

Academic dishonesty and professional transgression guideline

Authorised by	Executive Director Workforce
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Related policies/standards	<i>Standards for Registered Training Organisations 2015</i> <ul style="list-style-type: none">Standard 4 – Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.Standard 5 – Each learner is properly informed and protected.
Responsible officer	

Contents

What is the purpose of this guideline?	2
What is our policy?	2
Who does it apply to?	2
What do I need to know?	2

What is the purpose of this guideline?

This guideline outlines the Cunningham Centre's expectation of clients with regard to academic dishonesty, including plagiarism.

What is our policy?

Academic dishonesty is an action or practice which may compromise or defeat the purposes of assessment and includes but is not limited to:

- plagiarism
- collusion
- cheating or attempting to cheat
- misrepresenting words or pictures generated by artificial intelligence as your own
- misrepresenting or fabricating data or results.

Plagiarism is defined by the Oxford Dictionary as 'the practice of taking someone else's work or ideas and passing them off as one's own' (Accessed from:

<http://www.oxforddictionaries.com/definition/english/plagiarism>, 15 August 2018).

There are many tips on the internet about avoiding plagiarism (try a search on tips to avoid plagiarism). For example:

- <http://www.plagiarism.org/article/preventing-plagiarism-when-writing>
- <https://www.turnitin.com/papers/avoiding-plagiarism-handout>
- Avoiding Plagiarism Guide, APA Style 7th Edition

The Cunningham Centre will not tolerate any form of:

- Academic dishonesty as it contravenes the Queensland Public Service Code of Conduct
- Professional misconduct as it contravenes the national code of conduct related to a practitioner in a regulated profession and the Darling Down Hospital and Health Service values. Clients are expected to comply with the national code of conduct and standards of the professional discipline to which they belong.

Who does it apply to?

Clients who are enrolled in accredited Cunningham Centre education and training activities.

What do I need to know?

Where an academic dishonesty or professional misconduct / integrity issue has been identified, the following steps will be taken:

- The relevant Team Manager and the Manager, Learning & Development is notified. Depending on the severity of the issue, the relevant discipline Executive Director and the Executive Director, Workforce may also be notified;
- A panel is convened to investigate the incident and any associated evidence, and a recommendation is made to the relevant Team Manager;
- The relevant Team Manager will advise those involved of the recommendation and provide them with an opportunity to respond or provide additional evidence;

- The relevant Team Manager will then make a final decision and all parties will be notified of the outcome.

There are a range of outcomes that may result from the investigation of any instance of academic dishonesty depending on the magnitude and frequency.

If a panel has found that the evidence strongly indicates plagiarism, you can withdraw from the course if you choose but you will not be entitled to a refund. The incident will remain recorded on your academic record.