

**THE AUSTRALIAN COLLEGE OF THEOLOGY LIMITED**  
**ACN: 127 429 083**

**ACADEMIC MISCONDUCT POLICY**

In line with tertiary institutions throughout Australia, the Australian College of Theology regards academic misconduct as a serious matter. ACT approved colleges are responsible for rigorously pursuing the highest possible standards of academic honesty and integrity.

Academic misconduct may encompass the following actions:

- (i) taking unauthorised materials into an examination;
- (ii) submitting work for an assessment knowing it to be the work of another person;
- (iii) improperly obtaining knowledge of an examination paper and using that knowledge in the examination;
- (iv) cheating as any endeavour to gain unfair access to content and information where such access is not permitted;
- (v) arranging for another person to sit an examination in the place of the candidate;
- (vi) failing to acknowledge the source of material in an assessment, including project or thesis, in any ACT program;
- (vii) submitting a false medical certificate;
- (viii) submitting incorrect, incomplete or misleading information.

Students are expected to acknowledge the source of their ideas and expressions used in their written work. To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease. Deliberate failure to provide documentation may constitute plagiarism, which is subject to a charge of academic misconduct. Plagiarism is understood to be the presentation of another person's words or thoughts either as one's own or without appropriate acknowledgement. Students are required to acknowledge by use of footnotes the origin of extracts, quotes and paraphrases contained in their work. Quoted material shall be identified by relevant conventions.

Except in the case of ACT approved study and assessment schemes, students ought not to assist other students in the writing of individual assessments, such as providing written material to be copied. Material for assessment in one unit of study may not be submitted for assessment in any other unit of the award.

In the case of inadvertent academic dishonesty resulting from misunderstanding of academic conventions rather than deliberate deception, the marker shall deduct marks from the assessment and counsel the student concerning the academic conventions prevailing in the ACT.

Wilful academic misconduct may result in the following penalties:

- the awarding of a fail grade for the whole unit of which the assessment is a part,
- the awarding of 0% for the assessment or thesis or project with or without the opportunity to redeem it,
- the student's exclusion from the award in which he or she is enrolled for a period not exceeding two years,
- exclusion from any award of the Australian College of Theology, or

- another outcome appropriate to the case but with an impact less serious than exclusion from enrolment in any award of the Australian College of Theology.

Notwithstanding the prescriptions otherwise stated in this policy, since plagiarism and cheating are both serious academic offences the following penalties are the ACT standard for plagiarism and cheating in coursework awards.

- **First offence:**  
Students will be subject to academic counselling, with the maximum penalty being to fail the item with no marks awarded. Where deemed appropriate, the minimum penalty available will be that students may be granted an opportunity to resubmit the assessment with a maximum of 50% for the assessment.
- **Second offence:**  
Fail unit, with no remedial opportunity.
- **Third or major offence:**  
Exclusion from any award of the ACT, or exclusion from the award for up to two years, or other outcome appropriate to the case but with an impact less serious than exclusion.

In the case of severe plagiarism and/or cheating, a student may be subject to a separate disciplinary process approved by the Academic Board.

**Colleges are required to immediately report to the ACT Director of Academic Services all offences of wilful academic misconduct, for recording on TAMS.**

**Minor matters deemed at college level not to constitute an offence are exempted.**

Such information shall be available to academic registrars by means of a note on the student's record on TAMS to any College that a student is either enrolled with or intends to enrol with.

#### Appeals:

For domestic students enrolled in a coursework unit, any appeal against an outcome will be dealt with in accordance with the ACT's Dispute Resolution Policy for Domestic Students (section 3) which can be accessed on the ACT website and in the Handbooks of the College.

For international students enrolled in a coursework unit, any appeal against an outcome will be dealt with in accordance with the ACT's Dispute Resolution Policy for International Students (section 3) which can be accessed on the ACT website and in the Handbooks of the College.

For research candidates (MTh, DMin, ThD, PhD) the consideration of an allegation of misconduct, as well as any appeal against an outcome, will be in accordance with the ACT's "Procedures for consideration of an allegation of academic misconduct by a higher degree research candidate".

Academic Board, Australian College of Theology.