

Academic Misconduct			
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Applies From:	Immediately		

Major changes/additions since the last version was approved are indicated by a vertical line in the left hand margin.

1 Introduction

1.1 Purpose

Ara Institute of Canterbury¹ promotes academic honesty and integrity among the student body and other members of the Institute. Academic misconduct, including plagiarism in any form, cheating and other dishonest academic practices are unacceptable. Staff are expected to demonstrate integrity themselves and to take appropriate steps to ensure students understand what constitutes ‘academic misconduct’. Prevention is the overall goal, rather than punishment; however, any form of plagiarism, cheating or other dishonest academic practice, once admitted or established, will be handled quickly. It can result in an educative process and/or a penalty or penalties, depending on the particular circumstances. Dishonest academic practices may constitute ‘unacceptable behaviour’, as set out in the *APP301a Student Rights and Responsibilities*.

1.2 Scope and Application

- a This policy applies to all instances of academic misconduct involving students (including plagiarism, cheating and misrepresenting identity for purposes of assessment), whether intentional or unintentional.
- b For the purpose of this policy the terms intentionally/unintentionally applies to all instances of academic misconduct involving students (including plagiarism, cheating and misrepresenting identity for purposes of assessment).
 - i Intentional plagiarism: Plagiarism with the intention to deceive or in circumstances where academic conventions (e.g. referencing) should have been understood and used.
 - ii Unintentional plagiarism: Plagiarism arising from genuine ignorance or misunderstanding of the use of appropriate academic conventions.
- c It does not apply to misconduct involving research, as this is covered by a separate policy (*APP804 Research Ethics*). Academic misconduct involving staff is handled according to the policy (*CPP208 Resolving Staff Performance or Conduct Issues*).
- d This policy needs to be read in conjunction with *APP301 Student Rights and Responsibilities*, *APP506 Probation* and *APP512 Exclusion*.

¹ From herein referred to as Ara

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1.3 Formal Delegations

- a The Ara Council delegates the Academic Board to:
 - i Approve new and existing programmes and courses which are in accordance with the Ara Strategic Plan and Investment Plan.
 - ii Admit students to approved programmes and courses.
 - iii Grant awards.
 - iv Develop, monitor, review and maintain policies on academic matters, including research.

- b The Head of Department or delegate to decide and implement appropriate penalties. Where the Head of Department has been the initial investigator, the elevation to Director, Education and Applied Research is required.

Related Ara Procedures and Forms <ul style="list-style-type: none"> • APP302b Flowchart • CPP120d Academic Delegations Register 	Related Ara Policies <ul style="list-style-type: none"> • APP301 Student Rights and Responsibilities • APP505 Assessment • APP505d Academic Appeals Committee • APP506 Probation • APP804 Research Ethics • APP511 Academic Progression • APP512 Exclusion • CPP208 Resolving Staff Performance or Conduct Issues
Related Legislation or Other Documentation <ul style="list-style-type: none"> • Privacy Act 1993 	Good Practice Guidelines
References	
Notes <p>The title of the first version of this policy was 'Plagiarism, Cheating or Other Dishonest Practice'. The 2006 version was produced by staff appointed to a working party, with ongoing consultation carried out over many months. This included comparison with policies from our TANZ partners.</p> <p>2012 – Ara Policy and Procedures have been updated to reflect the changes in structure, committees, roles and delegations as a result of the (then) CPIT management restructure currently being implemented.</p> <p>2014 – Policy reviewed in conjunction with APP301 Students Rights and Responsibilities and APP506. Regulations Governing Probation etc.</p> <p>2016 – new branding</p> <p>2017 – Addition of statement that Formal Appeals are reported publically every six months</p>	

2 Principles

- 2.1 Staff will ensure students are fully informed regarding appropriate assessment practices.

- 2.2 Every person has the right to representation, advice, advocacy, and support at all stages of any of the processes under this policy. This includes information on the availability of the services of the Student Advocate. It also includes the right to be accompanied by one or more appropriate people of her/his choice at any meetings. If more than three people are to accompany the student, prior notice must be given to the convenor of the meeting and their attendance is subject to the agreement of Ara.

- 2.3 The course of Natural Justice and Procedural Fairness will be followed.

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3 Associated Procedures for Ara Academic Policy on: Academic Misconduct

Contents:	3.1	Preventative Steps
	3.2	Natural Justice/Procedural Fairness
	3.3	Dealing with Allegations of Academic Misconduct
	3.4	Educative Process
	3.5	Penalties
	3.6	Appeal Rights

3.1 Preventative Steps

- a Ara is responsible for fully informing students and staff about the standards, expectations and timelines required for assessed work including referencing, use of electronic tools, providing clear guidelines regarding group work/jointly prepared assignments and for explaining what constitutes academic misconduct. This is particularly important for international students who may have a different understanding of what is acceptable.
- b Ara is responsible for providing adequate educational support so that students develop the appropriate skills for meeting the Ara academic standards.

3.2 Natural Justice/Procedural Fairness

- a Every person affected by this policy has the right to a copy of the policy and any other information as needed to clarify any point or process. This includes clear information on what constitutes academic misconduct, plagiarism and other forms of cheating. Included will be information related to:
 - i Representation, advice, advocacy, and support at all stages of any of the processes covered by this policy, including information about the Student Advocate service and the right for a support person/s at any meeting. All parties will be informed of invited attendees prior to any meeting.
 - ii The consequences of any form of academic misconduct, plagiarism or cheating being admitted or established.
 - iii The student's right to respond to any allegation or suggested outcome prior to the final decision being made.
 - iv Access all personal information held about him/her, unless good reason exists under the Privacy Act 1993 for not disclosing such information.
- b Ara Council and Management encourage students to consult with the Student Advocate about any matter covered by this policy.
- c Each step covered by this policy is documented, including dates, who was present, what was discussed and what decisions, if any, were reached.
- d Every outcome/decision taken is notified in writing to the person/s concerned. This includes notification about any appeal or other rights.

3.3 Dealing with Allegations of Academic Misconduct

- a Any student, staff member or assessor/examiner who suspects that all or part of a student's work (essay, assignment, presentation, test/examination or project) is the result of plagiarism, cheating or other academic misconduct is expected to report this to the Head of Department.
- b The Head of Department or delegate will carry out a preliminary investigation to determine whether academic misconduct is likely to have occurred and if so, whether

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it was intentional or unintentional. This may include the use of detection tools such as Turnitin.com, as well as interviews with relevant staff and all students who may have been involved. Others may be asked to assist with the investigation as needed.

- i A request to interview a student or students must describe the allegation in writing and include a copy of this policy. Students are to be given sufficient time to seek advice, advocacy, and support if they wish.
 - ii If more than one student is implicated or involved, each student should be interviewed separately. They are entitled to support, but the support person must not be someone who is also implicated or involved in the allegation being investigated.
 - iii If misconduct is admitted or established, the next step is to determine whether it was intentional or unintentional, based on information such as the frequency of the misconduct, its seriousness, the academic level of the course, the student/s involved and the amount of information/assistance given to students to decrease the likelihood of misconduct occurring in the first place.
- c The Head of Department or delegate prepares a brief written report with recommendations.
 - d If the Head of Department or delegate accept that the misconduct was unintentional, an educative process (described in Section 3.4, below) is set up. If it is decided the misconduct was intentional, the appropriate penalty/penalties (as set out in Section 3.5) is implemented.

3.4 Educative Process

- a Actions under this category may include any or all of the following:
 - i Facilitated discussion with appropriate academic staff member.
 - ii Formal contract with Learning Services or other appropriate staff member for skills development, including specific learning outcomes and timeframes.
 - iii Additional work (e.g. an assignment designed to assess whether the student has learned the appropriate skills) may be required.
 - iv Other actions, as determined for the particular case.
- b A formal written warning and/or deduction of marks from the original assessment may also occur, depending on the specific circumstances.

3.5 Penalties

- a Regulations set by any relevant external body (e.g. NZQA for some national qualifications) are checked to identify whether there are any specified external standards or procedures related to plagiarism or other forms of misconduct that need to be considered.
- b The Head of Department will usually make the final decision regarding any penalty. However, where appropriate the Head of Department will consult with the Director, Education and Applied Research. Where the Head of Department has been the initial investigator, the elevation is required to the Director, Education and Applied Research. Provisions set out in related policies (e.g. *APP506 Probation* and *APP512 Exclusion*) are followed if relevant to the particular case. Penalties can include any or all of the following:
 - i Decision not to mark or assess the work or record a mark/grade.
 - ii Formally recorded fail/zero grade for the work concerned, which remains on the student's academic record.

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- iii Cancellation of credit already awarded if academic misconduct is admitted/established after assessments have been completed and recorded.
- iv Formal note indicating 'Intentional Plagiarism' (or other misconduct) placed on academic record for a specified period of time.
- v Formal written warning.
- vi Probation, suspension or cancellation/refusal of enrolment as defined in *APP506 Probation and APP512 Exclusion*.
- vii Other penalty, as determined for the particular case.

3.6 Appeal Rights

- a Any student affected by a decision made under this policy may appeal that decision in writing to the Chief Executive within 10 working days of receiving written notice of the decision (refer *APP505d Academic Appeals Committee*).
- b The Chief Executive may authorise the convening of an Academic Appeals Committee and appoint a person to chair that Committee.
- c Appeal decisions are reported publically every six months. Please note no identifying information is published.

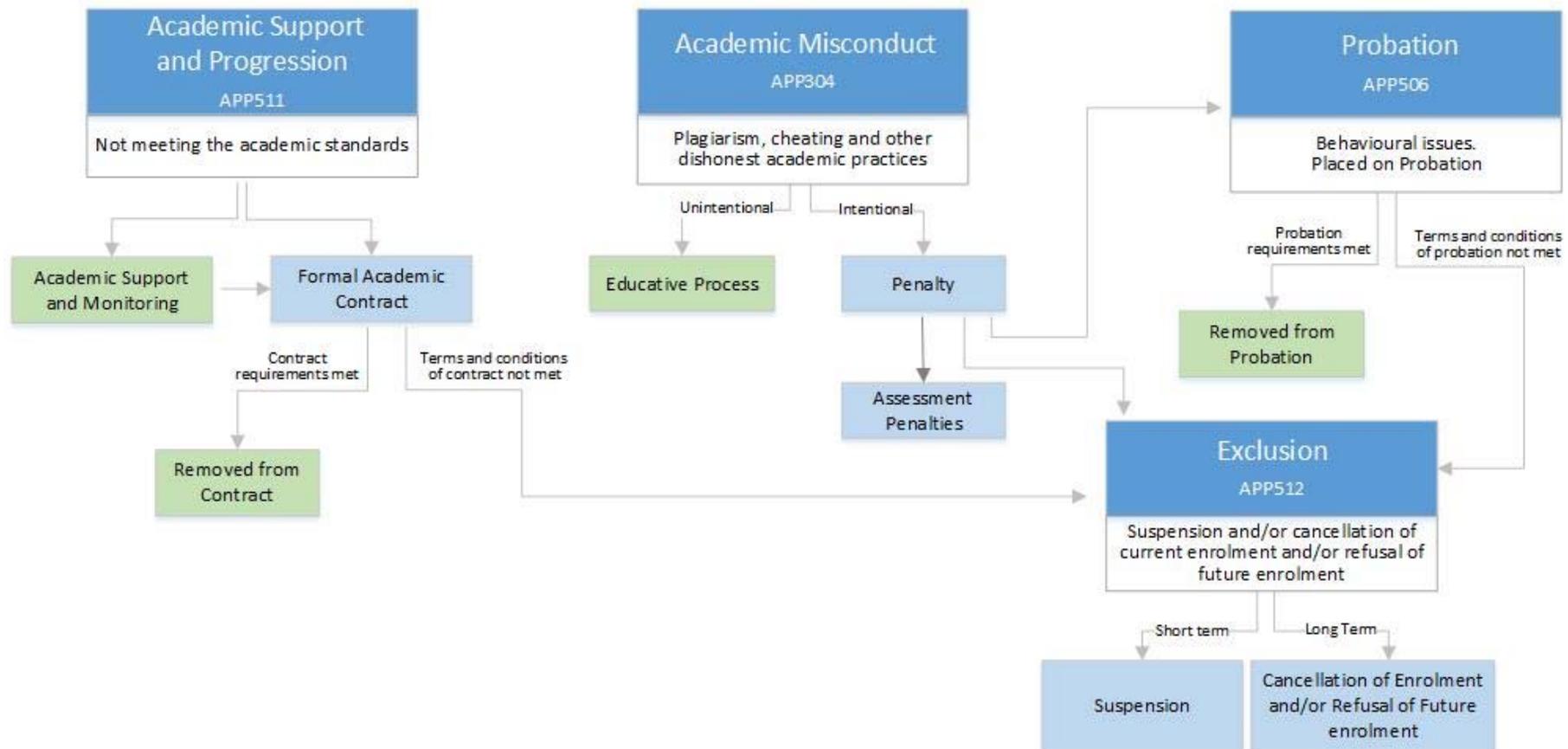
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Flowchart for Student Rights and Responsibilities, Academic Support and Progression, Academic Misconduct, Probation and Exclusion Policies



Student Rights and Responsibilities
APP301

All students enrolled at or attending/using services of Ara are expected to accept certain responsibilities, respect the rights of others and behave in an acceptable manner



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