



Student Misconduct Policy & Procedure

This policy applies to incidents of academic and non-academic misconduct by students enrolled in Unique International College courses. UIC will implement this policy in accordance with the following principles:

- Each case of alleged misconduct will be dealt with on its merits, considering the circumstances surrounding the case, and in accordance with this policy
- Any student who is the subject of an allegation of misconduct will be treated fairly, with dignity and with regard for their privacy
- UIC will treat all students facing allegations of misconduct fairly and equitably regardless of gender, race, ethnicity, age, disability or background consistent with equal opportunity policy and the principles of natural justice and procedural fairness.
- Any student 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 student 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 student is aware that such action constitutes misconduct, and may be relevant to any penalty imposed.
- Where any work (or part of work) submitted for assessment by two or more students is deemed by a UIC assessor or staff member to be the same or substantially the same, UIC will consider this to be evidence of copying by those students

Academic Misconduct

Plagiarism

Plagiarism refers to attempts by students to use the work, words or ideas of others without proper acknowledgement. In the context of assessment, plagiarism occurs if a student:-

- 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 student'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 students (past or present) who intentionally cooperate to gain an unfair advantage towards the achievement of an award, 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 students relating to people or property which does not meet UIC standards. Non-academic misconduct includes:

- A student behaving inappropriately in an activity under the administration or supervision of UIC.
- Obstructing any UIC staff member in the performance of their duties.
- Acting dishonestly or knowingly making false or misleading representations in relation to enrolment in an UIC activity.
- Altering or defacing any UIC document or record.
- Misusing, stealing, damaging or destroying any property of UIC, a staff member or another student.
- Wilfully disobeying or disregarding any order, direction or condition made by a UIC staff member.
- Interfering with the freedom of others to pursue UIC activities.
- Harassing or intimidating another student 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 UIC.
- Failing to comply with an outcome resulting from this Policy.

Student Misconduct Procedure

STEP 1

All incidences of Non-Academic Misconduct should be reported on the *Non-Academic Misconduct Report Form*. Where a UIC staff member or assessor suspects an act of Academic Misconduct has occurred, they must report the matter to the CEO. The Staff member is responsible for completing a Student Communication Form and recommending appropriate action taking into consideration:

- The type of misconduct alleged
- The seriousness of the allegation(s)
- The available evidence
- Time constraints.

STEP 2

The CEO will schedule a meeting within 5 working days of the allegation. The meeting must be attended by the Student, Trainer and at least one of the following staff members:

- The CEO
- The Head Teacher
- The Training Supervisor
- Compliance Officer

The purpose of the meeting will be to:

- Present all available evidence.
- Seek the views and perspective of the student.
- Find an appropriate solution or penalty for the misconduct.

The person who is the subject of the allegations may:

- Present written or oral submissions, give evidence, correct information, explain their conduct and any mitigating or extenuating circumstances.
- Hear all the evidence presented, examine all written submissions and question any person giving evidence.



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All communications and evidence will be recorded and/or attached to a *Student Communication Form*.

The student's results will be deferred until all proceedings have been finalised. As soon as possible after the hearing, the student will be sent a letter outlining:

- The decision of the committee.
- The reasons for the decision.
- The penalty to be imposed (if applicable).
- The procedure for lodging an appeal (if applicable).

If the committee finds misconduct did not occur, the decision will be final and all records destroyed. The CEO will arrange for assessment and/or the release of the student's results if applicable. If an academic penalty is imposed, the CEO will record this in the relevant course file.

STEP 3 Appeals Process

If the student does not accept the outcome of the meeting they will be able to access the *Complaints and Appeals Process*.

STEP4 Documentation

Details of both academic and non academic misconduct must be recorded in the Student File:-

- Records should include:
- Initial report of alleged misconduct
- Notification to the student(s) if the investigation does not proceed
- Notice of allegation of misconduct and misconduct committee hearing
- Notification of outcome and right to appeal
- Notice of appeal
- Appeal Committee decision
- Documentation tabled at Appeals Committee hearing
- Other documentation relevant to the investigation of the incident.

Where it is determined that no misconduct occurred, all records of the alleged misconduct, apart from Appeals Committee proceedings, will be destroyed.

Penalties

It is UIC policy that the penalty imposed should be appropriate to the type and severity of the misconduct. A decision of the CEO, Misconduct or Appeals Committee will consider, but not be limited to, the following:-

- The previous record of the student.
- Whether the student admitted the misconduct and whether, in so doing, they came forward on their initiative.
- Whether the student assisted or hindered the investigation process.
- Whether there were significant extenuating or mitigating factors.
- Type of misconduct.
- Number of students affected or involved and the impact of the misconduct.
- Benefit derived from the misconduct by the student.

Academic Misconduct

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

- A formal caution or reprimand to be recorded on the students record with UIC

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- A deduction of a specific amount of marks for the assessment.
- The imposition of a maximum allowable grade for the particular assessment event or subject/module.
- 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 student.
- The exclusion of the student from UIC courses either permanently or for a period of time.

Non-Academic Misconduct

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

- The student be required to apologise formally to any aggrieved party where appropriate.
- The student undertake some form of remediation, such as counselling.
- The student provide full reimbursement of the cost of any damage done to College property.
- The student be expelled (permanent exclusion) from the College.
- Any such other penalty or action considered appropriate.