

ACADEMIC MISCONDUCT AND PLAGIARISM POLICY

PURPOSE

The aim of this policy is to iterate the guidelines which foster academic integrity culture and practices that enable students and academic staff of Mint International College (MIC) to conduct themselves professionally and ethically during their studies (for students) and during their teaching (for academic staff) at MIC.

POLICY STATEMENT

MIC upholds the principles of academic integrity and honesty in all academic endeavours. As an accredited education provider, MIC has systems in place that promote academic integrity and severe penalties for academic misconduct.

SCOPE

This policy applies to all students enrolled in accredited training education courses and teaching staff members of MIC.

DEFINITIONS

Academic misconducts include but are not restricted to: cheating, contract cheating (ghost writing or academic work outsourcing), plagiarism, collusion and other forms of improper collaboration during the preparation of any prescribed assessment tasks.

1. Cheating

Detecting exam cheating in an exam by invigilators, an exam supervisor or a lecturer may be as simple as witnessing the act. Typical indicators are:

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating with others in an examination
- Having precise answers to long answer questions or long strings of identical choices in multiple choice exams.
- Detecting the same wrong answer(s) or unusual mistakes by some students.
- Using unauthorized materials such as cheat sheets, electronic devices (programmable calculator, mobile phone, electronic watch etc).
- Allowing others to do an assignment or portion of an assignment for someone else, including the use of a commercial term-paper service.
- Submission of the same assignment for more than one subject without prior approval of all the lecturers involved.
- Collaborating on an exam or assignment with any other person without prior approval from the lecturer.
- Taking an exam for another person or having someone take an exam for the actual student.

2. Contract Cheating

ASQA defined contract cheating as the case when students employ or use a third party to undertake their assessed work for them, and these third parties include but are not limited to:

- essay writing services
- friends, family or other students
- private tutors
- copyediting services
- agency websites

To control contract cheating, lecturers are encouraged to be vigilant of any high standard quality works submitted by a student especially when it is above the student's normal standard or calibrated against another piece of work submitted earlier by the student. If a lecturer is suspicious about the quality of a student's report or essay, it is recommended to interview the student and ask him/her about how he/she answered the questions and compared the student's responses to the content in the report. Calibration of student's work can be achieved through verifiable work done during tutorials or formative assessments completed early in the semester.

3. Plagiarism and Collusion

The most common type of academic misconduct is plagiarism and collusion on assignments and team projects.

Plagiarism is defined as presenting someone else's works which include ideas, words, image, or opinions without proper acknowledgement. Plagiarism can be divided into unintentional plagiarism and intentional plagiarism.

- **Unintentional plagiarism** occurs as a result of improper or inadequate referencing, or failure to reference some materials. Unintentional plagiarism could result from:
 - Unaware or in inadequate information of what constitutes plagiarism;
 - Unaware of citation and referencing conventions of the institution;
 - Carelessness and haste; and
 - Inadequate English language skills and understanding.
- **Intentional plagiarism** may include:
 - Copying of passages, paraphrases, summaries, audios, videos, computer-based material, programming data or code from works of others into the student's homework, essay, or report without proper acknowledgment. o Downloading or buying research papers;
 - Use of the views, opinions, or insights of another without proper acknowledgment.
- **Collusion** is the unauthorised collaboration between a group of students in the preparation and production of work, which is ultimately submitted by each in an identical or similar form as to be the product of his/her own efforts.

POLICY

1. MIC requires academic work to be performed honestly by individuals or groups of individuals. Sharing ideas and submitting one report in group projects are legitimate only when the assistance of others is permitted and explicitly acknowledged.
2. Breaches of academic integrity constitute serious offences subject to disciplinary actions by MIC. Academic misconducts by students and staff members are violations of this policy and may result in academic penalties which include expulsion from MIC if the misconduct is considered severe and the offence repeated.
3. Preservation of academic honesty standards depends on the mutual cooperation of staff and students. This Academic Misconduct and Plagiarism Policy and associated procedures should be made known to all academics, administrative staff and students to ensure that academic integrity becomes an adopted culture within MIC.

RESPONSIBILITIES

1. Academic Staff and Management's Responsibilities

- a) Ensure staff awareness of MIC's Academic Misconduct and Plagiarism policy and procedure;
- b) Academic staff to set examples of good practice by adhering to the guidelines of citation in their own work and in assessments.

2. Students' Responsibilities

- a) Read, comprehend, respect and comply with MIC's policy and procedures prohibiting plagiarism, collusion and contract cheating.
- b) Participate in training to obtain the required knowledge and skills and make sure that the appropriate academic referencing technique is used in all assessment tasks.

FEEDBACK

Queries or feedback about this policy should be directed to the CEO/Academic Coordinator through contact@minttraining.edu.au. The Academic coordinator/Trainer will respond to the written question or feedback within two (2) weeks from the receipt, unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the version register which will form a part of quality assurance and continuous improvement of MIC.