



ACADEMIC MISCONDUCT POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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| Responsible officer | Rev Dr Ian O’Harae, Academic Dean for Academic and Regional Development | |
| Contact | Kerry Todd-Smith, Policy Coordinator, policy@morling.edu.au | |
| Approved by | Academic Board | |
| Responsible body | Academic Board | |
| Approval date | 17 October 2018 | |
| Effective date | 17 October 2018 | |
| Review date | October 2021 | |
| Superseded documents | Academic Misconduct Policy: Education and Counselling 2014 | |
| Related documents | Grievance (Academic Matters) Policy: Education; Counselling, Chaplaincy & Spiritual Care. | |
| Policy classification <i>Select a General OR an Academic option</i> | General | Academic Learning & Teaching |

1. PURPOSE

To define academic misconduct and its consequences.

2. DEFINITIONS

| Key Term or Acronym | Definition |
|---------------------|---|
| Plagiarism | Plagiarism is using the words or ideas of others, whether intentionally or not, and presenting them as your own, without clearly acknowledging the source. This includes material from any source, including other staff or students, the internet, published and unpublished works. It also includes self-plagiarism which is the use of one's own previous work in another context, or assessment, without citing where it was used previously. |

3. SCOPE

This policy applies to students enrolled in the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care.

4. POLICY STATEMENT

Morling College is committed to pursuing the highest of standards of academic honesty and integrity. Academic misconduct, that is a breach of these standards, is considered a serious matter.

5. PRINCIPLES

5.1 Definition

Academic misconduct can encompass any of the following:

- Taking unauthorised materials into an examination;
- Cheating in an examination;
- Submitting work for an assessment knowing it to be the work of another person;
- Improperly obtaining knowledge of an examination paper and using that knowledge in the examination;
- Arranging for another person to do any aspect of assessment which the student submits as their own work;
- Failing to acknowledge the source of material in an assessment, including project of thesis work (i.e. plagiarism);
- Submitting any false documentation e.g. false qualification, false identification; false medical certificate.

5.2 Normal expectations

Students are expected to do all within their areas of responsibility to avoid academic misconduct as defined above. Examples of this include students:

- Always acknowledging the source of their ideas and expressions used in their written work;
- Providing all appropriate documentation – failure to do so may constitute plagiarism (as defined above), which is subject to these rules of academic misconduct;
- Not improperly assisting other students in the writing of individual assessment tasks, such as providing written material to be copied;
- Avoiding submitting the same material for more than one subject for assessment in the award.

5.3 Normal Consequences

- In the case of inadvertent academic dishonesty resulting from misunderstanding of academic conventions rather than deliberate deception, the marker shall deduct marks or provide the opportunity to resubmit the assessment, and counsel the student concerning the appropriate academic requirements;
- Willful academic misconduct may result in the awarding of 0% for the assessment with or without the opportunity to resubmit the assignment; the awarding of a fail grade for the whole subject of which the assessment is a part; the student's exclusion from the award in which he or she is enrolled for a period of up to two years;
- The decision of which part of the above will apply will be made by the respective Dean in consultation with the supervising academic staff member. The matter may be referred to the Dean for Academic and Regional Development then the Academic Board if the circumstances warrant this action;
- In severe cases of misconduct, a student may be subject to a separate disciplinary process approved by the Academic Board.
- All findings will be communicated to the student in writing. The reasons for the decision, with reference to this policy, will be given. The timing will be in the same time period as for normal marking.

5.4 Appeals

Any appeals can be undertaken by following the MC Grievance Procedures (Academic Matters) Policy Education; Counselling, Chaplaincy & Spiritual Care.

6. RELATED DOCUMENTS AND LEGISLATION

[Community Code](#)

[Grievance \(Academic Matters\) Policy: Education; Counselling, Chaplaincy & Spiritual Care.](#)

[Plagiarism Procedure: Education; Counselling, Chaplaincy and Spiritual Care](#)

[Avoiding Plagiarism Guidelines](#)

[Student Code of Conduct Policy](#)

[Student Rights and Responsibilities](#)

7. REFERENCES

[Australian College of Theology: Academic Misconduct Policy](#)

8. VERSION HISTORY

| Version | Approved by | Approval Date | Effective Date | Changes made |
|---------|-------------|---------------|----------------|--------------|
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| 3 | Academic Board | October 2018 | October 2018 | Minor amendments to reflect changes in name and roles. Included reference to Community Code. Changes to make the penalty for plagiarism consistent across MC policies: (1) Penalty options for inadvertent plagiarism or dishonest extended to include the opportunity to resubmit the assessment. (2) Added 'up to' (2 years) for the period of exclusion in the penalty for willful academic misconduct. (3) Added the option of a separate disciplinary process approved by the Academic Board for severe offences. (4) Added Appeals via the MC Grievance (Academic matters) Policy. Formatted to new template. |
| 2 | Academic Board | Feb 2014 | Feb 2014 | Updated |
| 1 | Academic Board | | | |

*Always **download** this policy anew from the Policies folder on the Morling share drive Policies/Student Policies, as it may have changed.*