

ACADEMIC MISCONDUCT POLICY AND PROCEDURE	
<p>Relevant Standards</p> <ul style="list-style-type: none"> • <i>Standards for RTOs 2015 Clause 1.8</i> • <i>National Code 2018 Part B, Standards 8 and 9</i> 	<p>Linked Documents</p> <ul style="list-style-type: none"> • <i>Student File Note</i> • <i>Student Handbook</i> • <i>Assessment tools</i> • <i>Complaints and Appeals Policy and Procedure</i> • <i>Deferral, Suspension or Cancellation Policy and Procedure</i>

1. Policy Statement

Academic misconduct occurs when a student reproduces someone else's words, ideas, or findings and presents them as their own without proper acknowledgment; or when a student completes the assessments by cheating or acting dishonestly.

The consequences of being caught plagiarising or cheating may include the following:

- Repeating an assessment task
- Repeating the entire unit
- Suspension from course
- Possible cancellation of a course

Cancelling a course for overseas students means that Immigration may also cancel their student visa.

CAPSTONE provides this information in the Student Handbook, assessment tools and during the orientation.

2. Definitions

Academic Misconduct

- Direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
- Paraphrasing someone else's words without acknowledging the source;

- Using facts and information derived from a source without acknowledging the source;
- Using ideas directly derived from an identifiable author without acknowledging the source;
- Producing assignments using the work of other people (e.g. a student);
- Using the work of other members of a group project without acknowledging who contributed to the work;
- Copying from another student's work;
- Submitting someone else's work as their own;
- Using a diagram from another text or the Internet as a basis for your diagram without acknowledging the source;
- Taking statistics from another source and using them in a new table or figure without acknowledgement.
- Buying assessments from the Internet or another student and submitting it as their work; or
- Making up fake quotes or sources.

3. Process to deal with the academic misconduct

Students who are found cheating or guilty of plagiarism in any assessment will be deemed 'Not Competent' by the relevant unit on confirmation of the case. The student files keep a record of all confirmed cheating or plagiarism cases.

Students found cheating will receive a formal written warning that a second breach will result in the enrolment suspension or cancellation.

Trainers and Assessors will explain the terms 'plagiarism' and 'cheating' during the classes.

Trainers and Assessors will notify the PEO (or their delegate) of the suspected case of plagiarism or cheating.

The PEO (or their delegate) will:

- Review students' completed work
- Counsel the student
- Decide the consequences of proven acts of plagiarising or cheating.

Students can access CAPSTONE's *Complaints and Appeal Policy and Procedure* to appeal the decision at no cost to themselves.

4. Referencing in Assessments

The purpose of referencing is to give credit to the author or artist of the work and an acknowledgement by the person using it that they made no contribution to it.

The purpose of referencing for assessment purposes is that the assessor can distinguish a student's work from others and is able to mark assessments appropriately.

Students can use the APA Style of Referencing where references are required and include these at the end of their reports in the 'Reference List' or similar section.

For more information on the APA style of referencing, please visit

<http://www.apastyle.apa.org>

The style and examples of most popular sources are given below.

Books (Print or online)

Single Author

Author Last Name, A. (year). *Title of work*. Location: Publisher

Example: Smith, A. (2006). *How to Communicate*. Sydney: Tom's Word Press.

Multiple Authors

Author Last Name, A., Author Last Name, B. (year). *Title of work*. Location: Publisher

Example: Smith, A., Grant, B. (2006). *How to Communicate*. Sydney: Tom's Word Press.

Journals or News Paper Articles

Author, A., Author, B. B., & Author, C. C. (year). Article title. *Journal Title*, volume number (issue number), page numbers.

Author, A. A., Author, B. B., & Author, C. C. (year). *Journal Title*, volume number (issue number), page numbers. Retrieved from <http://www.website.com>

Example: T, M. (2016). *Communicate Effectively*, 1 (12), 50-62.

Websites

Title of work. (year). Retrieved month day, year, from <http://www.website.com>

Example: *Communication*. (2018). Retrieved June 17, 2018, from

<http://en.wikipedia.org/wiki/Communication>

Legislations

Title of the Act Year (Jurisdiction abbreviation)

Example: *Copyright Act 1968* (Cth)

Built-in features of Microsoft Word or other word processing programs can also be used.