

<h1>Academic Misconduct Policy</h1>		<b>BCA National Policy Manual</b> <b>Policy Number:</b> BCAP0090 <b>Date of Issue:</b> 10/04/2015 <b>Date Reviewed:</b> 20/03/2017 <b>Next Review Date:</b> 10/04/2017 <b>RTO Code:</b> 91758 <b>CRICOS Code:</b> 03419D	
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## 1. Objectives

Ethical conduct and academic honesty are key professional expectations for BCA National Training Group (BCA National) and hence, academic misconduct will not be tolerated. The purpose of this policy is to define the actions and behaviours that constitute academic misconduct at BCA National and how it will be addressed. It is important to note, that this policy is in no way intended to discourage cooperation and group work among students – as both are viewed as fundamental elements for effective learning.

## 2. Definitions

Misrepresentation refers to falsely claiming an academic achievement including:

- Submitting falsified academic transcripts or falsely claiming medical conditions to avoid submitting assessment work.
- Plagiarism refers to the use of another person’s work, thoughts and/or intellectual property without appropriate reference or acknowledgement of that source. You can use acknowledged work as part of your essay or workbook as part of your case on a conclusion proposal or idea.
- Submitting work that another person has completed and claiming it is your own.
- Using information, text, artwork, graphics or other material from any source (including the internet) and presenting it as your own without acknowledgement.
- Quoting or paraphrasing material from any source without acknowledgement.
- Contributing less, little or nothing to a group assessment and then claiming an equal part of the assessment and subsequent grade.

## 3. Policy

BCA National takes a proactive approach to preventing academic misconduct through educating students in academic integrity and plagiarism prevention.

Academic misconduct refers to any dishonesty in academic matters and includes, misrepresentation, plagiarism and academic fraud (the falsification or misrepresentation of information, findings or research). If a student is found to have engaged in any form of academic misconduct the BCA National will investigate and a penalty may be applied. The student will have a right to appeal any decision made by BCA National as per the Complaints and Appeals policy (BCAP0005).

Allegations of academic misconduct can be made by another student, a BCA National Staff member, or contracted trainer. These allegations must be supported by evidence and made in the first instance to the respective Training Coordinator of the program who will act as investigating officer.

Such allegations may be escalated to the relevant State or National Training & Education Manager, Chief Operations Officer or CEO. In these instances the National Training & Education Manager will act as investigating officer.

The investigating officer will gather and consider evidence. The collection of evidence may involve contacting the student, trainer, staff member or external persons who have made the allegations. If the investigating officer determines that no academic misconduct has occurred, no action will be taken and the complaint will not be kept on the student file.

Should the investigating officer be of the view that the allegations merit further investigation the student involved will be contacted and informed of the allegations in writing and requested to respond. The response will be taken into account and will be treated fairly and without bias.

In some cases, the student will be asked to resubmit assessment material.

The investigating officer will take into account:

- The experience and intent of the student.
- The nature and extent of the academic misconduct.
- Any previous allegations of academic misconduct made against the student which have merited further investigation in the past.

In the case of a first offence where there is no clear evidence that the student was intending to engage in academic misconduct and where the extent of the academic misconduct is not substantial, the penalty/requirements imposed on the student will be at the discretion of the investigating officer. The student will be notified of the penalty or requirement in writing, which will act as a formal first warning. Any future academic misconduct will be treated as a second offence. The student will have the right to appeal the decision in accordance with BCAP0005. The requirement in most cases will be for the student to resubmit their assessment.

In serious cases where the student is experienced or where there is clear evidence of intent to engage in academic misconduct and in all cases of second offences, a panel will be convened by the investigating officer to deal with the matter. The panel will consist of the investigating officer and two other relevant BCA National staff members including the National Training & Education Manager. The panel will determine the action which will be taken by BCA National, which may include additional requirements from the student or a penalty. The student will be informed in writing that a panel will be considering their case, and they may choose to address the panel in person, by telephone or may do so in writing. The student has the right to be accompanied by a third party should they wish to address the panel in person.

The penalty here, if applied, will be determined by the type and severity of the academic misconduct and in extreme cases could result in a discontinuation of enrolment for a period to be determined by the panel. In the case of a discontinued enrolment, the student would need to reapply for enrolment and additional fees may apply.

The student will be informed of the outcome of the panel's deliberation in writing by letter attached to an email. This letter will be saved on the student file in the Student Management System and posted to the student by mail.

Similar expectations are set for all BCA National trainers, contracted instructional designers, Training Managers and staff who prepare academic material. For example, should any resources designed on behalf of BCA National be suspected of including instances of academic fraud, the person responsible for developing said resources, will be held to the same accountability as a student. Should academic fraud be verified through investigation, the contract will be discontinued, or instantly suspended or dismissed.

A student or other company employee may appeal any decision or penalty made by the panel as per BCAP0005 Complaints and Appeal Policy.




## 4. Legislation

Standards for Registered Training Organisations 2015

## 5. Responsibilities

- BCA National Students.
- BCA National Contract Trainers.
- All BCA National staff.

<i>Policy author</i>	Justine Steward	Date: 10/04/2015
<i>Approved by</i>	Bruce Callaghan	Date:10/04/2015
<i>Approver signature</i>		
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