

1. The College pursues the highest possible standards of academic honesty and integrity. Accordingly, in common with tertiary institutions throughout Australia, the College regards academic misconduct<sup>1</sup> as a serious matter.
2. This policy has been approved by the Governing Board. It is published on the College web site ([www.moore.edu.au](http://www.moore.edu.au)) and a reference to it is set out in the *Student Handbook*. The policy is communicated to academic staff through the College Intranet the *Faculty Handbook* and to support staff through the *Registrar's Handbook*. The Academic Dean is responsible for the training of academic staff in the application of the policy. The Registrar is responsible for the training of support staff in its application.
3. Academic misconduct may include any of the following:
  - 3.1. Taking unauthorised material into an examination;
  - 3.2. Submitting work for an assessment knowing it to be the work of another person;
  - 3.3. Improperly obtaining knowledge of an examination paper and using that knowledge in an examination;
  - 3.4. Arranging for another person to sit an examination in place of the candidate;
  - 3.5. Plagiarism (i.e. unacknowledged use of published or unpublished material);
  - 3.6. Submitting a falsified medical certificate; or
  - 3.7. Making a false or misleading declaration.
4. Students are expected to acknowledge the source of their ideas and expressions used in written work. The origin of extracts must be acknowledged by the use of footnotes and quotes (see *Student Handbook* Section 11). They are also required to acknowledge paraphrases of the work of others contained in their work.
5. Students should not assist other students in the writing of individual assessments and should not provide written material to be copied.
6. Material for assessment in one subject may not be submitted for assessment in any other subject.
7. The Academic Board may impose substantial penalties on any student who breaches Academic Misconduct regulations. Penalties may include any one or more of the following:
  - 7.1. Loss of marks;
  - 7.2. The awarding of no marks for the assessment item with or without an opportunity to redeem the assessment;
  - 7.3. The awarding of a 'fail' grade for the whole unit of which the assessment is part;
  - 7.4. Exclusion from the award in which the student is enrolled for a period of up to two years; or
  - 7.5. Exclusion from the College.
8. In the event of a student being given the opportunity to redeem an assessment then the mark awarded will be the lesser of the mark scored and 50%.
9. Students may appeal any decisions of the Academic Board with respect to Academic Misconduct. Any such appeals should be made in terms of the Appeals Policy (see *Student Handbook* Section 4.13).
10. In dealing with alleged cases of academic misconduct the following process is to be used:
  - 10.1. The marker reports abnormality to the Academic Dean;
  - 10.2. The Academic Dean appoints a sub-committee consisting of Head of Department, Dean of Students and another senior member of faculty to interview student. If any of those was the marker for the item concerned, another senior member of faculty is substitute for the marker;
  - 10.3. Prior to meeting with the student the sub-committee meets with the marker and obtains a full report of the alleged irregularity. If the sub-committee is not convinced that an irregularity has occurred it takes no further action and reports the fact to the Academic Board. If the sub-committee believes that an irregularity may have occurred it interviews the student concerned.

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<sup>1</sup> The academic misconduct policy of the College is based on that of the Australian College of Theology with which it was formerly affiliated.

- 10.4. At the commencement of the meeting with the student the sub-committee informs the student as follows:
  - 10.4.1. The marker has come across material in an assessment item which appears irregular.
  - 10.4.2. The purpose of the meeting is to allow the sub-committee to hear any explanation the student may want to offer, and to understand that explanation.
  - 10.4.3. The Dean of Students is present to support the student in the process and to look after the interests of the student.
  - 10.4.4. The Head of Department (or his substitute) will ask the student about the material.
  - 10.4.5. The student does not have to answer during the meeting, and may go away to think about the explanation and meet with the sub-committee later.
  - 10.4.6. After any explanation the student may care to give, the student may still elect to go away and think about the matter further, before meeting with the sub-committee again.
  - 10.4.7. After this, or a later meeting, the sub-committee will report to an Executive of the Academic Board who will make the final decision.
  - 10.4.8. The Executive of the Academic Board will inform the student by letter of the outcome.
  - 10.4.9. A student who is unhappy with the outcome of the sub-committee's review has a right of appeal to an Executive of the Academic Board.
  - 10.4.10. The substance of this meeting is confidential to the sub-committee, and then an Executive of the Academic Board.
  - 10.4.11. The normal practice in such irregularities is for the sub-committee report to be sent to an Executive of the Academic Board without the student's name.
- 10.5. Sub-committee makes recommendations to an Executive of the Academic Board.
- 10.6. The Executive of the Academic Board determines action to be taken. The action will consist of one of the following:
  - 10.6.1. Loss of marks;
  - 10.6.2. The awarding of no marks for the assessment item with or without an opportunity to redeem the assessment (In the event of a student being given the opportunity to redeem an assessment then the mark awarded will be the lesser of the mark scored and 50%);
  - 10.6.3. The awarding of a 'fail' grade for the whole unit of which the assessment is part;
  - 10.6.4. Exclusion from the award in which the student is enrolled for a period of up to two years;  
or
  - 10.6.5. Exclusion from the College.
- 10.7. The Executive of the Academic Board reports actions to the Academic Board which may consider any appeals by the student concerned.
- 10.8. The Student may appeal any decisions of the Academic Board with respect to Academic Misconduct. Any such appeals should be made in terms of the Academic Grievance Policy referred to in Section 4.13 of the *Student Handbook*.

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