PO8 Academic Conduct Policy

Responsible Officer	Chief Education and Experience Officer
Functional Owner	Heads of Portfolio Training Operations Managers
CaR Owner	Manager of Compliance

1. Scope

Open Colleges is committed to ensuring a positive learning experience for its learners. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.

This policy and supporting documentation adheres to compliance with the Standards for RTOs 2015.

The scope of this policy outlines Open Colleges' expectations of learners enrolled in any course in respect to academic integrity of their assessments and encourages ethical academic conduct.

This policy seeks to encourage ethical conduct and to inform staff and students about the Open Colleges standards of academic conduct and the steps to take if academic misconduct is identified. This Policy should be read in conjunction with PR5.4 Student Code of Conduct.

PO8 Academic Conduct Policy covers the following points:

- Encouragement of ethical academic conduct
- Investigation

2. Encouragement of ethical academic conduct

- Open Colleges encourages learners to develop the ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect their individual considerations of the given task or workplace requirement.
- Open Colleges acknowledges that to develop critical reasoning, learners will study the work of others through issued textbooks, learning material or through their own research.
- It is important that learners in their learning acknowledge, through appropriate referencing, of work from which they draw information.

Standards of Academic Conduct

Open Colleges informs staff and learners about its standards of academic conduct through the PR5.4 Student Code of Conduct and the Academic Referencing Guide provided in the DC1.1 Student Handbook.

Academic Misconduct

Plagiarism

- Learners have a responsibility to appropriately cite all reference sources and not plagiarise or copy other learner's assessments (plagiarism or cheating/colluding).
- Open Colleges will not condone plagiarism by any learners for personal advantage.
- Where a Trainer and/or Assessor believe that plagiarism has occurred, such a belief may be acted upon based on tangible evidence of plagiarism. This may be readily evident or may require further investigation. No assumption of plagiarism or cheating may be acted upon without clear and documented evidence of the intellectual property plagiarized and how it is manifested in a learner's work.

Cheating/colluding

Where a Trainer and/or Assessor believe cheating or colluding has occurred, such a belief may be acted upon based on tangible evidence of such behaviour. This may be readily evident or may require further investigation. No assumption of cheating or colluding may be acted upon without clear and documented evidence and how it has manifested in the learner's work.

3. Investigation

Where a Trainer and/or Assessor suspects a learner has engaged in Academic Misconduct they will report the incident to the Training Operations Manager (TOM) with supporting evidence related to the allegation.

The TOM (or their delegate) will conduct an initial investigation to determine whether the prima facie there is supporting evidence for the allegation. In doing so, the Training Operations Manager will give regard to:

- The intention or non-intention of the Academic Misconduct
- The extent of the Academic Misconduct
- Whether the learner has been previously warned of Academic Misconduct; and
- Whether there are any other factors relating to the learner or course that should be considered in assessing the allegations.

Academic Misconduct constitutes a breach of the Student Code of Conduct and as such the provisions in PR5.4 Student Code of Conduct Procedure with apply.

Outcome

In accordance with PR5.4, if the TOM believes there is prima facia support for the allegation, they:

- Shall inform the Head of Portfolio (HoP) and provide specific information and evidence of the alleged breach
- The HoP or their delegate will inform the learner of the allegation in writing and provide any evidence pertaining to the alleged misconduct
- The learner is provided with an opportunity to respond to the allegation
- The HoP will review the learner's response to the allegation
- The HoP or their delegate will inform the learner of the determination

4. Quality and Continuous Improvement

This procedure is subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders.

5. Related Forms and Documents

- Users' Guide for Standards for Registered Training Organisations (RTOs) 2015
- Education Blueprint V3, August 2013
- PR5.4 Student Code of Conduct
- DC1.1 Student Handbook

6. Definitions

Definitions are located in the Glossary of Terms.

For internal use only: QMS1.8 Location of QMS related documents.

Version: 7	Approved	Endorsed	Effective date	Review date
	Chief Learning Officer 14/03/17	Functional Owner 14/03/17	14/03/17	Feb 2020
Version History:	This Policy replaces the Plagiarism Policy dated 4 October 2011. V2: Minor changes to reflect updated terminology (Apr-13). Did not require ETAB approval. V3: Minor terminology changes in accordance with the annual policy review (Feb-14). Did not require ETAB approval. V4: Minor changes to reflect new organisational design and Standards for Registered Training Organisations 2015. Did not require ETAB approval. V5: Sept 2016 updated into new format with minor changes V6: March 2017 updated into new format with minor changes V6; Feb 2018 updated role titles V7: February 2019 updated role titles			
Course Type:	All			
RTOs:	Open Colleges Pty Ltd (90796) Integrated Care and Management Training Pty Ltd (90197) College of Fashion Design (3798)			
Partner RTOs:	Yes			