

ACADEMIC MISCONDUCT POLICY

In line with tertiary institutions throughout Australia, the Australian College of Theology regards academic misconduct as a serious matter. ACT approved colleges are responsible for rigorously pursuing the highest possible standards of academic honesty and integrity.

Academic misconduct may encompass the following actions:

- (i) taking unauthorised materials into an examination;
- (ii) submitting work for an assessment knowing it to be the work of another person;
- (iii) improperly obtaining knowledge of an examination paper and using that knowledge in the examination;
- (iv) arranging for another person to sit an examination in the place of the candidate;
- (v) failing to acknowledge the source of material in an assessment, including project or thesis, in any ACT program;
- (vi) submitting a false medical certificate.

Students are expected to acknowledge the source of their ideas and expressions used in their written work. To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease. Deliberate failure to provide documentation may constitute plagiarism, which is subject to a charge of academic misconduct.

Plagiarism might be defined as the wilful reproduction or paraphrasing of substantial unacknowledged written passages in a student's work, or pretending that a scholar's ideas are the student's own. Students are required to acknowledge by use of footnotes the origin of extracts, quotes and paraphrases contained in their work. Quotation marks are to be inserted around quoted material.

Except in the case of ACT approved study and assessment schemes, students ought not to assist other students in the writing of individual assessments, such as providing written material to be copied. Material for assessment in one subject may not be submitted for assessment in any other subject of the award.

In the case of inadvertent academic dishonesty resulting from misunderstanding of academic conventions rather than deliberate deception, the marker shall deduct marks from the assessment and counsel the student concerning the academic conventions prevailing in the ACT.

Wilful academic misconduct may result in the student's exclusion from the award in which he or she is enrolled for a period of two years, the awarding of a fail grade for the whole subject of which the assessment is a part, the awarding of 0% for the assessment with or without the opportunity to redeem the assignment. The matter may be referred in writing to the Dean and the academic boards for decision.

Students have a subsequent right of appeal by letter and/or in person. An observer, agreeable to both sides, will be permitted (if the student requests) to attend the appeal proceedings, such an observer to be drawn from a list of senior academics devised by the Primate of the Anglican Church of Australia or his representative.

Appeals should be referred to the Board of Delegates. The Board's decision is final.