



Australian National
Institute of **Business**
and **Technology**

Academic Misconduct Policy

1.0 Purpose

1.1. The purpose of this policy is to maintain academic standards that require the award of student grades where the student demonstrates the work submitted for assessment or their participation is in accordance with the guidelines set down for assessments.

1.2. The policy further provides guidance to the trainers to assist them to minimise academic misconduct and manage it in a consistent and equitable manner and to manage academic misconduct appropriately for the protection of the institute's reputation and standards for current and future students.

2.0 Scope

2.1 This policy applies to all ANIBT students and staff involved in the assessment of tasks.

3.0 Definitions:

3.1 Academic Misconduct is any type of cheating that occurs in relation to a formal academic exercise. (In our policy Academic Misconduct refers to plagiarism [intentional or unintentional], collusion and cheating)

3.2 Plagiarism "To take and use as one's own the thoughts, writings or inventions of another" (Oxford English). Plagiarism therefore has two elements:
taking another's work; and
using the work as your own.
If you take another's work but do not use it as your own – because you reference it correctly – it is not plagiarism.

3.3 Intentional Plagiarism: involves the deliberate act of presenting someone else's work/ideas as if you wrote it yourself.

Examples of intentional plagiarism include:

Copying problem answers from a classmate.

Copying any assignments from a student in a previous year.

3.4 Unintentional plagiarism: Students often do not recognise unintentional plagiarism as plagiarism (Carroll, 2002). However, it is taking another's work and using as your own – because there is no acknowledgement of who has done the work. Unintentional plagiarism usually occurs because of a lack of understanding about what plagiarism is; and poor referencing, citing and quoting skills.

Examples of unintentional plagiarism include:

failing to indicate that some text is a direct quote (quotation marks should be used);



Australian National
Institute of **Business**
and **Technology**

paraphrasing a chapter and including the source in the reference list, but not acknowledging the source in the text;

Composing a paragraph by joining sentences from a number of sources together and not acknowledging the sources in the text.

3.5 Collusion means a secret agreement between two or more parties for a fraudulent, illegal, or deceitful purpose.

3.6 Cheating means wilfully and deliberately using or gaining an unfair advantage over fellow students by flouting the rules and guidelines set down for assessments.

4.0. Policy Principles:

4.1. The aim of this policy is to:

Explain the types of activities deemed to be an academic misconduct.

Outline the procedures to deal with academic misconduct.

Provide a method for recording and monitoring incidents of academic misconduct.

5.0. Policy Contents:

5.1 ANIBT commits to maintain high educational standards. Academic Misconduct will not be accepted in any form and students caught in this act will be dealt seriously by the institute.

5.2 Students will be informed of the institute's Academic Misconduct policy during the induction.

5.3 Staff must abide by the approved definitions of Academic Misconduct.

5.4 It is the duty of all Staff and the students to understand the institute's Academic Misconduct Policy. It is the trainer's responsibility to ensure that adequate steps are taken to provide information to the students about the policy and also to ensure that the students adhere to the procedures covering Academic Misconduct. Trainers must inform students that the use of the words and/ or ideas of another person, without the proper recognition, is plagiarism, and will not be tolerated by the Institute.

5.5 Trainers will monitor the work submitted by the students to detect any occurrence of Academic Misconduct

5.6 Students who have engaged in Academic Misconduct will be given an opportunity to explain their behavior to the Training Manager. The Training Manager will attempt to ascertain if any plagiarism was intentional or unintentional.

5.7 Academic penalties may apply whether or not the Academic Misconduct was intentional. However, the Institute would only suspend a student in exceptional



Australian National
Institute of **Business**
and Technology

circumstances if the Academic Misconduct was unintentional. An example may be if the student has a history of Academic Misconduct.

5.8 Academic Misconduct is regarded as student misbehaviour for the purposes of the Deferral of commencement, Suspension of studies and Cancellation of enrolment Policy.