

Academic Misconduct

Policy

The integrity of the academic processes of ALC requires that academic misconduct be identified, discouraged and penalised when it occurs. Academic misconduct has a negative impact on ALC's reputation. It interferes with the appropriate recognition of legitimate effort. ALC regards academic misconduct seriously and imposes appropriate measures when it is found to have occurred.

Academic misconduct includes, but is not limited to, the following:

Plagiarism

Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas. Also see [ALC Plagiarism Policy and Procedure](#).

Cheating

Cheating is the providing or receiving of information during tests and examinations; or providing or using unauthorised assistance at the computer terminal. Cheating would not usually include consultation with others or discussion amongst students about the preparation of assignments unless that was specifically forbidden. It includes unauthorised collusion.

Fraud

Academic fraud is the falsification and fabrication of, or dishonesty in reporting academic or research results.

Improper behaviour

Improper behaviour is behaviour that interferes with students or staff in the pursuit of their academic endeavours. It includes disruptive behaviour in class or ALC facilities such as the library.

Misrepresentation

Misrepresentation is the giving of false or misleading information in academic matters. It includes falsely claiming credit for past study, and falsely stating that thesis material has not been used in another thesis or formal study submission.

Unethical behaviour

Unethical behaviour is behaviour that breaches accepted ethical standards. It includes failing to observe the terms of an ethical approval to conduct research [see the [Postgraduate Degree by Research Information](#) and the [Human Research: Policy and Procedures](#)] and misuse of confidential information obtained while completing field experience units.

The ALC essay-writing guide [Write On!](#) includes a section on plagiarism and how to avoid it, and detailed guidelines for correct referencing procedures. Related ALC policy and procedures are in the [ALC Handbook](#).

ALC has procedures to guide the reporting and handling of complaints that may lead to the charge of academic misconduct. The [Grievance Resolution \(academic\) Policy and Procedures](#) are included on the ALC website. A person against whom a complaint of misconduct has been made may appeal this charge by writing to the ALC Academic Committee with appropriate supporting documents.