



ACADEMIC MISCONDUCT POLICY

The CIBT College upholds the principle of academic integrity and independently achieved intellectual enquiry. Failure to comply with this principle will result in appropriate and recorded sanctions based on the extent of the breach.

CIBT College will ensure that:

- (a) Students maintain academic integrity and not claim ownership of concepts or ideas of another person without incurring consequences.
- (b) Students will be entitled to representation (not including legal) at all stages of the process of determining academic misconduct.
- (c) All allegations of academic misconduct will be assessed under impartial conditions to ensure fair and equitable outcomes.
- (d) All allegations of academic misconduct will be recorded on student files where appropriate.
- (e) Staff and students will be made aware of the Academic Misconduct Policy through induction, orientation and handbooks

The Academic Misconduct Policy provides guidelines for CIBT College academic staff and students on the procedures for handling allegations of academic misconduct.

Definitions:

Academic Misconduct

Involvement in cheating, plagiarism or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information.

Allegation

A reported suspicion of academic misconduct with supporting evidence that requires investigation

Appeal

A process whereby a student can formally request further investigation into a decision to possibly change an outcome

Breach

Where a student has knowingly or unintentionally failed to abide by the guidelines set down by the College

Cheating

Includes, but is not limited to, copying the work of another under any assessment condition without the other person's knowledge; copying the work of another under any assessment



condition with the other person's knowledge; unauthorised collaboration of assessment tasks; speaking under exam conditions; leaving exam papers exposed under exam conditions that enables others to view the contents; bringing in concealed notes under exam conditions that have been expressly prohibited; receiving answers from another person under exam conditions that have been expressly prohibited.

Plagiarism (intentional)

Involves intentionally submitting/presenting work that is done by another person without referencing the source of the information with the intention to take undue credit

This could involve complete or partial information

Plagiarism (unintentional)

Involves unintentionally submitting/presenting work that is done by another person without adequately referencing the source of the information without the intention to take undue credit or deceive trainers.

Suspension

Where a student has been found guilty of a breach and has been denied access to classes and campus facilities for a period of time.

Tampering

Involves attempts to alter assessment scripts, class work, attendance, grades or any other academic records

Responsible Persons:

- Trainer(s)
- Student(s)
- Compliance/Academic Manager
- CEO/PEO (if necessary)
- Representatives (where requested)

Documents Involved:

- Evidence of submitted work that involves cheating, intentional plagiarism or unintentional plagiarism
- Supporting evidence of cheating, intentional plagiarism or unintentional plagiarism
- Interview notes (signed by students and staff)
- Letter informing student of final outcome



Procedures:

Plagiarism:

The CIBT College uses a Turnitin, an electronic text-matching system in CIBT Moodle to detect plagiarism. All students and Trainer and Assessor will have access to the Turnitin Originality Report for each assessment item where Turnitin is in use. Students may also choose to submit a draft of their assessment via Turnitin as a means of checking their work for originality prior to final submission.

If a student has copied work from other sources without utilizing proper referencing techniques and receives a similarity score of 30% or more, the Trainer and Assessor will be required to investigate the Turnitin Originality Report and determine whether the score is reflective of plagiarism or any other academic dishonesty. A Turnitin similarity score less than 30% is not required to substantiate an allegation of plagiarism, but only serves as a threshold to trigger investigation.

- a) The trainer receives a student assignment, test etc with evidence of plagiarism including, but not limited to, the following:
 - i. Work submitted was either entirely or partially done by a person other than the person submitting the assignment
 - ii. Does not reference the original author leading to misrepresentation of ideas/concepts
 - iii. Whole work has been copied from another student assignment, article, website, etc.
 - iv. Writing style lacks consistency indicating multiple authors with no reference to the original author.

- b) The trainer must collect all evidence of the breach. Evidence includes:
 - i. Student submitted work
 - ii. Evidence of plagiarism.

- c) In cases of a serious breach with verifiable evidence, the trainer must first consult the Compliance/Academic Manager to decide upon a possible course of action.

- d) The Compliance/Academic Manager formally writes to the student to attend an interview. The letter to the student must include:
 - i. Details of the alleged academic misconduct
 - ii. Summary of evidence of plagiarism
 - iii. Provide the student with the opportunity to have a representative attend the interview
 - iv. Day, date, time, location and representative College staff involved in the interview.



- e) In cases where more than one student is involved all will receive a formal letter to attend an interview conducted on the same day. The interview will not be held at the same time as other students involved in the allegation.
- f) During the interview, the following process will occur:
 - i. Trainer will provide student with details and evidence of alleged plagiarism
 - ii. Student will have an opportunity to present their case with evidence
 - iii. Interview notes must include the issue, discussion and actions required with timeframes
 - iv. Compliance/Academic Manager, trainer and student all sign the interview form
 - v. Signed copies for both the student and CIBT College.
- g) In cases of collusion, all students suspected of involvement will be interviewed separately by the same representative College staff following the stated formal interview procedures.
- h) Representative CIBT College staff must then follow the process for confirming allegations or finding that a penalty is not warranted. Refer to sections Confirming Allegations and Allegations not warranted.
- i) In cases where cancellation of enrolment of a student(s) has been recommended, final approval must be gained from CIBT College CEO/PEO.
- j) The outcome of the investigation and resulting actions will be formally communicated to the student in writing within 10 working days.
- k) Students may appeal any decision in writing following the guidelines stated in the CIBT College complaints and appeal policy and procedures.
- l) Where a student has requested an appeal, the same interview process will be implemented. The Compliance/Academic Manager will refer the matter to the CEO/PEO to ensure that students have an opportunity for independent appeal.
- m) All letters, interview notes and evidence of plagiarism must be placed on the student file with notes included on the student database.

Cheating during the assessments:

- a) Cheating includes but is not limited to evidence of:
 - i. Communicating during an assessment, including verbal or written



- ii. Surreptitiously bringing in unauthorised information into an assessment room including written and electronic sources of information.
 - iii. Leaving assessment papers exposed for others to view.
 - iv. Persistent attempts to view other students' assessment papers
 - v. Receiving unauthorised notes, papers etc that relate to the assessment
 - vi. Providing unauthorised notes, papers etc that relate to the assessment.
- b) The assessor/trainer must collect all evidence of cheating. Evidence includes but is not limited to:
 - i. Unauthorised written communication
 - ii. Unauthorised electronic communication.
- c) In cases where students have verbally communicated or provided/received unauthorised notes, papers etc that relate to the assessment, both students will immediately have their papers and communication retrieved and quietly removed from the assessment room to ensure stability for the other students still doing the exam.
- d) The trainer/assessor provides the evidence to the Compliance/Academic Manager as soon as the assessment period has finished.
- e) The Compliance/Academic Manager formally writes to the student to attend an interview. The letter to the student must include:
 - i. details of the alleged cheating during the assessment
 - ii. provide the student with the opportunity to have a representative attend the interview
 - iii. Day, date, time, location and representative College staff involved in the interview.
- f) In cases where more than one student is involved and evidence indicates possible collusion with other students, they will also receive a formal letter to attend an interview conducted on the same day. The interview will not be held at the same time as other students involved in the allegation.
- g) During the interview, the following process will occur:
 - i. Representative College staff will provide student with details & evidence of alleged cheating
 - ii. Student will have an opportunity to present their case with evidence



- iii. Interview notes must include the issue, discussion and actions required with timeframes
 - iv. Representative College staff and student both sign the interview form
 - v. Signed copies for both the student and College.
- h) In cases of collusion, all students suspected of involvement in cheating during the assessment will be interviewed separately by the same representative College staff following the same interview procedures.
- i) Representative College staff must then follow the process for confirming allegations or finding that a penalty is not warranted. Refer to sections Confirming Allegations and Allegations not warranted.
- j) In cases where expulsion of a student(s) has been recommended, final approval must be gained from the PEO.
- k) The outcome of the investigation and resulting actions will be formally communicated to the student in writing within 10 working days.
- l) Students may appeal any decision in writing to the Compliance/Academic Manager within 10 working days.
- m) Where a student has requested an appeal, the same interview process will be implemented. The Compliance/Academic Manager will appoint representative College staffs that have not been involved in the process to ensure that students have an opportunity for independent appeal.
- n) All letters, interview notes and evidence of cheating must be placed on the student file with notes included on the student database.

Tampering:

- a) Tampering includes but is not limited to evidence of unauthorised tampering of:
 - i. Assessment tasks
 - ii. Class work
 - iii. Class records
- b) The trainer must collect all evidence of tampering.
- c) In cases of a serious breach with verifiable evidence, the trainer must first consult the Compliance/Academic Manager to decide upon possible course of action and representative College staff.



- d) The Compliance/Academic Manager formally writes to the student to attend an interview. The letter to the student must include:
- i. Details of the alleged tampering under investigation
 - ii. Summary of evidence of tampering
 - iii. Provide the student with the opportunity to have a representative attend the interview
 - iv. Day, date, time, location and representative College staff involved in the interview.
- e) In cases where more than one student is involved and evidence indicates possible collusion with other students, they will also receive a formal letter to attend an interview conducted on the same day. The interview will not be at the same time as other students involved in the allegation.
- f) During the interview, the following process will occur:
- i. Trainer will provide student with details & evidence of alleged plagiarism
 - ii. Student will have an opportunity to present their case with evidence
 - iii. Interview notes must include the issue, discussion and actions required with timeframes
 - iv. Compliance/Academic Manager, trainer and student all sign the interview form
 - v. Signed copies for both the student and College.
- g) Representative College staff must then follow the process for confirming allegations or finding that a penalty is not warranted. Refer to sections Confirming Allegations and Allegations not warranted.
- h) In cases where representative College staffs are comprised of trainers, they will meet with the Compliance/Academic Manager to present the degree of the breach and recommended course of action based on confirmation of allegation prior to gaining the Compliance/Academic Manager approval for implementation.
- i) In cases where expulsion of a student(s) has been recommended, final approval must be gained from the PEO.
- j) The outcome of the investigation and resulting actions will be formally communicated to the student in writing within 10 working days.
- k) Students may appeal any decision in writing to the Compliance/Academic Manager within 10 working days.
- l) Where a student has requested an appeal, the same interview process will be implemented. The Compliance/Academic Manager will appoint representative



College staffs that have not been involved in the process to ensure that students have an opportunity for independent appeal.

- m) All letters, interview notes and evidence of tampering must be placed on the student file with notes included on the student database.

Confirmation of Allegations:

- a) Where there is confirmation of academic misconduct, the following may be applied
- i. Written warning and will be asked to do formal apology and resubmit the assessment
- b) If it is a student's second major breach, the following may be applied:
- i. Suspension for the short period (up to two weeks)
 - ii. Cancellation of the enrolment
- c) In all cases, details of the academic misconduct will be kept on the student's record/file.

Consequences of the Academic Misconduct are tabulated below.

Type of Misconduct	Consequences
Cheating or Plagiarised (intentional or unintentional) or Tampering in the First time	Written warning will be given and will be asked to do formal apology and also resubmit the assessment (if needed)
Cheating or Plagiarised or Tampering in the Second time	Suspension for the short period (up to two weeks)
Cheating or Plagiarised or Tampering in the Third time	Cancellation of the enrolment

Allegations not justified:

- a) In cases where there is insufficient evidence, no penalty may be imposed but suspicions of academic misconduct can be kept on the student's record/file.
- b) If the student is involved in academic misconduct again at a later date, then the first allegations will form a valid part of the investigation and can be regarded with the seriousness of a second breach.



Factors to Consider:

CIBT College will consider the following factor when deciding the degree of seriousness of academic misconduct and the level of consequence to be implemented:

- a) Degree of the breach and if it was a major or minor breach
- b) Whether the breach was intentional or unintentional
- c) Extent of regret shown by the student
- d) History of serious or unsatisfactory study patterns

Reporting Lines:

When reporting incidents of academic misconduct, the following lines for reporting are to be implemented:

- i. Trainer to Compliance/Academic Manager
- ii. Compliance/Academic Manager and trainer interviews student
- iii. Compliance/Academic Manager to PEO
- iv. PEO back to Compliance/Academic Manager
- v. Compliance/Academic Manager back to trainer/student

Appeals:

An applicant may appeal against a decision made under this policy. Appeals must be made as prescribed in the appeals process outlined in the *CIBT College Complaints and appeal policy and Procedures*.