing services</li><li>• friends, family or other students</li><li>• private tutors</li><li>• copyediting services</li><li>• agency websites, or</li><li>• 'reverse classifieds'</li></ul>
Plagiarism	Plagiarism is using the words or ideas of others, whether intentionally or not, and presenting them as your own,

	without clearly acknowledging the source. This includes material from any source, including other staff or students, the internet, published and unpublished works. It also includes self-plagiarism which is the use of one's own previous work in another context, or assessment, without citing where it was used previously.
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### 3. SCOPE

This policy applies to students enrolled in the Faculty of Education and in the Faculty of Counselling, Chaplaincy and Spiritual Care. For student undertaking units with a research project, the Responsible Conduct of Research Policy also applies.

### 4. POLICY STATEMENT

Morling College is committed to pursuing the highest of standards of academic honesty and integrity. Academic misconduct, that is a breach of these standards, is considered a serious matter.

### 5. PRINCIPLES

#### Academic Orientation and Support

- 5.1 Morling College will provide instruction to students on matters of academic integrity as a mandatory element of new student orientation and will make available academic support for students wishing to obtain assistance applying the principles of academic integrity in their work.

#### Academic Misconduct

- 5.2 Academic misconduct can encompass any of the following (non-exhaustive) list:

- 5.2.1 Taking unauthorised materials into an examination;
- 5.2.2 Cheating in an examination;
- 5.2.3 Submitting work for an assessment knowing it to be the work of another person;
- 5.2.4 Improperly obtaining knowledge of an examination paper, whether or not that knowledge is used in the examination;
- 5.2.5 Arranging for another person to do any aspect of assessment which the student submits as their own work, e.g. contract cheating;
- 5.2.6 Failing to acknowledge the source of material in an assessment, including project or thesis work (i.e. plagiarism);
- 5.2.7 The use of artificial intelligence tools (including, but not limited to, ChatGPT or similar), in any assessment task, including project or thesis. There are two exceptions:
  - a. where the use of the tool is for preliminary research on a topic, in which case the use of the tool including its name must be acknowledged;

- b. In the case where a lecturer provides written authorisation for the use of an artificial intelligence tool for any other aspects of an assessment task, in which case any student use must be fully referenced.
- 5.2.8 Submitting any false documentation, e.g. false qualification, false identification, false medical certificate;
- 5.2.9 Submitting work in a unit when academic credit has already been gained for that work in another unit.
- 5.2.10 Using fabricated references or results.
- 5.2.11 Deliberate misrepresentation of other people's work.
- 5.2.12 Encouraging or assisting another student to engage in academic misconduct.

#### Normal expectations

- 5.3 Students are expected to do all within their areas of responsibility to avoid academic misconduct as defined above. Examples of this include students:
  - 5.3.1 Always acknowledging the source of their ideas and expressions used in their written work;
  - 5.3.2 Providing all appropriate documentation – failure to do so may constitute plagiarism (as defined above), which is subject to these rules of academic misconduct;
  - 5.2.3 Not improperly assisting other students in the writing of individual assessment tasks, such as providing written material to be copied;
  - 5.3.4 Avoiding submitting the same material for more than one subject for assessment in the award.
- 5.4 Lecturers will, wherever feasible, make use of appropriate detection software (e.g. Turnitin) to assist with the identification of potential instances of academic misconduct. In cases where detection software has identified a potential instance of academic misconduct, lecturers will take reasonable steps to confirm whether academic misconduct has in fact taken place before imposing any academic misconduct penalties.

#### Normal Consequences

- 5.5 The consequences set out below reflect both the seriousness of the offence and the desire to give students a chance to learn from their actions.
  - 5.5.1 In the case of inadvertent academic dishonesty resulting from misunderstanding of academic conventions rather than deliberate deception, the marker shall deduct marks or provide the opportunity to resubmit the assessment, and counsel the student concerning the appropriate academic requirements. The penalty imposed may vary between 5% and 20% of the available marks, depending on factors including the academic level at which the student is enrolled, how far advanced they are in their studies, and the nature and extent of

their failure to observe proper academic conventions.

- 5.5.2 Willful academic misconduct may result in a range of penalties, depending on factors including the extent and degree of severity of the dishonesty involved, and the existence of any prior instances of willful academic misconduct.
- a. **First offence:** For a single occurrence in a first offence, a student will be subject to academic counselling, with the maximum penalty being to fail the assessment item with no marks awarded. Where deemed appropriate, the minimum penalty available will be that a student may be granted an opportunity to resubmit the assessment with a maximum of 50% for the assessment.
  - a. **Second offence:** For a second offence a student will fail the unit, with no remedial opportunity.
  - b. **Third or major offence:** For a third or major offence, a student may be excluded from any Morling award, or excluded from the enrolled Morling award for up to two years, or any other outcome appropriate to the case but with an impact less serious than exclusion
- 5.5.3 The decision of whether an instance of academic misconduct is to be deemed inadvertent or willful will be made by the respective Dean in consultation with the supervising academic staff member. The matter may be referred to the Chief Academic Officer then the Academic Board if the circumstances warrant this action.
- 5.5.4 In severe cases of misconduct, a student may be subject to a separate disciplinary process approved by the Academic Board.
- 5.5.5 In a case where evidence emerges after a student's graduation, sufficient to establish beyond reasonable doubt that the graduate committed gross academic misconduct in an assessment task associated with requirements for that course, the Academic Board may resolve to revoke that graduate's degree.
- 5.5.6 A student excluded from a MC unit of study, award or degree for academic misconduct shall not be permitted to transfer any internal advanced standing to another course of study at MC. Fees paid for the course, award or degree shall be foregone.
- 5.5.7 All findings will be communicated to the student in writing. The reasons for the decision will be given, with reference to this policy, and the student will be made aware of the avenues for appeal under the Morling College Grievance Policy.

## Appeals

- 5.6 Any appeals can be undertaken by following the *MC Grievance Policy*.

## Reporting

- 5.7 The Director of Student Services will provide the Academic Board with an annual report on the incidence and severity of any matters of academic misconduct during the previous calendar year, the response that have been taken by the college in each case, and any recommendations for the improvement of the college's academic integrity processes.

## 6. RELATED DOCUMENTS AND LEGISLATION

Community Code

Grievance Policy: Education; Counselling, Chaplaincy & Spiritual Care; MRC

Responsible Conduct of Research Policy

Plagiarism Procedure: Education; Counselling, Chaplaincy and Spiritual Care

Student Code of Conduct Policy

Student Rights and Responsibilities

## 7. REFERENCES

Australian College of Theology: Academic Misconduct Policy

TEQSA (2017), Good Practice Note: Addressing contract cheating to safeguard academic integrity

## 8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
4.10	Academic Board	26 April 2023	1 May 2023	Added 5.2.7 and 5.4 to address students using AI in assessment tasks.
4.00	Academic Board	14 September 2022	14 September 2022	Added 5.1; 5.2.8-11; 5.4.5-6; 5.5. Expanded 3; 5.4.1; 5.4.2; 5.4.7. These changes include contract cheating; made explicit the consequences of misconduct, including revoking a degree; clarify reporting requirements.
3.1	Academic Board	September 2019	September 2019	Added 5.1.8
3	Academic Board	October 2018	October 2018	Minor amendments to reflect changes in name and roles. Included reference to Community Code. Changes to make the penalty for plagiarism consistent across MC policies: (1) Penalty options for inadvertent plagiarism or dishonest extended to include the opportunity to resubmit the assessment. (2) Added 'up to' (2 years) for the period of exclusion in the penalty for

				willful academic misconduct. (3) Added the option of a separate disciplinary process approved by the Academic Board for severe offences. (4) Added Appeals via the MC Grievance (Academic matters) Policy. Formatted to new template.
2	Academic Board	Feb 2014	Feb 2014	Updated
1	Academic Board			

*Download this policy anew with each use, as it may have changed.*