



# John Paul II Institute

for Marriage and Family, Melbourne

## ACADEMIC HONESTY POLICY

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### 1. Commitment to Academic Honesty

Academic honesty is a fundamental principle of the Institute as an institution devoted to the pursuit of excellence in teaching, research and service, and to respecting the value and dignity of each person.

Conduct which breaches academic honesty, undermines the integrity of learning and scholarship contravenes academic values of respect for knowledge, scholarship and scholars, and represents a form of fraud.

### 2. Definitions

The following words have the following meanings in this document:

**Academic dishonesty:** behaviour which has the effect of providing (by intention or neglect) a misleading basis for admission, assessment or academic progression or any academic advantage or advancement to which the person is not entitled, and includes any conduct which constitutes a breach of the Institute's Academic Regulations

**Assessment:** evaluation of a student's performance by written or oral examinations, assignments, presentations, thesis or other means notified in Subject Outlines. It includes, but is not limited to:

- (a) written tests and assignments;
- (b) practical work;
- (b) oral examinations and tests;
- (d) any other tasks required to be completed by a student, the results of which are wholly or partly used for assessment; and
- (e) assessment conducted in any format or medium including, without limitation, paper-based, online, digital or electronic medium.

**Collusion:** occurs where a student works with others, without permission, or beyond the scope of permission granted intending to produce work which is then presented by individual students, himself or herself included, as their separate assignments and/or where the work is almost identical or mostly the work of one of them.

Collusion can be a form of plagiarism.

**Course:** a program of study leading to an accredited higher education award of the John Paul II Institute (Institute).

**Examination:** an examination, defined as such in the Subject Outline.

**Subject Co-ordinator:** the person, nominated by the Dean, and designated as having responsibility for coordinating the preparation of Subject Outlines and for coordinating results in accordance with Institute guidelines.

**Legitimate Co-operation:** any constructive educational practice that aims to facilitate optimal learning outcomes through interaction between students.

**Plagiarism:** occurs when a student intentionally presents as their own work the thoughts, ideas, findings or work which they know to be the work of another person or persons, without acknowledgement, of the kind commonly required in academic practice, of the source.

**Recycling:** the submission for assessment of one's own work, or of work that is substantially the same, where:

- (a) the work has previously been counted towards the satisfactory completion of another unit of study credited towards another qualification; and
- (b) the Subject Coordinator has not granted prior written consent for the student to reuse the work.

**Student:** includes:

- (a) a person who is enrolled in a program or unit of study or research offered by or at the Institute;
- (b) a student of another university or other higher education provider who is granted temporary or ongoing rights of access to a campus or site of the Institute for study or research purposes;
- (c) a person who was a student at the time of any alleged breach of academic honesty.

**Subject:** a particular subject area within a course, which has a specified number of credit points.

### 3. Legitimate Cooperation

- 3.1 In some subjects students may legitimately cooperate and collaborate on a project, sharing materials or data collected and discussing the interpretation of such material.

Examples of legitimate cooperation and collaboration include:

- (a) informal study/discussion groups;
  - (b) discussion of general themes and concepts;
  - (b) interpretation of assessment criteria; or
  - (d) strengthening and development of academic writing and/or study skills through peer assistance.
- 3.2 In some cases legitimate co-operation and collaboration may extend to researching and writing of joint projects, written works or other assessable works.

However, while recognising the educational value of interaction between students, normally production of the assessable work would be the independent responsibility of each student unless there has been an identifiable division of labour approved by the Course or Subject Coordinator.

### 4. Forms of Academic Dishonesty

Academic dishonesty may take a number of forms. These include but are not limited to:

- (a) cheating;
- (b) plagiarism;
- (b) collusion;
- (d) recycling;
- (e) impersonating a student;
- (f) claiming credit for groupwork in circumstances when the student has not actively participated in or contributed to such work;
- (f) use of forged, false, falsified, inaccurate or incomplete documentation or data or a document taken from another source and representing it to be the work of the student;
- (g) in research: any of the above behaviour related to proposing, conducting or reporting research.

## 5. Cheating in an Examination

### A student must not:

- (a) enter an examination room except as a candidate for an examination conducted in that room and then only in accordance with directions of a Supervisor or Subject Coordinator or notice posted in the examination room;
- (b) cheat or attempt to cheat in any examination;
- (b) directly or indirectly assist any other student to cheat;
- (d) communicate with another student or give assistance to, or receive any communication or assistance from, any other student during an examination;
- (e) read and/or copy or attempt to read and/or copy another student's work or other materials during an examination;
- (f) do anything to assist or enable or attempt to assist or enable another student to read and/or copy work or other materials during an examination;
- (f) bring into an examination room or conceal any textbook, dictionary, calculator, computer, palm-pilot, notes, manuscript, bag, mobile phone or other materials or device or means of special assistance, except those items specifically authorised for the examination by the Lecturer-in-Charge of the unit.

note: valuable items, such as small purses and wallets, may be brought into the examination room but must be left on the floor adjacent to the student's desk for the duration of the examination; the Supervisor may inspect any such items;

- (h) use any electronic device (whether authorised device or not) to receive data from, or send data to, or to communicate in any way with, any other person or electronic device during the examination;
- (h) consult with another person outside the examination room during the conduct of the examination;
- (i) improperly obtain prior knowledge of an examination paper and use that knowledge in an examination;
- (k) write an examination paper outside the examination room, except with the permission of the Subject Coordinator;
- (l) impersonate another person or procure impersonation in connection with any examination.

## 5.1 Inappropriate Behaviour in Examinations

### A student must not:

- (a) cause a disturbance, annoyance to or interference with any other student;
- (b) remove any worked script or examination stationery from the examination room;
- (c) smoke in an examination room;
- (d) eat or drink in an examination room, unless specifically approved on medical grounds;
- (e) re-enter the examination room after leaving it, unless under supervision approved by the Supervisor during the full period of absence;
- (f) disobey any reasonable direction issued by a Supervisor, lecturer or other authorised person or set forth on an examination paper, writing book or any notice;
- (g) refuse or fail to answer any reasonable question asked of the student by a Supervisor.

## 6. Plagiarism

6.1 Plagiarism fundamentally breaches the principle of academic honesty.

It may take many forms and, whether intentional or unintentional, it is unacceptable in academic work.

6.2 Materials plagiarised may include any printed, electronic or audio-visual material (including computer-based material), drawings, designs, experimental results or conclusions, statistical data, computer programs or other creative work.

6.3 Examples of plagiarism, whether by individuals or in groupwork, include the following:

- (a) an assessment task that is copied almost entirely from another source such as a published article, text, internet source or another student's work (or draft work);
- (b) an assessment task that is constructed of segments drawn from one or a number of sources without attribution of the source, linked by comments produced by the student;
- (c) summarising another person's work without acknowledgement of the source;

- (d) failure to acknowledge indebtedness to books, articles and other sources such as the internet. Students should make it clear when they are using a direct quotation from another work.

They should also indicate, by the appropriate method of footnoting or referencing, if they have used an idea or an argument which is heavily dependent on the work of another person;

- (e) citing sources (eg primary texts, works in a foreign language) which the student has not read, without acknowledging the 'secondary' source from which knowledge of them has been obtained;
- (f) in an assessment task where there was legitimate co-operation and collaborative preparatory work, submitting substantially the same final version of any material as another student.

## 7. Collusion

- 7.1 If individually assessable work is required to be submitted, any legitimate co-operation and collaboration should be acknowledged and the formulation of ideas and conclusions in the paper must be the independent work of each student.

Any other circumstances in which a student allows another student to copy their work for the purposes of assessment, or where students work together to submit identical work or work with large components of commonality, amounts to collusion.

- 7.2 Encouraging or assisting another person to commit plagiarism is a form of collusion and may attract the same penalties which apply to plagiarism.
- 7.3 Collusion does not apply to assessment tasks submitted in accordance with group work guidelines provided in the Subject Outline.

## 8. Recycling

A student may not, without the prior written approval of the Subject Coordinator of the unit, submit for assessment work which is the same or substantially the same as work being submitted, or which has previously been counted towards the completion of another unit undertaken towards credit towards any qualification, whether at this Institute or elsewhere.

Where the Subject Coordinator of the subject approves the resubmitting of work, the source of the work must be acknowledged.

The same principles and procedures apply to recycling as apply to plagiarism.

## 9. Impersonation

A student must personally undertake all work and assessment and other requirements for a subject and course.

A student must not allow or procure impersonation of himself/herself in relation to any assessment task, subject or course requirement.

## **10. Use of Forged, False, Falsified or Incomplete Documents**

A student must not create or use, in connection with any activity within or connected with their application for, enrolment or re-enrolment in or progression in a unit or course, or for any other purpose, forged, false or falsified documentation or data, or documentation or data which the student knows to be inaccurate or incomplete.

## **11. Academic Dishonesty in Research**

Academic dishonesty in research includes any behaviour described above in relation to proposing, conducting or reporting research, and further includes:

- (a) fabricating data;
- (b) intentionally omitting reference to relevant published works of others for the purpose of implying personal discovery of new information or original analysis of data;
- (c) attributing work to others who have not in fact contributed to the research;
- (d) intentionally or negligently stating or presenting a relevant or significant falsehood or omitting information or data so as to distort what is presented;
- (e) making use of any information in breach of any duty of confidentiality associated therewith; or
- (f) intentionally and without authorisation taking or damaging any research-related property of another person or body.

## **12. Principles for Dealing with an Alleged Breach of Academic Honesty**

Any case of alleged breach of academic honesty will be dealt with by procedures which ensure:

- (a) equity;
- (b) consistency;
- (c) procedural fairness;
- (d) timely resolution of the case; and
- (e) achievement of appropriate and effective outcomes.

In any case in which a Subject Coordinator, Course Co-ordinator, Associate Dean, Dean or other Institute officer has an oral communication with a student regarding a matter under this Policy, that officer will make a written note of such communication and retain it within the appropriate file(s).

### **13. Academic Assessment of Work Which Includes Evidence of Academic Dishonesty**

13.1 In determining the result which a student should receive in a subject, the Lecturer or Subject Coordinator may consider not only the results of all work submitted for assessment but also the student's compliance with Institute's requirements for academic honesty.

### **14. Responsibility for Dealing with Matters of Academic Dishonesty**

14.1 Any breach of the Institute's standards of academic honesty will be dealt with in accordance with the Academic Regulations and this policy.

14.2 Failure to comply with the Institute's standards for academic honesty may lead to failure in the assessment task or failure overall in the subject or in imposition of a penalty in accordance with this policy.

### **15. Identification of Academic Dishonesty**

15.1 Where a Subject Coordinator detects or is made aware of the possible occurrence of academic dishonesty, the Subject Coordinator will arrange a consultation with the student and may then refer the matter to the Associate Dean for further action.

15.2 If the Subject Coordinator believes that the student acted without the intention to deceive, or was otherwise not acting dishonestly, the Subject Coordinator may:

(a) counsel the student by explaining referencing guidelines, providing a copy of this policy and referring the student to services available for assistance; and

(b) if appropriate, issue a written warning about the consequences of breaching the Institute's Academic Honesty Policy.

#### ***A copy of any warning should be:***

(a) signed and dated by both the student and the Subject Coordinator;

(b) retained by both the student and the Subject Coordinator; and

(c) forwarded by the Subject Coordinator to the Associate Dean for filing.

15.3 If the Subject Coordinator believes that the student acted with the intention to deceive, or was otherwise acting dishonestly, the Subject Coordinator will immediately refer the matter to the Associate Dean.

In doing so the Subject Coordinator will provide a report on investigations undertaken and all relevant materials, viz:

(a) the examination paper or work submitted by the student for assessment; and

(b) evidence of the basis on which the allegation is based, for example:



- (i) the Supervisor's report and any associated evidence;
- (ii) reference to and preferably copies of other resources which are considered to have been plagiarised. A printout from any internet site is appropriate, in case that site is subsequently changed; or
- (iii) evidence of collusion or recycling.

## **16. Hold on Results While Any Allegation of Academic Dishonesty Is Investigated**

In any case in which an allegation of academic dishonesty is referred to the Associate Dean, the student cannot withdraw from the Subject and no result can be finalised for the Subject until the investigations under this Policy are completed, the decision is communicated to the student, and the time for appeal has elapsed.

## **17. Consideration of Any Allegation of Academic Dishonesty**

17.1 The Associate Dean will, within 10 working days of receipt of any allegation of academic dishonesty, initiate such investigations as considered appropriate.

17.2 If the Associate Dean considers that the evidence does not support the allegation, the student and the Subject Coordinator or other complainant will be advised accordingly and no further action will be taken.

17.3 If the Associate Dean considers that the allegation has substance, he/she will notify the student in writing of the nature of the allegation/s and provide the student with a copy of this policy and with the opportunity to prepare and submit a written response to the Dean.

Unless otherwise specified in the particular case, the student's response should be lodged within five working days of notification by the Associate Dean.

17.4 The Associate Dean may also request the student to attend for interview or provide the student with the opportunity to request an interview to discuss the allegation.

At any such interview, the student may, with prior written notice to the Associate Dean, be accompanied by another person, other than a legal representative, who will act in the role of a neutral observer.

Such other person will not act in the role of advocate or spokesperson on behalf of the student, except with the specific prior permission of the Associate Dean.

17.5 The Associate Dean will make a decision on the matter within 20 working days of the date of notification of the allegation to the student.

## **18. Action Which May Be Taken By the Associate Dean**

18.1 Taking into account the outcome of the investigation, the student's level of experience, reasons for or circumstances relating to the breach of standards of

academic honesty and/or other instance of such breach by the student, the Associate Dean may:

- (a) dismiss the case with no further action, other than counseling the student;
- (b) issue a written warning to the student;
- (c) require the student to resubmit the work for assessment or to undertake additional and/or remedial work in substitution for the work submitted;
- (d) require the student to undertake another form of assessment in lieu of the assessment work in question;
- (e) apply a fail grade to the work, or part thereof, submitted for assessment;
- (f) impose a maximum grade for the unit (eg a maximum grade of Pass) and/or downgrade the final grade overall in the subject;
- (g) apply a fail grade overall in the subject; or
- (h) refuse, cancel or annul credit for any subject;
- (i) refer the matter to the Dean if the Associate Dean considers that awarding a fail grade in the unit is insufficient to deal with the matter.

18.2 If a student has been found guilty of academic dishonesty on more than one occasion, the Associate Dean will refer the matter to the Dean who may:

- (a) terminate the student's enrolment in the course and exclude the student from the Institute for a period of up to three semesters from the date of termination; or
- (b) impose some lesser academic penalty.

## **19. Notification and Recording of Decision**

19.1 The Associate Dean will advise the student in writing of:

- (a) the process undertaken during the investigation;
- (b) the decision reached;
- (b) the reasons for the decision; and
- (d) available avenues of appeal.

A copy of the advice to the student will be provided to the Dean, Course Co-ordinator, Subject Coordinator and the Registrar.

19.2 The report will be filed on a confidential file on Breaches of Academic Honesty maintained in the Registrar's Office with limited access.

A cross-reference will also be included on the personal student file.

## **20. Action by the Dean**

20.1 In the event of an allegation of academic dishonesty being referred by the Associate Dean to the Dean, the Dean will undertake such further investigation of the case as is considered appropriate.

20.2 Following consideration of the case the Dean may:

- (a) dismiss the case;
- (b) terminate the student's enrolment in the course and exclude the student from the Institute for a period of up to three semesters from the date of termination;  
or
- (c) impose some lesser academic penalty.

20.3 Following determination of the case, the Dean will advise the student in writing of:

- (a) the process undertaken during the investigation;
- (b) the decision reached;
- (c) the reasons for the decision; and
- (d) available avenues of appeal.

A copy of the advice to the student will be provided to the Associate Dean, Course Co-ordinator, Subject Coordinator and the Registrar.

20.4 The report will be filed on a confidential file on Breaches of Academic Honesty maintained in the Registrar's office, with limited access. A cross reference will also be included on the personal student file.

## **21. Avenues of Appeal**

### **21.1 Appeal Against Decision by the Associate Dean**

21.1.1 A student may appeal to the Dean against the decision of the Associate Dean, other than a decision to refer the matter to the Dean

21.1.2 An appeal must be lodged in writing within 10 working days of advice of the decision to the student. An appeal may be requested only on the grounds that published Institute policy or procedures have not been observed.

21.1.3 The Dean will undertake such further investigation of the case and make such determination as is considered appropriate.

The Dean will advise the student in writing of the outcome of the appeal within 20 working days of receipt of the appeal; such advice will outline:

- (a) the process undertaken during the investigation;
- (b) the decision reached; and

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(c) the reasons for the decision.

## **21.2 Appeals Against a Decision by the Dean**

A student may appeal against the decision of the Dean to a Complaints Committee established by the Academic Board.

**Approved: Academic Board  
11 June 2008**

**Reviewed: Academic Board  
23 November 2011**