

PURPOSE

Matrix Training (MT) is committed to maintaining the highest level of education standards through the preservation of academic integrity. The purpose of this policy is to define academic and non-academic misconduct and to provide fair, equitable and effective approaches for investigating allegations of student misconduct and outline the potential consequences should an allegation be proven.

SCOPE

This policy is applicable to all students, and to students' conduct at all campuses, premises or facilities used or occupied by MT. Any classes, industry work placements, activities or events conducted as part of a course of study with MT or conducted under institute's name are also covered by this policy.

DEFINITIONS

Plagiarism is the presentation of the thoughts, ideas or work of another person/s as your own. Plagiarism practices include:

- Cheating in assessment or by copying other students' work from assessment or using unauthorised notes and other aids;
- Submitting work that another student has completed;
- Downloading information, text, computer code, artworks, graphics or other material from the internet and present it as your own work without acknowledging the author;
- Quoting and paraphrasing material from a source without acknowledgement;
- Quoting/using a direct quote is when you copy the exact words of another text (using someone else's words)
- Paraphrasing means taking another person's work or ideas and rewriting them in your own words, keeping the meaning of the original
- Piecing together sections of the work of others into your work and presenting this as your own;
- Preparing a correctly sited and referenced assignment from individual research and then handing part of, or all of that work in twice in different units/subjects;
- Copying material or ideas from other members while working in a group;
- Contributing less, little or nothing to a group assignment and then claiming equal share of the marks.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. It may involve:

- Copying or attempting to copy from others during an examination or for an assignment;
- Communicating examination information to, or receiving such information from, another person during an examination;
- Pre-programming a calculator or computer to contain answers or other unauthorized information for examinations;
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment or examination in question, such as: books, Web sites, prepared answers, written notes, or concealed information;
- Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service;
- Altering examination answers after an assignment has been completed or altering recorded grades; & resubmitting a previously written assignment for a new course without the permission of the trainer.

Collusion – whereby a student collaborates with others and submits work that has been created by more than one person, as being solely their own work (not the same as tasks set out as group assessments)

POLICY

The intention of this policy is to create and maintain a safe, comfortable and enjoyable study environment for all students and staff. This policy should be read in conjunction with the Student Code of Conduct and both should be available to all staff, agents and students.

Students are informed during enrolment and during orientation about the Misconduct policy. All assessment tasks include instructions and declarations, which is read and signed off by the student to acknowledge that they have been fully advised about academic misconduct and the potential consequences.

Academic Misconduct

Academic misconduct and actions demonstrating a lack of academic integrity include but are not limited to the following:

- Cheating in assessment tasks
- Cheating in exams and/or tests
- Collusion
- Plagiarism
- Submission of work by a student that is clearly not the student's own work
- Submission of work that has been significantly edited by someone else
- Submission of work previously submitted at MT or elsewhere for another unit or competency or course
- Academic fraud – having someone else sit a test or other assessment requirement in the student's place, falsely representing themselves as the student
- Not providing citations or proper references

Prevention of Academic Misconduct

MT will mitigate academic misconduct through the following means:

- Students are advised of the policy at the commencement of each course and are reminded as part of instructions with each assessment workbook of unit
- Students are also advised of the consequences of Academic Misconduct and its management
- This advice and all information provided to new staff/contractors and students is current and consistent with this policy
- All advice is provided in a clear and easy to understand format
- Advice about good practices such as referencing and citations are given at the beginning of a course and in the Student Handbook
- Where electronic submission occurs, the use of software programs to detect plagiarism are strongly advised. If in use, the students will be made aware of such software being in use.
- Students are encouraged to seek clarification and advice from academic staff and student support without penalty or prejudice if uncertain whether they are committing academic misconduct

Dealing with allegations of Academic Misconduct

Any allegation presented will be reviewed by Compliance Officer to ascertain that there is a potential case of academic misconduct. All such reviews, correspondence and decisions are completely confidential.

Where confirmed or undetermined, a Misconduct Review Interview between the student and Compliance Officer will be organised at the earliest possible convenience. The trainer/assessor may also be included if pertinent, at the discretion of Compliance Officer.

During the Misconduct Review interview the student will be presented with the allegation, the reason for the allegation and any evidence. The student will have the opportunity to present their side and give any possible explanation or clarification of the issue.

The Misconduct Review Interview notification, reasons and any decisions or outcomes will be, recorded and retained in the student's file and sent to the student in writing. These records may be accessed by the student or MT in case of complaint or appeal arising from the allegation and subsequence review and repercussions.

Consequences of Academic Misconduct

Should the student be found to have committed academic misconduct, dependent upon the seriousness any of the following may occur, either singularly or in any combination:

- A written warning, outlining the occurrence and any evidence, which shall be sent to the student and be retained in their student file for consideration should any further occurrences take place
- Information session about academic integrity and acceptable practices, such as referencing and use of sources
- The awarding of a Not Yet Competent (NYC) result for the assessment in question (before awarding a NYC an opportunity to resubmit will be provided)
- Exclusion from the unit of competency, whereby the student will be required to re-enrol in that unit. This may impact upon the student's ability to complete their course within the set duration of their course.
- A result of NYC for the unit of competency, which will negatively impact the student's academic progress
- Suspension from the course
- Cancellation of Enrolment, particularly for wilful, serious and/or repeated misconduct.

The student will be advised of their right to access Complaints and Appeals at every step of the process.

Where MT decides to suspend or cancel a student's enrolment, refer to *Deferral, Suspension, Cancellation, Withdrawal Policy*.

Non-Academic Misconduct

Students are informed in their Student Handbook and during induction about our Code of Conduct, which details the expected and accepted behaviours of students. Non-academic misconduct and unacceptable behaviours include but are not limited to the following:

- Intentional breaches of Commonwealth or State law
- Disrespectful, threatening or abusive behaviour towards other students, staff or members of the public
- Endangering the health and/or safety of self or others
- Violence
- Damage or destruction of property
- Theft of property of MT
- Theft of property of staff, other students or any other person (such as during industry work placement)
- Carrying of weapons
- Possession of illegal, banned or dangerous items and/or substances
- Being intoxicated or under the influence of drugs or alcohol
- Refusing to identify themselves truthfully or misrepresenting their identity

- Smoking indoors or within the premises or facilities
- Disobeying trainer assessors, continuously interrupting the trainer or refusing to participate in class activities
- Unauthorised use of mobile telephones or other devices in class
- Harassment, discrimination or vilification in any form against a student or students, staff member, agent or any other person
- Photographing, recording or filming a person without their permission
- Harassing, bullying or behaving inappropriately through social media or other means
- Bullying will not be tolerated in any form
- Non- payment of fees

Dealing with allegations of Non-academic Misconduct

Minor allegations may be resolved informally through discussion where appropriate, provided the aggrieved party (complainant) is satisfied with this resolution. Where this is not suitable, or has not proven successful, a Disciplinary Interview will be organised immediately.

If appropriate, both the aggrieved party (complainant) and the student accused of non-academic misconduct may be present and present their account of the situation. Where this is not appropriate, such as in cases of intimidation, a separate interview will be conducted between these parties and Compliance Officer.

During the Disciplinary Interview the student will be presented with the allegation, the reason for the allegation and any evidence. The student will have the opportunity to present their side and give any possible explanation or clarification of the issue.

The Disciplinary Interview Notification, reasons and any decisions or outcomes will be, recorded and retained in the student's file and sent to the student in writing. These records may be accessed by the student or MT in case of complaint or appeal arising from the allegation and subsequence review and repercussions.

Consequences of Non-academic Misconduct

Should the student be found to have committed non-academic misconduct, dependent upon the seriousness any of the following may occur, either singularly or in any combination:

- Counselling by student support or academic staff
- Referral to outside counselling or other services
- Follow up meetings with academic staff and/or student support
- A written warning, outlining the occurrence and any evidence, which shall be sent to the student and be retained in their student file for consideration should any further occurrences take place
- Being removed from a class or group for the safety and wellbeing of others
- Suspension from the course
- Cancellation of Enrolment, particularly for wilful, serious and/or repeated misconduct.

The student will be advised of their right to access *Complaints and Appeals* at every step of the process. Where MT decides to suspend or cancel a student's enrolment, refer to *Deferral, Suspension, Cancellation, Withdrawal Policy*.

In particularly serious cases in which a student has committed criminal offenses, the appropriate legal authorities will be informed.