

1. Purpose

The purpose of this Policy is to foster and support academic integrity and independently achieved intellectual enquiry at Australian School of Accounting (ASA) by providing consistent, equitable and transparent guidelines as to the academic conduct expected of students and the penalties that apply to breaches of these guidelines.

This Policy has been developed to safeguard the academic rigour and integrity of ASA, the standard of its courses and the quality of its graduates.

2. Principles

This Policy is informed by the principle that students of ASA have an obligation to work towards ensuring honesty and integrity in all academic endeavours.

3. Scope

This Policy applies to all students of ASA.

4. Definitions

| Term | Definition |
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| Academic Misconduct | Involvement in cheating, plagiarism or any other conduct that claims ownership of an idea or concept without acknowledging the source. Providing another student access to work would be considered academic misconduct under this policy. |
| Breach | Where a student has failed to abide by the guidelines set down by ASA. |
| Cheating | Includes, <i>but is not limited to</i> : copying the work of another under any assessment condition with or without the other person's knowledge; unauthorised collaboration on assessment tasks; communicating with someone else under exam conditions in order to extract information; leaving exam papers exposed under exam conditions that enable others to view the contents; bringing in concealed information or prohibited aids under exam conditions; or receiving answers from another person under exam conditions. |

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| Collusion | Where two or more students incite, facilitate and/or conceal involvement in academic misconduct, cheating and/or plagiarism. |
| Contract Cheating | Is a form of academic misconduct which involves students getting others to complete their assessments by putting it out to tender. That is, using a commercial assessment writing service. |
| Expulsion | Where a student has been found guilty of a serious breach and has had their studies (courses or units) cancelled. |
| Major Breach of Academic Conduct | Any significant, verifiable and/or repeated breach of scholarly integrity and ethical academic practice. Includes, but is not limited to: acts of academic deception such as plagiarism, collusion, cheating (e.g., under examination conditions) and tampering with/falsifying examination scripts, assessment items, grades and records. This type of breach has serious consequences. |
| Minor Breach of Academic Conduct | An isolated breach of scholarly integrity and ethical academic practice which is of relatively minor consequence and which investigation suggests was the result of genuine misunderstanding /ignorance or largely due to verifiable mitigating circumstances. Includes, but is not limited to: inadvertent plagiarism/collusion. This has minor impact and can be rectified with appropriate consequences. |
| Plagiarism | Submitting/presenting any part of the work of another person/source without appropriate acknowledgement. |
| Suspension | Where a student has been found guilty of a breach and has been denied access to classes and facilities for a specified period. |
| Tampering | Involves attempts to alter examination scripts, class work, grades or any other academic or administrative records. |

5. Policy

ASA requires uncompromising academic integrity from students and breaches will be investigated and sanctioned as appropriate.

This Policy provides guidelines for ASA's staff and students on handling allegations of academic misconduct. It ensures that:

1. students who fail to maintain academic integrity and acknowledge sources appropriately will incur consequences;
2. all reported claims of academic misconduct will be subject to an investigation process to ascertain their validity and determine appropriate consequences;
3. students will be entitled to representation (other than legal) at all stages of the process;
4. all allegations of academic misconduct will be assessed under impartial conditions to ensure fair and equitable outcomes;
5. all allegations of academic misconduct will be recorded on student files where appropriate and recorded in a register;
6. staff and students will be made aware of this Policy through induction, orientation and/or handbook entries;
7. prevention strategies, including workshops and information sessions, will be available to help clarify what constitutes academic misconduct, including contract cheating; and
8. plagiarism detection software will be utilised to detect instances of plagiarism.

6. Specific Related Document

Student Academic Misconduct Procedure Flowchart
Student Academic Misconduct Procedure
Student Assessment Procedure
Student Grievance Handling and Resolution Procedure
Academic Integrity Policy and Procedure

7. Specific Related Document

Student Assessment Policy
Student Grievance Handling and Resolution Policy
Student Code of Conduct

8. Relevant Legislation

Higher Education Standards Framework (Threshold Standards) 2021

9. Version control

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|-------------|-----|---------------------------------|-----|--------------------------------|------|
| Document | | Student Academic Conduct Policy | | | |
| Approved by | | Academic Board | | Date: 04 November 2020 | |
| | | | | Next review | 2023 |
| Version # | 2.1 | Replaces Version # | 2.0 | Update to TEQSA standards | |
| | 2.0 | | 1.6 | Academic Board approval | |
| | 1.6 | | 1.5 | Governance restructure | |
| | 1.5 | | 1.4 | Review by Academic Board | |
| | 1.4 | | 1.3 | Council review | |
| | 1.3 | | 1.2 | Style review | |
| | 1.2 | | 1.1 | Project Manager review | 2020 |
| | | | | Next review | |
| | 1.1 | | 1.0 | Academic Board review | |
| | 1.0 | | 0.3 | Academic Board review | |
| | 0.3 | | 0.2 | Academic Board review | |
| | 0.2 | | 0.1 | Policy and procedure separated | |
| | 0.1 | | 00 | Generic | |