

Academic Integrity and Conduct Policy

Kaplan has a strong commitment to ensuring and upholding academic integrity, as academic integrity is integral to maintaining academic quality and the academic standing of Kaplan qualifications.

Scope

This policy applies to all Kaplan Business School Pty Ltd (Kaplan) students enrolled in any Kaplan subject or program. It also applies to staff who have evidence that suggests a student may have engaged in academic or non-academic misconduct.

Purpose

The Academic Integrity and Conduct Policy provides:

- information regarding academic integrity and expected conduct aimed at preventing incidences of misconduct
- principles that underpin the investigation of misconduct, and
- a fair, equitable and confidential framework for investigating and resolving alleged cases of student misconduct.

Principles of dealing with alleged cases of misconduct

1. Kaplan's approach to academic integrity is primarily aimed at educating students about expectations for academic writing and the appropriate use and acknowledgement of intellectual material, including authorship.
2. Honesty, trust, respect, fairness and responsibility are the core values that underpin academic integrity and conduct at Kaplan.

To this end;

3. Each case of alleged misconduct is dealt with on its merits, in consideration of the circumstances surrounding the case and in accordance with this policy.
4. Students will be treated fairly and equitably and with due regard given to their privacy and the principles of natural justice and procedural fairness.
5. Students will be regarded as not having committed the alleged Act of Misconduct unless they admit to the misconduct, or an investigation/hearing determines that they committed an Act of Misconduct.
6. Knowledge of a student's previous behaviour will not be assumed to be evidence that they have acted in the same manner again. Such knowledge, however, may be considered relevant to the level of penalty that may be imposed where an Act of Misconduct is determined to have occurred.
7. Students are to be informed of their rights and responsibilities in relation to academic misconduct and its investigation.

What is an act of misconduct?

Academic misconduct

Academic misconduct refers to any form of dishonesty by a student relevant to the student's learning experience at Kaplan. It includes but is not limited to:

- any attempt by a student to submit work for an assessment that is not their own (e.g. plagiarism, paraphrasing, non-referencing, ghost writing)

- the reuse of significant portions of one's own work, previously submitted for assessment in another subject or course, or for a different question in the same course without acknowledging that one is doing it (self-plagiarism)
- any form of collusion between students or other individuals other than authorised collaboration
- any act that may impair or hinder the learning or assessment performance of others
- any action contrary to the study, assessment and examination instructions given by Kaplan
- assisting or attempting to assist any other student to act dishonestly in relation to an assessment or part of an assessment.

Non-academic misconduct

Non-academic misconduct is any action by a student relating to people or property, which is contrary to the generally accepted standards expected at Kaplan. Non-academic misconduct may include but is not limited to, a student:

- submitting fraudulent documents to gain admission to a Kaplan qualification
- behaving inappropriately in an activity under the administration or supervision of Kaplan
- placing others or themselves at risk in regards to health and safety
- altering or defacing any document or record belonging to Kaplan
- misusing, stealing, destroying or damaging any property (including computer and communications facilities) of another, including Kaplan
- wilfully disobeying or disregarding any order, direction, rule, penalty or condition made by Kaplan
- interfering with the freedom of others to pursue their studies or for staff to carry out their work-related functions at Kaplan
- harassing or intimidating another because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, religious beliefs or political conviction or for any other reason
- unreasonably prejudicing or undermining the reputation, academic standing, authority, integrity or credibility of Kaplan, its representatives or courses
- using or supplying prohibited substances.

Definitions of academic misconduct terms

Plagiarism

Plagiarism refers to:

- any use or attempt to use the work, words or ideas of others without attribution of the author, or
- any attempt to pass off the work, words or ideas of others as the writer's own.

Plagiarism also extends to reusing significant portions of one's own work, previously submitted for a different assessment without acknowledging that one is doing it. This is known as self-plagiarism.

In the context of assessment, plagiarism occurs when a student:

- presents any phrase or extracts verbatim from any source (including one's self and Kaplan subject material), without appropriate use of quotation marks and reference to the author
- presents an assessment event as their own work when it has been produced, in whole or part with other people, for example, with other students, practitioners or work colleagues without appropriate recognition
- presents all or part of an assessment event which has previously been submitted by the student or another student (past or present) in their assessment.

Collusion

Collusion occurs when a student works with others, contrary to Kaplan's instructions, in an attempt to gain an unfair advantage in an assessment task. Collusion includes:

- joint effort in an assessment (unless it is authorised collaboration)
- copying of material prepared by another person for use in an assessment
- undue assistance from any other person in an assessment
- making assessment answers or material available to other students for viewing or copying, either knowingly or unknowingly. It is the responsibility of students to ensure their assessment material is secure and not easily accessible to other students.

Contract Cheating

Contract cheating, otherwise known as ghost writing, occurs when a student engages (or attempts to engage) the services of another individual to author an assignment on the student's behalf. A student can be guilty of contract cheating irrespective of whether payment is made or the services are received. A student may be investigated for contract cheating where:

- the student posts an advertisement seeking a ghost writer.
- a ghost writer forwards correspondence to Kaplan regarding a student's enquiry.
- a student submits work that is significantly different in style to the student's prior work.

Guidelines for alleged cases of misconduct

Stage 1: Alleged act of misconduct reported

Where a staff member reasonably believes or suspects that a student has committed an Act of Misconduct, that person must submit a Report of Alleged Act of Misconduct to the relevant Kaplan manager within five (5) working days of the matter being detected.

The Report of Alleged Misconduct (see Appendix 1) can be in the form of an email or a written document but it must contain specific details of the alleged act of misconduct. This includes: the details and position of the person submitting the report, when the alleged misconduct occurred, the nature of the alleged misconduct and other information as deemed relevant, such as other people involved and any action already taken. Confidentiality is to be maintained by all parties during this process.

Stage 2: Investigation

An investigation of the allegation will be conducted by Kaplan and the student will be notified of the case against them with an opportunity to provide comment on the allegations. The investigation will normally take no longer than ten (10) working days and may involve an interview with the student or other relevant parties to discuss the allegations and the evidence presented. Should an interview take place with the student, the student is entitled to be supported by another person (other than a legal professional), but the student must advise Kaplan in writing of the name of the support person prior to the interview. Where the investigation relates to assessment results, the student's results will be withheld until all proceedings relevant to the allegation have been finalised.

No misconduct identified

Where it is determined that there is no case of misconduct the student will be notified in writing of the outcome of the investigation within (5) working days of the conclusion of the investigation, and where relevant assessment results will be released.

Misconduct identified

Where misconduct is determined, the student will be notified in writing of the outcome of the investigation and any penalty that is to be imposed within (5) working days of the conclusion of the investigation. The student will also receive information about the appeal process. (See the Complaints and Appeals Policy for further information).

Note: Any overseas student who is suspended or excluded due to an Act of Misconduct will be reported to the Department of Home Affairs through the Department of Education and Training reporting system.

Admission of misconduct by a student

A student may formally admit to the alleged Act of Misconduct at any time. Where this occurs, all further investigation, hearing or referral of the allegation ceases and a determination will be made as to an appropriate penalty. See Stage 3 - Determination of penalty.

Misconduct cannot be resolved or established

Where a determination is unable to be reached after investigation, the matter will be referred to a Review Panel. See Stage 4 Hearing of misconduct by Review Panel.

Stage 3: Determination of penalty

Penalties imposed are to be appropriate to the nature and gravity of the Act of Misconduct established by the evidence. Appendix 2: Kaplan Academic Integrity Penalties Rubric provides guidance as to how to determine the appropriate penalty. The decision on the penalty will take into account, but is not limited to:

- the type of misconduct involved, whether academic or non-academic
- the previous discipline record of the student concerned
- whether the student admitted to the alleged misconduct
- whether the student assisted or hindered the investigation process
- whether or not there were any extenuating circumstances or mitigating factors
- the number of students affected by or involved in the misconduct
- the benefit derived from the misconduct by the student
- similar cases of student disciplinary action and their outcomes.

Penalties for proven Acts of Misconduct

One or more of the following penalties or conditions may be imposed on the student:

- a formal caution or reprimand, to be recorded on the student's record with Kaplan
- a probationary period to be placed on the student and recorded on the student's record with Kaplan
- suspension from a course of study for a period of time
- expulsion from a course of study
- a deduction of all or a specific number of marks for the assessment event/item (or part thereof)
- the imposition of a maximum allowable grade (i.e. 'Pass' grade) for the assessment item or overall mark
- a requirement to undertake supplementary assessment with the costs associated with marking and evaluating the additional assessment item to be borne by the student
- the annulment of all marks and the awarding of a 'Disciplinary fail' on the student's record, and as a 'Fail' grade on any public record relating to that assessment item or subject as relevant.
- the exclusion of the student from Kaplan courses permanently or for a period of time as specified
- to make good any damage caused by the student to the property, standing of the institution, or reputation of a staff member or another student.

Stage 4: Hearing

If a misconduct matter cannot be resolved after investigation, a Review Panel will be convened to hear the case of alleged misconduct within seven (7) working days of the student being informed that no decision has been reached.

The Review Panel will consist of the Vice President, Academic or nominee, an external independent person nominated by the Vice President, Academic, and the relevant Kaplan manager who will chair the panel. The Review Panel will determine the conduct of investigations into the alleged Act of Misconduct, and determine the procedures to be adopted at a hearing, consistent with principles of procedural fairness.

Notice of misconduct hearing

Students will be provided with:

- details of the hearing
- details relating to the alleged Act of Misconduct
- notification that the student may attend the hearing in person or by electronic means and to contact Kaplan if they cannot attend the hearing
- notification that the student may have one support person (other than a legal professional) attend the hearing with them
- any other information that the Panel deems necessary to provide
- notification that the student has five (5) working days after receipt of the Notice of Misconduct Hearing to make any queries or objections in relation to the hearing or composition of the Panel.

Student's confirmation

The student will be required to confirm their attendance at the hearing in writing (via email/letter). Failure to confirm their attendance/non-attendance at least two (2) working days prior to the hearing day may result in the hearing going ahead without the student's input which may result in a disciplinary fail.

Conduct of the hearing

The Review Panel will review all evidence presented and may make inquiries as it thinks fit prior to and during the hearing. The student and institution will be entitled to provide any evidence, present a defence, correct any information and explain their conduct and any mitigating factors or extenuating circumstances relevant to the allegation. The Review Panel may also call on a person to give evidence or examine or cross-examine any person giving evidence at the hearing when reasonably necessary to do so.

The hearing will be minuted and minutes may be reviewed by the Review Panel or the student. The minutes may also be referred to by the Appeals Committee in the event of an appeal of the Review Panel's decision by the student.

The Review Panel will determine whether or not the student has committed an Act of Misconduct and will submit a written report to the relevant Manager with the findings and recommendations of the Panel for any further action and record management. The Review Panel's decision will be provided within five (5) working days of the hearing.

Stage 5: Appeals process

Right to appeal

Any student subject to a determination or penalty in relation to an Act of Misconduct is entitled to appeal the decision to the Academic Board Appeals Committee.

If a student wishes to appeal against a determination, they must lodge a written Notice of Appeal form. Please see the Complaints and Appeals policy for more information on the appeal process.

Documentation

The details relating to allegations of Acts of Misconduct, both academic and non-academic will be documented in writing and recorded on a Misconduct Register in the relevant Kaplan office and in the student's individual file. All records of the alleged Act of Misconduct will be retained on file for a period of five years, or for the period of the student's enrolment. The retention time will be longer in the case of an appeal (See Student Record Management Policy).

Related policies

This policy should be read in conjunction with the following Kaplan policies:

- Assessment Policy
- Complaints and Appeals Policy
- Graduate Attributes Policy

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category		Academic		
Responsible Officer		Vice President, Academic		
Implementation Officer(s)		Academic Dean and Academic Directors		
Review Date		September 2020		
Approved by				
VP, Academic on behalf of the KBS Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.1	Academic Quality & Governance Team	<ul style="list-style-type: none"> • Policy retitled to Academic Honesty and Conduct Policy. • Clarifications made to more accurately reflect scope of policy. • Inclusion of contract cheating as well as self-plagiarism as academic misconduct. • Inclusion of Appendix 2 – penalty rubric for guidance on how academic misconduct penalties are determined. 	31.08.2016	14.09.2016
1.2	Academic Quality & Governance Team	Amendment made to Appendix 1 – form used by internal staff to report misconduct. Approved by KBS Head of Business in line with Academic Policy Framework.	09.02.2017	16.03.2017
2	Academic Quality & Governance Team	<ul style="list-style-type: none"> • The third cheating offence, in Appendix 2 regarding 'the possession of unauthorised material' amended to be High / Extreme / Extreme from Medium / High / Extreme. • Clarification made that the penalty to be applied will be at the discretion of the Academic Director and will not be limited to those specified on this table. • Implementation Officers limited to Academic Director and the Academic Dean. 	06.09.2017	30.09.2017
2.1	Academic Quality & Governance Team	<ul style="list-style-type: none"> • Department of Immigration and Border Protection changed to Department of Home Affairs 	08.03.2018	09.03.2018

Appendix 1: The Report of Alleged Misconduct form

Name and position of person submitting this report:	Name/s	Position/s	
Date of alleged act of misconduct:			
Name of persons involved in alleged misconduct <i>(if multiple students please list each one here):</i>	Name/s	Student No/s	
Subject code:	Assessment Type:		
Details of alleged misconduct:			
Findings of Investigation:			
Other relevant information, e.g. special circumstance and suggested outcome (where applicable):			
Before submitting this form, please action the checklist below:			
Review the Academic Integrity & Conduct Policy	<input type="checkbox"/>	Include evidence of communication with the student	<input type="checkbox"/>
Speak with the student where applicable	<input type="checkbox"/>	Include evidence of misconduct	<input type="checkbox"/>
Check the assessment for precise plagiarism score (do not rely entirely on Turnitin)	<input type="checkbox"/>	Include a suggested outcome and timelines for resubmission (where applicable)	<input type="checkbox"/>
Signature of person submitting this report:			
Date:			
Final Outcome determined by Manager:			
Office use			
<i>Date received by the Manager:</i>		<i>Date received by the Registrar:</i>	
<i>Manager's signature:</i>		<i>Registrar's signature:</i>	
<i>Date that the outcome is communicated to the student:</i>			

Appendix 2: Kaplan Academic Integrity Penalties Rubric

VIOLATION	*POSSIBLE PENALTIES		
	1 st Offense	2 nd Offense	3 rd Offense
Cheating Offenses			
Unauthorised assistance with academic work.	LOW	MEDIUM	MEDIUM
Copying from another student's work or allowing another student to copy one's work.	LOW	MEDIUM	HIGH
The use or possession of unauthorised materials such as textbooks, notebooks, electronic devices etc. during an assessment.	HIGH	EXTREME	EXTREME
Collaborating with another person to complete academic work, e.g. a formal assessment.	LOW	MEDIUM	HIGH
Obtaining by any means, possessing, or soliciting in whole or in part, items such as the contents of an un-administered assessment or solutions without permission.	MEDIUM	HIGH	EXTREME
Substituting for another person, or permitting another person to substitute for oneself in a formal assessment, including contract cheating.	HIGH	EXTREME	EXTREME
Altering initial answers/responses and then claiming the assessor inappropriately graded the examination or assessment.	MEDIUM	HIGH	EXTREME
Plagiarism Offenses			
Referencing or attribution of work is not clear or adequate, or has numerous errors. Fabrication of sources in a bibliography.	LOW	MEDIUM	MEDIUM
Inappropriate paraphrasing, or miss-representation of work which appears accidental, unintentional or due to lack of knowledge.	LOW	MEDIUM	MEDIUM
Significant appropriation of work which appears deliberate and planned.	MEDIUM	HIGH	EXTREME
Unauthorised submission of the same written assignment and/or failure to cite previous work by the same student.	LOW	MEDIUM	HIGH

*In determining the applicable penalty, regard will be taken to the type and nature of the misconduct and to the educational experience of the student.

**The penalty to be applied will be at the discretion of the Academic Director and will not be limited to those specified in the key.

KEY**	
LOW	<ul style="list-style-type: none"> Learning Intervention Re-Submission (for Possible full points)
MEDIUM	<ul style="list-style-type: none"> Re-Submission (penalty to points applied) Automatic Zero Applied to Assessment
HIGH	<ul style="list-style-type: none"> Failure of subject or unit of study Removal from subject or unit of study
EXTREME	<ul style="list-style-type: none"> Exclusion