

ACADEMIC POLICY - ACADEMIC HONESTY

<p>1. Procedure Statement</p>	<p>Academic integrity relies on the application of honesty as the foundation of excellence in scholarship and learning. Students and staff of SAE Institute Pty Ltd trading as SAE will conduct themselves in their academic studies honestly and ethically and are expected to carefully acknowledge the work of others in all their academic activities, in creative endeavours, in the production of knowledge through research and in the reproduction of knowledge through scholarship and teaching.</p>
<p>2. Purpose</p>	<p>The purpose of this policy is to provide directions on matters of academic honesty and academic misconduct. Students and staff are expected to adhere to the provisions of relevant legislation, and to the rules, policies, regulations, procedures and guidelines at SAE, the accepted ethical practices of the higher education community in Australia, and the standards of relevant academic disciplines and professional practice.</p>
<p>3. Scope</p>	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
<p>4. Associated Policies and Procedures</p>	<p>This policy should be read in conjunction with the following policies and procedures;</p> <ul style="list-style-type: none"> • Academic Grievance Policy
<p>5. Associated Documents</p>	<p>This policy should be read in conjunction with the following documentation;</p>
<p>6. Policy</p>	<p>6.1 Categories of Academic Misconduct</p> <p>Academic misconduct is behaviour that contravenes the values of academic integrity, which breaches rules, policies, direction and guidelines at SAE in relation to assignments and assessment, and which normally includes action taken with the intention of gaining an unfair advantage for self or others. It includes, but is not limited to, plagiarism, collusion, cheating and fraud.</p> <p>6.1.1 Plagiarism is using the work of others without due acknowledgement, deliberately or inadvertently, and proclaiming it or allowing it to be considered as one's own for academic or other purposes.</p> <p>6.1.2 Collusion is a type of plagiarism that includes, but is not limited to presenting the product of unauthorised collaboration to an examiner as independent work. Collusion also occurs when a person knowingly allows his or her work to be copied and passed off as the work of another person.</p> <p>6.1.2 Cheating is improper conduct in examinations or other assessment tasks. It includes, but is not limited to taking unauthorised study material and aids into an examination room, copying from another student; sitting an examination for another student; 'recycling' work that has been prepared for one unit by presenting it as original work for another unit or re-presenting work previously submitted for an incomplete or failed unit unless specific permission is given and/or the assignment is re-worked; and presenting a false reference list or bibliography.</p>

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	<p>Academic misconduct is taken to be deliberate when a person has had the opportunity to gain an understanding of the practice of academic integrity before the misconduct has occurred, but may be inadvertent when the person does not have an understanding of the practice of academic integrity.</p> <p>Confidentiality is a vital element of all processes related to academic misconduct, as an accusation may result in disruption or failure of student studies, in that person being unable to practice their profession or with serious consequences for an individual's reputation and employment prospects.</p> <p>Therefore confidentiality is essential in any matters relating to a suspicion of academic misconduct. Any person suspecting a student of a breach of this Policy should ensure that they have read the Policy thoroughly and must maintain confidentiality at all times.</p> <p>All records of information, proceedings and outcomes will be maintained with care as to their security and will be provided only to those who have a bona fide reason to know about them.</p>
<p>7. Records</p>	<p>13 July 2007 policy implemented (approved academic board) 9 September 2009 policy amendment (approved by chair academic board) 10 September 2010 policy approved (by the Academic Board) 28 February 2011 policy approved (by the CEO & Managing Director) 1 July 2013 Policy to be reviewed</p>

Authorising Officer : Prof. Z Klich
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