

## 3.3 ACADEMIC AND SCIENTIFIC MISCONDUCT POLICY



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Version	1.01
Contact Officer	Manager, Governance
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Related Policies	2.0 Quality Policy, 3.0 Academic Business Policy, 5.0 Internal Control, 5.2 Fraud Control
Relevant Legislation	Charles Darwin University Act 2003

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### PURPOSE

The Academic and Scientific Misconduct Policy provides the framework for management, including prevention, detection, and dealing with, plagiarism, collusion and related forms of cheating and academic dishonesty and fraud at Charles Darwin University.

### POLICY

Academic integrity is an essential component of scholarly activity. Such activity involves researching, understanding and building upon the work of others and requires that credit to others be given where it is due and that the contributions of others be acknowledged. Charles Darwin University expects a high level of professional conduct from staff and students, and plagiarism, collusion and related forms of cheating and academic dishonesty and fraud are not acceptable or permitted.

Charles Darwin University will implement controls for the prevention and detection of plagiarism, collusion and related forms of cheating and academic dishonesty and fraud. The University will also take steps to ensure that staff and students know of their obligations in relation to these.

### IMPLEMENTATION

This policy will be implemented in a way that ensures:

- compliance with relevant legislative requirements, standards and prevailing community standards of best practice;
- compliance with the University Quality Policy;
- the investigation process is fair to both the person suspected of plagiarism, collusion and related forms of cheating and academic dishonesty and fraud, and the person or people who suspect this has occurred;
- the academic standards of the University are upheld; and
- there is adequate training and available information, especially in areas that make plagiarism and collusion less likely to occur.

### DEFINITION

Plagiarism is the presentation of the work of another without acknowledgement. Collusion is another person assisting in the production of an assessment submission without the express requirement, or consent or knowledge of the assessor. Staff and students may use information and ideas expressed by others, but this use must be identified by appropriate referencing. Material that is subject to plagiarism includes, but is not necessarily limited to:

- written work, such as essays, books, reports, theses, journal articles and computer programs, whether published or unpublished;
- research material such as data, results or conclusions; and
- non-word based material such as musical scores, mathematical formulae, audio-visual material, art and industrial plans (in short, any product of another person's mental labour).

The medium in which the work is presented does not affect the issue of whether plagiarism occurs. Any material copied and used as one's own, whether from the written word, audio, video or electronic media such as the Internet, is covered under the

policy.

## **COMMITMENT**

Charles Darwin University is committed to:

- reviewing and clearly documenting processes and guidelines that relate to plagiarism, collusion and related forms of cheating and academic dishonesty fraud;
- compliance with relevant legislation, guidelines, policies and directives with regard to ethical academic practices;
- identifying competency needs and providing appropriate training and professional development of staff to meet those needs; and
- investigating and reporting on the status of controls and findings within Charles Darwin University in accordance with the University's Fraud Control Plan.

## **GENERAL RESPONSIBILITIES AND AUTHORITIES**

- All staff members are responsible for undertaking their duties in accordance with this policy.
- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

## **SPECIFIC RESPONSIBILITIES AND AUTHORITIES**

- The Deputy Vice Chancellor, Teaching and Learning, is responsible for issuing guidelines and processes that specify the University's requirements on matters specifically relating to plagiarism, collusion and related forms of cheating and academic dishonesty and fraud in teaching and learning. The Deputy Vice Chancellor, Teaching and Learning, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Deputy Vice Chancellor, Research, is responsible for issuing guidelines and processes that specify the University's requirements on matters specifically relating to plagiarism, collusion and related forms of cheating and academic dishonesty and fraud in research and research training. The Deputy Vice Chancellor, Teaching and Learning, is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Head of School / NT Managers are responsible for implementing the Academic and Scientific Misconduct Policy within the School/ Industry Cluster, and ensuring that staff and students are made aware of their compliance responsibilities.

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Professor Helen Garnett  
Vice-Chancellor

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Date

## Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Council	CDU Policy
1.01	24 October 2007	Vice-Chancellor	<p>Amend Pro Vice-Chancellor (Teaching and Learning) to Deputy Vice-Chancellor (Teaching and Learning) to reflect change in position title; and</p> <p>Inclusion of new position titles throughout the document which reflect the new VET structure EG: NT Manager, Director VET, NT Industry Clusters.</p>