

ACADEMIC MISCONDUCT



BE WHAT YOU WANT TO BE

cqu.edu.au

WHAT IS ACADEMIC MISCONDUCT?

What is Academic Misconduct? How does the University deal with accusations? What are my rights?
How can I avoid academic misconduct?

*If you receive an “invitation to respond to allegations of academic misconduct”
Don’t ignore it!*

What is Academic Misconduct?

CQUniversity Australia Glossary definition:

Academic Misconduct: An aspect of student misconduct. Examples of academic misconduct include cheating, plagiarism, tampering with examination scripts or class records, impersonating another student in an examination, falsifying clinical or laboratory reports, and unauthorised distribution of examination material.

Types of Academic Misconduct?

Plagiarism – the presentation of work, ideas or data of others as one’s own, without appropriate acknowledgement and referencing including self-plagiarism.

Self-Plagiarism – the presentation of one’s own work for more than one assessment, without acknowledgment and referencing.

Cheating – fraud, dishonesty or deceit of any kind in relation to an academic assessment.

Other academic misconduct – any other act or omission that can be regarded as academically dishonest.

Refer to section 8 of the Academic Misconduct Procedure for full definitions.

What happens if I have been reported as having a possible case of Academic Misconduct?

The Office of Learning and Teaching will send you an “Alleged Academic Misconduct – Invitation to respond” via email. This email will contain information relating to the alleged incident.

If you receive an invitation to respond to an allegation of academic misconduct

You need to read the information contained in the email thoroughly, if you don’t understand what has been written in the email, contact your unit coordinator for clarification. If you still don’t understand what you need to do, contact the Student Advocacy Officer to help you understand the content of the allegation.

You have 5 working days to respond to the email, make sure you respond to the allegations within the specified timeframes.

Your response to the allegations will have an impact on how the outcome of the allegation.

What happens if I don’t respond?

If you don’t respond within the timeframe the outcome of the allegation will be determined on the supporting evidence as presented by the unit coordinator. The Deputy Dean (Learning and Teaching) will allocate a penalty accordingly.

What are the Penalties for Academic Misconduct?

Academic Misconduct can be recorded as any of the following, depending on the severity and penalties imposed can range from receiving a written warning to expulsion from the University:

- Minor Plagiarism Incident
- Minor Examination Incident
- Academic Misconduct – all types other than Minor Plagiarism/Minor Examination Incident

Refer to [Academic Misconduct Procedure Schedule 1](#) for a full list of penalties. A copy is listed on the back page.



What are the consequences?

If you are found guilty of academic misconduct, a centralised record will be kept on an Academic Misconduct database and may constitute part of your permanent record. Information recorded will include details of the misconduct, the severity of the misconduct along with any penalties imposed. This record may also be used to determine the severity of any further allegations of misconduct.

What are my rights?

You have the right to:

- (a) Have a case of alleged misconduct dealt with as promptly as possible;
- (b) Receive a copy of, or an opportunity to inspect, all relevant evidence in regards to the allegation of academic misconduct;
- (c) Speak to the Unit Coordinator in relation to the alleged incident;
- (d) Respond to the allegation in writing within the required timeframe;
- (e) Seek assistance from the Student Advocacy Officer when formulating a response;
- (f) If found guilty, to have a penalty applied that is fair and just in the circumstance;
- (g) Challenge a decision by lodging an appeal to the University's Appeal Committee;
- (h) Seek assistance from the Student Advocacy Officer when making an application to appeal.

How can I avoid academic misconduct?

You must ensure that you:

- Submit work that is your own, or make sure that it properly acknowledges the ideas, interpretations, words or creative works of others; Reference appropriately and correctly. (Read the assessment requirements, seek clarification if you are unsure)

- Don't lend your work to other students for any reason
- Don't collude with anyone else (fellow students or associates) unless group work is specified, you are still expected to present work
- Understand referencing, read valuable information contained on the Student Life site
 - [What is Referencing?](#)
 - [What is Plagiarism?](#)
 - [How is referencing done?](#)
 - [CQUniversity referencing guides](#)

Update your knowledge?

Academic Misconduct Procedure

You should read and understand CQUniversity's procedure that provides a comprehensive guide about the University's approach to Academic Misconduct. This can be found on the student portal via: The Rules>Policies and Procedures>search under A for Academic Misconduct Procedure.

Academic Learning Centre (ALC) Academic Communication services. This centre provides advice and assistance on:

- Grammar
- Sentence and paragraph structure
- Task analysis
- Referencing
- Academic genres

Visit cqu.edu.au/alc or email alc-advice@cqu.edu.au

Visit the Academic Learning Centre's online Moodle course

[ALC Moodle Site](#)

Watch the video on avoiding plagiarism and complete the lesson and quiz included.

Familiarise yourself with the services provided in your **Student Portal**. Check out the information contained under **Student Guides**:

- [Great Guide to University Study](#)
- [Need to Know Guide](#)

If you are unsure of the unit requirements at any stage, seek clarification from your unit lecturer, unit coordinator.

The governing principals of penalties for offences of academic misconduct shall be: • to penalise the behaviour in a manner which is fair and just in all of the circumstances, and • to protect and maintain standards of conduct and behaviour in the workplace and the learning environment which allow the University to perform its roles and functions under the Central Queensland University Act 1998.

Schedule 1 - Penalties

Penalty options for all cases of Minor Plagiarism Incidents:

- Downgrade the marks or standard of achievement for item(s) of assessment, based on the extent of plagiarism. The degree of plagiarism should be considered when applying the penalty and any mark awarded is to be based only on the non-plagiarised content of the submitted work, AND
- referral to the Academic Learning Centre (ALC) for mandatory training in plagiarism.

Penalty options for all cases of Minor Examination Incidents:

- formal written warning.

Penalty options for all cases of Academic Misconduct:

Once the adjudicator has taken into account the details of the case and whether the student has committed any other acts of academic misconduct, the adjudicator may impose one or more of the following options:

- formal written warning
- downgrade the marks or standard of achievement for item(s) of assessment, based on the extent of plagiarism. (The degree of plagiarism should be considered when applying the penalty and any mark awarded is to be based only on the non-plagiarised content of the submitted work.)
- referral to the Academic Learning Centre (ALC) for mandatory training in plagiarism
- failing grade for the item of assessment • failing grade for the unit
- compulsory Academic Support Session (a requirement to attend and complete to the satisfaction of the Student Experience Directorate, such as counselling and remedial courses on code of conduct, referencing and academic integrity as directed)
- academic probation
- withholding of results for a maximum of one term
- suspension from the University
- expulsion from the University, or
- such other punishment as authorised by Academic Board.

For any additional help contact the Student Advocacy Officer.

Student Advocacy Officer | Governance Directorate
CQUniversity Rockhampton North, Building 36/G.08,
Bruce Highway,
North Rockhampton QLD 4702
Ph: (07) 4930 6880 xtn 56880 | E student-advocacy@cqu.edu.au