

RTO

RTO Policy 10: Plagiarism and Academic Misconduct

BE HEARD.
BE RECOGNISED.



OWNERSHIP

This policy is the responsibility of CPA Australia’s Registered Training Organisation (**CPA Australia RTO**) working group (**CPA Australia RTO Working Group**).

Scope

CPA Australia Ltd (**CPA Australia**) has established this policy to support the Australian Skills Quality Authority (**ASQA**) *Standards for Registered Training Organisations (RTO) 2015*. The policy has been developed and implemented by the CPA Australia RTO Working Group to support and provide clear instruction and guidance to program Candidates and CPA Australia RTO Personnel with regards to incidents of academic misconduct by any Candidate enrolled in a program offered by CPA Australia RTO but also includes reference to non-academic misconduct.

CPA Australia has established this policy to support Australian Skills Quality Authority (**ASQA**) requirements for Registered Training Organisation (**RTO**) registration requirements. The policy has been developed by the CPA Australia RTO Working Group and implemented to support and provide clear instruction and guidance to program participants and CPA Australia RTO personnel.

Review and Maintenance

Maintenance and review of the CPA Australia RTO Plagiarism and Academic Misconduct Policy is the responsibility of the CPA Australia RTO Working Group. The CPA Australia RTO Working Group will maintain ongoing records of the elements and application of this policy. The CPA Australia RTO Working Group will provide ongoing reports to all relevant stakeholders.

Change Record

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CONTENTS

OWNERSHIP	3
Scope	3
Review and Maintenance	3
Change Record	3
CONTENTS	4
POLICY	5
Our commitment	5
Academic Misconduct	5
Plagiarism	6
Collusion	6
Non-academic Misconduct	6
Penalties	6
Academic Misconduct	7
Non-academic Misconduct	7
Notification	7
Appeals Process	7
Procedure: Actions and Responsibility	9
Associated Documentation	10

POLICY

This policy applies to incidents of academic misconduct by any Candidate enrolled in a program offered by CPA Australia RTO but includes reference to non-academic misconduct. CPA Australia RTO will implement this policy in accordance with the following principles:

- Each case of alleged misconduct will be dealt with on its merits, in consideration of all circumstances surrounding the case, and in accordance with this policy. The outcomes of the Candidates work will not be finalised until after the case of alleged academic misconduct has been properly investigated and any appeal process has concluded; and

The initial investigation of misconduct will be undertaken by the CPA Australia RTO Manager and may be referred to the CPA Australia RTO Working Group. If the matter is considered serious, the CPA Australia RTO Working Group may refer a Candidate/CPA Australia member to CPA Australia's Professional Conduct Unit for investigation. Non-members may be withdrawn from the program.

Our commitment

CPA Australia RTO is committed to operating within the following principles:

- CPA Australia RTO will treat all Candidates facing allegations of misconduct fairly and equitably and with due consideration of their privacy regardless of gender, race, ethnicity, age, disability or background consistent with equal opportunity and the principles of natural justice and procedural fairness;
- Any Candidate who is the subject of an allegation of misconduct is entitled to be regarded as not having committed the act of alleged misconduct until they admit to the misconduct; or a fair and proper investigation leads to the determination that they committed the act of misconduct;
- Knowledge that a Candidate has acted in a particular way in the past will not be assumed to be evidence that they have acted in the same manner again. Such knowledge may be evidence that a Candidate is aware that such action constitutes misconduct, and may be relevant to any penalty imposed; and
- Where any work (or part of work) submitted for assessment by two or more Candidates is deemed by a CPA Australia RTO assessor to be the same or substantially the same, CPA Australia RTO will consider this to be evidence of academic misconduct by those Candidates.

Academic Misconduct

Academic misconduct is defined as any action(s) or behaviour likely to result in an unfair academic advantage, whether by unfairly advantaging a Candidate or disadvantaging another.

Acts of academic misconduct include, but are not limited to:

- possession of unauthorised material before, during or after an assessment or exam
- refusing to observe the instructions of an assessor during the assessment process
- sharing or publishing assignment materials
- collusion with another Candidate
- Candidate substitution
- plagiarism
- cheating
- use of electronic devices during exams (except calculators)

Plagiarism

Plagiarism refers to attempts by Candidates to use the work, words or ideas of others without proper acknowledgement. In the context of assessment, plagiarism occurs if a Candidate;

- presents any phrase or extracts, word for word without using quotation marks or referencing the author
- paraphrases all or part of an author's work and presents it without referencing the author, or providing inadequate reference to the author
- copies or paraphrases all or part of another Candidate's work and presents it as their own
- presents all or part of an assessment item previously submitted for assessment in another course or unit of work.

Collusion

Collusion is an agreement or cooperation in order to cheat or deceive for a fraudulent purpose. Collusion can apply to Candidates (past or present) who intentionally cooperate to gain an unfair advantage towards the achievement of a qualification, statement of attainment or credit towards these. Collusion also refers to the following practices which are not considered allowable;

- unauthorised and unacknowledged joint effort in an assessment
- unauthorised and unacknowledged copying of material prepared by another person for use in an assessment
- unauthorised and unacknowledged assistance from another person.

Non-academic Misconduct

Non-academic misconduct is any action or conduct by Candidates relating to people or property which does not meet CPA Australia RTO standards. Non-academic misconduct includes but is not limited to:

- a Candidate behaving inappropriately in an activity under the administration or supervision of CPA Australia RTO;
- obstructing any CPA Australia RTO Personnel or representative in the performance of their duties;
- Acting dishonestly or knowingly making false or misleading representations in relation to enrolment in a CPA Australia RTO activity;
- misusing, stealing, damaging or destroying any property of CPA Australia, a staff member or representative, or another Candidate;
- wilfully disobeying or disregarding any order, direction or condition made by CPA Australia RTO Personnel or representative;
- harassing or intimidating another Candidate or staff member based on race, ethnicity, sex, marital status, sexual preference, disability, age, religious or political convictions or for any other reason;
- prejudicing the good name, academic standing or good order and government of CPA Australia and CPA Australia RTO; and
- failing to comply with an outcome resulting from this policy.

Penalties

It is CPA Australia RTO policy that the penalty or disciplinary action imposed should be appropriate to the type and severity of the misconduct. A decision of the appropriate penalty for any act of misconduct will be made by the CPA Australia RTO Working Group and CPA Australia Professional Conduct (members) with the final decision resting with CPA Australia RTO Chief Executive Officer (**CEO**), and will consider, but not be limited to review of:

- the previous record of the Candidate;
- whether the Candidate admitted the misconduct and whether, in so doing, they came forward of their initiative;

- whether the Candidate assisted or hindered the investigation process;
- whether there was significant extenuating or mitigating factors;
- the type of misconduct;
- the number of Candidates affected or involved and the impact of the misconduct on the operations of CPA Australia RTO and other Candidates; and
- any benefit derived from the misconduct by the Candidate.

Academic Misconduct

Where academic misconduct is proven, the following penalties may apply:

- a formal caution or reprimand to be recorded on the Candidates' record with CPA Australia RTO;
- the annulment or disallowance of results in a particular assessment;
- a requirement to undertake further or supplementary assessments with the associated costs borne by the Candidate;
- the exclusion of the Candidate from CPA Australia RTO programs either permanently or for a period of time;
- results withheld from the Candidate;
- suspension of membership (CPA Australia members); and/or
- any other penalty as determined by a CPA Australia Professional Conduct Disciplinary Tribunal.

Non-academic Misconduct

Where non-academic misconduct is proven penalties including, but not limited to the following may apply:

- the Candidate is required to apologise formally to any aggrieved party where appropriate;
- the Candidate undertakes some form of remediation, such as counselling;
- the Candidate provides full reimbursement of the cost of any damage caused to CPA Australia property;
- the Candidate is expelled (permanent exclusion) from CPA Australia RTO programs;
- the Candidate may have their membership suspended (CPA Australia members); and
- any such other penalty or action considered appropriate including referral to law enforcement agencies.

Notification

Candidates who are subject to disciplinary decisions will be notified in writing of their misconduct (where appropriate) and the actions that will be taken by CPA Australia RTO. CPA Australia RTO will notify Candidates of the disciplinary outcome within a reasonable time of the incident being raised.

Appeals Process

Candidates may appeal against the any disciplinary decision. This appeal must be submitted in writing to;

Confidential
Disciplinary Appeals Review
RTO Manager
CPA Australia
GPO Box 2820
Melbourne VIC 3001
AUSTRALIA

Appeals against the disciplinary decision must be made within 10 working days of receiving the disciplinary decision notification. Disciplinary appeals that are submitted outside of this time will not be considered.

The written appeal must state the grounds on which the appeal is to be made, and must contain an explanation of why the Candidate believes the original disciplinary recommendation/decision is inappropriate.

The CPA Australia RTO CEO, CPA Australia RTO Manager and the CPA Australia RTO Working Group members will consider the appeal by reviewing the initial disciplinary decision and the Candidate's written submission and may discuss the matter directly with the Candidate and/or his/her representative. Individuals involved may also be contacted, for further information as required.

The Candidate will be informed of the outcome of the disciplinary appeal within 10 working days of its lodgement as identified by the date of receipt by CPA Australia RTO.

The decision of the appeal to the CPA Australia RTO, the CPA Australia RTO CEO, CPA Australia RTO Working Group members and CPA Australia Professional Conduct (members) shall be final and no appeals of this decision will be made.

Procedure: Actions and Responsibility

Action	Responsibility
<p>Where an allegation of academic, or non-academic misconduct as outlined in this policy is made, the CPA Australia RTO Manager will review the allegation and initiate contact with the Candidate(s) to advise that they are under review.</p> <p>The RTO Manager will commence an investigation into the allegation of academic misconduct and may engage the services of an independent third party reviewer. An investigation will take ten (10) working days or otherwise as specified by the RTO Manager.</p> <p>The CPA Australia RTO Manager will contact the Candidate(s) in writing to advise them of the outcome of the investigation and invite them to respond within ten (10) working days of the date of the letter.</p> <p>Upon receipt of a response, the CPA Australia RTO Manager may make further investigations (if required) and/or refer the matter to the CPA Australia RTO Working Group and if appropriate CPA Australia Professional Conduct (members) along with a recommendation for an appropriate course of action in relation to the allegation.</p> <p>If no response is received from the Candidate(s) by this date, the Candidate(s) will be removed from the program.</p> <p>All outcomes of the Candidates work will not be finalised until after a case of alleged academic or non-academic misconduct has been properly investigated and resolved.</p>	<p>CPA Australia RTO Manager</p> <p>CPA Australia RTO Working Group</p> <p>CPA Australia Professional Conduct</p>
<p>The CPA Australia RTO Manager and/or CPA Australia RTO Working Group will consider all cases of alleged academic or non-academic misconduct, and Candidate response to these allegations on a case by case basis.</p> <p>A decision on the outcome and to be communicated to a Candidate will be decided based on the outcome of any investigation and/or Candidate appeal of a decision (if applicable).</p>	<p>CPA Australia RTO Manager</p> <p>CPA Australia RTO Working Group</p>
<p>A decision of the appropriate penalty for any act of misconduct will be made by the CPA Australia RTO Manager, CPA Australia RTO Working Group and CPA Australia Professional Conduct (members) with the final decision resting with CPA Australia RTO CEO, and will consider, but not be limited to review of:</p> <ul style="list-style-type: none"> • the previous record of the Candidate; • whether the Candidate admitted the misconduct and whether, in so doing, they came forward of their initiative; • whether the Candidate assisted or hindered the investigation process; • whether there was significant extenuating or mitigating factors; • the type of misconduct; • the number of Candidates affected or involved and the impact of the misconduct on the operations of CPA Australia RTO and other Candidates; and • any benefit derived from the misconduct by the Candidate. 	<p>CPA Australia RTO Manager</p> <p>CPA Australia RTO Working Group</p> <p>CPA Australia Professional Conduct</p>

The Candidate(s) will be notified in writing by the CPA Australia RTO Manager of the outcome of this decision.

Any costs associated with the outcome of this decision are to be borne by the Candidate(s).

If the decision is taken to remove a Candidate(s) from the program, no refund will be granted and no statement of attainment, academic transcript, record of results or relevant testamur will be given by CPA Australia RTO to the Candidate.

A Candidate may appeal against a decision made in relation to an allegation of academic or non-academic misconduct by completing the Complaints and Appeals form and submitting this to the CPA Australia RTO Manager within ten (10) working days of receipt of the decision.

Candidates should refer to the CPA Australia RTO Complaints and Appeals policy for further information on the appeals process.

Candidate

Associated Documentation

- Candidate Handbook
- CPA Australia RTO Policies and Procedures
- CPA Australia Privacy Policy
- CPA Australia RTO Complaints and Appeals Policy
- CPA Australia Complaints and Appeals form