

<b>Academic Misconduct</b>			
First Produced:	17/10/94 [under different title]	Authorisation:	Ara Academic Committee
Current Version:	20/02/20	Officer Responsible:	DCE – Academic, Innovation and Research (AIR)
Past Revisions:	27/03/95, 09/03/01, 20/12/05, 25/01/07, 18/10/12, 26/2/15,		
Review Cycle:	5 years		
Applies From:	Immediately		

Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin.

## 1 Introduction

### 1.1 Purpose

Ara Institute of Canterbury Ltd<sup>1</sup> promotes academic honesty and integrity among the student body and other members of the Institute. Academic misconduct, including plagiarism in any form, cheating and other dishonest academic practices are unacceptable. Staff are expected to demonstrate integrity themselves and to take appropriate steps to ensure learners understand what constitutes ‘academic misconduct’. Prevention is the overall goal, rather than punishment; however, any form of plagiarism, cheating or other dishonest academic practice, once admitted or established, will be handled quickly. It can result in an educative process and/or a penalty or penalties, depending on the particular circumstances. Dishonest academic practices may constitute ‘unacceptable behaviour’, as set out in the *APP301a Learner Responsibilities and Rights*.

### 1.2 Scope and Application

- a This policy applies to all instances of academic misconduct involving learners (including plagiarism, cheating, and misrepresenting identity for purposes of assessment), whether intentional or unintentional.
- b For the purpose of this policy the terms intentionally/unintentionally apply to all instances of academic misconduct involving learners (including plagiarism, cheating and misrepresenting identity for purposes of assessment).
  - i Intentional plagiarism: Plagiarism with the intention to deceive or in circumstances where academic conventions (e.g. referencing) should have been understood and used.
  - ii Unintentional plagiarism: Plagiarism arising from genuine ignorance or misunderstanding of the use of appropriate academic conventions.
- c It does not apply to misconduct involving research, as this is covered by a separate policy (*APP804 Research Ethics*). Academic misconduct involving staff is handled according to the policy (*CPP208 Resolving Staff Performance or Conduct Issues*).
- d This policy needs to be read in conjunction with *APP301 Learner Responsibilities and Rights*, *APP506 Probation* and *APP512 Suspension and Refusal of Enrolment*.

<sup>1</sup> From herein referred to as Ara

**All policies on Waituhi are the current version. Please check date of this hard copy before proceeding.**

## 1.3 Formal Delegations

- a The Head of Department or delegate to decide and implement appropriate penalties. Where the Head of Department has been the initial investigator, the elevation to DCE – AIR is required.

<p><b>Related Ara Procedures and Forms</b></p> <ul style="list-style-type: none"> <li>• <a href="#">APP302b Flowchart for Learner Responsibilities and Associated Policies</a></li> <li>• <a href="#">APP517b Application for Academic Appeal form</a></li> <li>• <a href="#">CPP120d Academic Delegations Register</a></li> </ul>	<p><b>Related Ara Policies</b></p> <ul style="list-style-type: none"> <li>• <a href="#">APP301 Learner Responsibilities and Rights</a></li> <li>• <a href="#">APP505 Assessment</a></li> <li>• <a href="#">APP506 Probation</a></li> <li>• APP804 Research Ethics</li> <li>• <a href="#">APP511 Academic Support and Progression</a></li> <li>• <a href="#">APP512 Suspension and Refusal/Cancellation of Enrolment</a></li> <li>• <a href="#">APP517 Academic Appeals Committee Terms of Reference</a></li> <li>• CPP208 Resolving Staff Performance or Conduct Issues</li> </ul>
<p><b>Related Legislation or Other Documentation</b></p> <ul style="list-style-type: none"> <li>• Privacy Act 2020</li> </ul>	<p><b>Good Practice Guidelines</b></p>
<p><b>References</b></p>	
<p><b>Notes</b></p> <p>The title of the first version of this policy was ‘Plagiarism, Cheating or Other Dishonest Practice’. The 2006 version was produced by staff appointed to a working party, with ongoing consultation carried out over many months. This included comparison with policies from our TANZ partners.</p> <p>2012 – Ara Policy and Procedures have been updated to reflect the changes in structure, committees, roles and delegations as a result of the (then) CPIT management restructure currently being implemented.</p> <p>2014 – Policy reviewed in conjunction with APP301 Students Rights and Responsibilities and APP506. Regulations Governing Probation etc.</p> <p>2016 – new branding</p> <p>2017 – Addition of statement that Formal Appeals are reported publicly every six months</p> <p>2018 – Restructure of Te Kāhui Manukura</p> <p>2020 – minor edits include adding 3.5c: If registration is to be impacted at the end of the programme, the penalty should reflect that at the point in time, not at the end of the programme.</p> <p>2020 – (July) NZIST changes – Academic Board becomes Ara Academic Committee; Ara Council becomes Ara Board; Creation of Academic Appeals Application forms and standardised text relating to appeals; APP301 – Rights and Responsibilities changed to Responsibilities and Rights; Changing ‘student’ to ‘learner’.</p> <p>3/2/21: Changed Infoweb to Waituhi in footer</p> <p>28/9/21: Privacy Act date updated</p>	

## 2 Principles

- 2.1 Staff will ensure learners are fully informed regarding appropriate assessment practices.
- 2.2 Every person has the right to representation, advice, advocacy, and support at all stages of any of the processes under this policy. This includes information on the availability of the services of the Student Advocate. It also includes the right to be accompanied by one or more appropriate people of her/his choice at any meetings. If more than three people are to accompany the learner, prior notice must be given to the convenor of the meeting and their attendance is subject to the agreement of Ara.

**All policies on Waituhi are the current version. Please check date of this hard copy before proceeding.**

- 2.3 The course of Natural Justice and Procedural Fairness will be followed.
- 2.4 Every person has the right to access personal information as per the Privacy Act 2020.

### **3 Associated Procedures for Ara Academic Policy on: Academic Misconduct**

<b>Contents:</b>	3.1	Preventative Steps
	3.2	Natural Justice/Procedural Fairness
	3.3	Dealing with Allegations of Academic Misconduct
	3.4	Educative Process
	3.5	Penalties
	3.6	Appeal Rights

#### **3.1 Preventative Steps**

- a Ara is responsible for fully informing learners and staff about the standards, expectations and timelines required for assessed work including referencing, use of electronic tools, providing clear guidelines regarding group work/jointly prepared assignments and for explaining what constitutes academic misconduct. This is particularly important for international learners who may have a different understanding of what is acceptable.
- b Ara is responsible for providing adequate educational support so that learners develop the appropriate skills for meeting the Ara academic standards.

#### **3.2 Natural Justice/Procedural Fairness**

- a Every person affected by this policy has the right to a copy of the policy and any other information as needed to clarify any point or process. This includes clear information on what constitutes academic misconduct, plagiarism, and other forms of cheating. Included will be information related to:
- i Representation, advice, advocacy, and support at all stages of any of the processes covered by this policy, including information about the Student Advocate service and the right for a support person/s at any meeting. All parties will be informed of invited attendees prior to any meeting.
  - ii The consequences of any form of academic misconduct, plagiarism or cheating being admitted or established.
  - iii The learner's right to respond to any allegation or suggested outcome prior to the final decision being made.
  - iv Access all personal information held about him/her, unless good reason exists under the Privacy Act 2020 for not disclosing such information.
- b Ara Board and Management encourage learners to consult with the Student Advocate about any matter covered by this policy.
- c Each step covered by this policy is documented, including dates, who was present, what was discussed and what decisions, if any, were reached.
- d Every outcome/decision taken is notified in writing to the person/s concerned. This includes notification about any appeal or other rights.

#### **3.3 Dealing with Allegations of Academic Misconduct**

**All policies on Waituhi are the current version. Please check date of this hard copy before proceeding.**

- a Any learner, staff member or assessor/examiner who suspects that all or part of a learner's work (essay, assignment, presentation, test/examination or project) is the result of plagiarism, cheating or other academic misconduct is expected to report this to the Head of Department.
- b The Head of Department or delegate will carry out a preliminary investigation to determine whether academic misconduct is likely to have occurred and if so, whether it was intentional or unintentional. This may include the use of detection tools such as Turnitin.com, as well as interviews with relevant staff and all learners who may have been involved. Others may be asked to assist with the investigation as needed.
  - i A request to interview a learner or learners must describe the allegation in writing and include a copy of this policy. Learners are to be given sufficient time to seek advice, advocacy, and support if they wish.
  - ii If more than one learner is implicated or involved, each learner should be interviewed separately. They are entitled to support, but the support person must not be someone who is also implicated or involved in the allegation being investigated.
  - iii If misconduct is admitted or established, the next step is to determine whether it was intentional or unintentional, based on information such as the frequency of the misconduct, its seriousness, the academic level of the course, the learner/s involved and the amount of information/assistance given to learners to decrease the likelihood of misconduct occurring in the first place.
- c The Head of Department or delegate prepares a brief written report with recommendations.
- d If the Head of Department or delegate accept that the misconduct was unintentional, an educative process (described in Section 3.4, below) is set up. If it is decided the misconduct was intentional, the appropriate penalty/penalties (as set out in Section 3.5) is implemented.

### **3.4 Educative Process**

- a Actions under this category may include any or all of the following:
  - i Facilitated discussion with appropriate academic staff member.
  - ii A referral to Learning Services or other appropriate staff member for skills development, including specific learning outcomes and timeframes.
  - iii Additional work (e.g. an assignment designed to assess whether the learner has learned the appropriate skills) may be required.
  - iv Academic Support and Monitoring plan.
  - v Other actions, as determined for the particular case.
- b A formal written warning and/or deduction of marks from the original assessment may also occur, depending on the specific circumstances.

### **3.5 Penalties**

- a Regulations set by any relevant external body (e.g. NZQA for some national qualifications) are checked to identify whether there are any specified external standards or procedures related to plagiarism or other forms of misconduct that need to be considered.
- b The Head of Department will usually make the final decision regarding any penalty. However, where appropriate the Head of Department will consult with the DCE - AIR. Where the Head of Department has been the initial investigator, the elevation is

**All policies on Waituhi are the current version. Please check date of this hard copy before proceeding.**

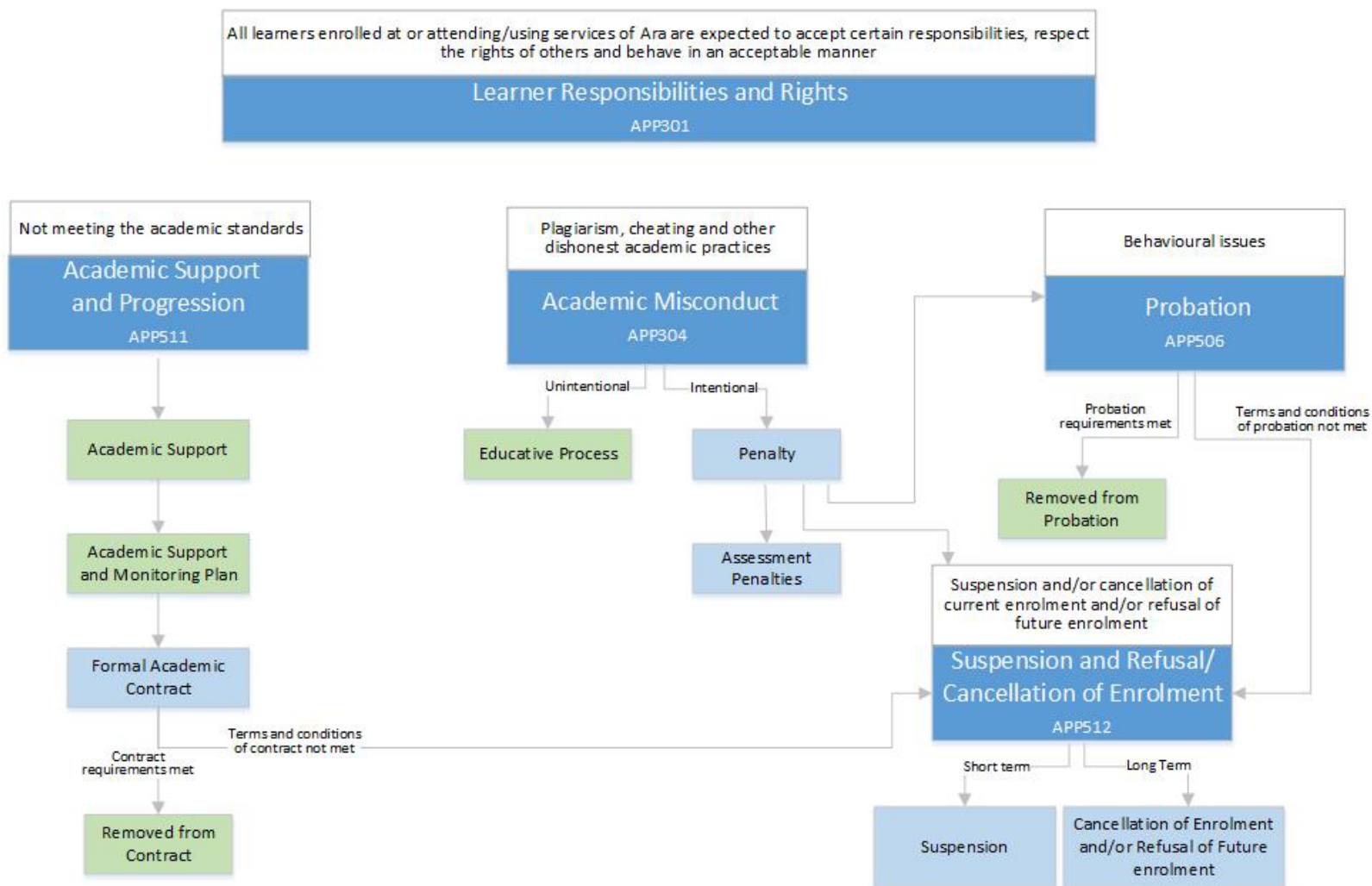
required to the DCE - AIR. Provisions set out in related policies (e.g. *APP506 Probation* and *APP512 Suspension and Refusal of Enrolment*) are followed if relevant to the particular case. Penalties can include any or all of the following:

- i Decision not to mark or assess the work or record a mark/grade.
  - ii Formally recorded fail/zero grade for the work concerned, which remains on the learner's academic record.
  - iii Cancellation of credit already awarded if academic misconduct is admitted/established after assessments have been completed and recorded.
  - iv Formal note indicating 'Intentional Plagiarism' (or other misconduct) placed on academic record for a specified period of time.
  - v Formal written warning.
  - vi Probation, suspension, or cancellation/refusal of enrolment as defined in *APP506 Probation and APP512 Suspension and Refusal of Enrolment*.
  - vii Other penalty, as determined for the particular case.
- c If registration is to be impacted at the end of the programme, the penalty should be applied at that point in time, not at the end of the programme.

### **3.6 Appeal Rights**

- a Any learner affected by a decision made under this policy may appeal that decision in writing to the Chief Executive within ten working days from the date on the advice of the decision (refer *APP517b Application for Academic Appeal Form*).
- b The Chief Executive may choose to respond to the appeal directly or authorise the convening of an Academic Appeals Committee (refer *APP517 Academic Appeals Committee Terms of Reference*) which must be done within ten working days of receiving the appeal. The next steps must be communicated to the student within 15 working days.
- c If an Academic Appeals Committee is convened, they will determine the matter and communicate its decision to all the parties.
- d Appeal decisions are reported publicly every six months. Please note no identifying information is published.

## Flowchart for Learner Responsibilities and Rights and Associated Policies



All policies on Waituhi are the current version. Please check date of this hard copy before proceeding.