

Governance New Zealand Incorporated

Academic Misconduct Guidelines

1.0 Introduction

1.1 These guidelines have been prepared to outline the procedures established by Governance New Zealand to deal with allegations of academic misconduct committed by a student.

2.0 General principles applicable to academic misconduct

2.1 Governance NZ's guiding philosophy is that all students are entitled to be treated fairly and without bias, with dignity and paying due regard to their privacy.

2.2 In view of their serious nature, all academic misconduct matters will be dealt with by Governance NZ without undue delay.

2.3 Students are entitled to be regarded as not having behaved in the alleged manner until and unless they admit to that behaviour or a fair and proper inquiry leads to a reasonable conclusion that they have so behaved.

2.4 Each case will be dealt with on its own merits and in accordance with its own circumstances, and in adherence to Governance NZ's regulations and processes.

3.0 Academic misconduct

3.1 Because of the importance of maintaining the integrity of the assessment process, Governance NZ expects all students to exhibit honest effort and high ethical standards.

3.2 Academic misconduct is defined as any form of dishonesty displayed by a student with respect to an assessment element for a module whereby the student seeks to gain an unfair advantage. Academic misconduct includes dishonest behaviour which conflicts with the study and assessment instructions given by Governance NZ and any attempt by a student to submit assessment work that is not the student's own work. This applies to all assessments including examinations and assignments.

3.3 Accordingly, copying or using another's work in assessment tasks by means of collaboration, plagiarism or cheating will not be tolerated by Governance NZ. These are regarded by Governance NZ as serious offences. See Section 5.0 for definitions of Plagiarism.

4.0 Collaboration

4.1 Any work submitted by a student should not be the product of collaboration with others, unless Governance NZ clearly instructs students that collaborative work is permitted for that particular assessment item.

4.2 In order to facilitate their learning, Governance NZ encourages students to study together and discuss the readings and research they have done in preparation for the assessment task. However, students must ensure that the material they submit for assessment is their own work and that it has been written independently from the work of others.

5.0 Plagiarism

5.1 Plagiarism in an assessment item refers to a student's use of or attempt to pass off, whether intentionally or carelessly, all or part of the wording, analysis or content as their own when it has been derived from other sources. It includes the failure by the student to acknowledge by way of proper attribution that certain material submitted for assessment is in fact the intellectual property of another person, having been derived from that person's work. It also includes the deliberate adoption or misuse of another's work with the intention of deceiving the marker into accepting that it represents the student's own independent thought and effort. Plagiarism also includes the inclusion of material or content which has already been submitted in previous assignment or examination assessments.

5.2 Course lecturers, markers and moderators are instructed to draw to the attention of the Education Executive (who will escalate to the Chief Executive) for investigation any evidence supporting a case of plagiarism which they encounter when marking assignments and examination scripts.

6.0 Misconduct during examinations

6.1 During Governance NZ examinations, any student who contacts another examination candidate during an examination session will be considered guilty of academic misconduct.

6.2 It will be the responsibility of the Education Executive to escalate any acts of misconduct to the Chief Executive who will provide the student against whom an allegation of academic misconduct is made with a precise statement of the nature of the allegation, together with the supporting evidence, in order to ensure that the student has a clear understanding of what is being alleged against them and the case they have to answer.

6.3 The Chief Executive will then refer the allegation of academic misconduct to the Governance NZ Misconduct and Assessment Appeals Committee for hearing.

6.4 No marks will be released to any student under investigation until the misconduct process has been completed.

7.0 Academic Misconduct Committee

7.1 The Chief Executive will convene the Academic Misconduct Committee to hear the case.

7.2 Where an allegation of academic misconduct has been made against a student, the Chief Executive will be responsible for convening a meeting of the committee to conduct an inquiry which shall be held without undue delay.

7.3 The committee may meet either in person or by teleconference.

7.4 In its conduct of the inquiry, the committee shall observe the accepted principles of procedural fairness.

7.5 The student will be given adequate time to prepare for the inquiry and to deal with the information provided by Governance NZ.

7.6 The student will have the opportunity to address the committee in person and present either written or oral argument or both in support of their case.

7.7 The student will have the right to call other persons to provide information in support of the student's case and to question any person who has supplied information to Governance NZ or to the committee.

7.8 In the case of an allegation of academic misconduct against a student, at the conclusion of the hearing the committee may make one of the following decisions:

- to dismiss the allegation
- to find the allegation proven without penalty
- to find the allegation proven and to impose one of the following penalties:
 - a deduction of marks;
 - a zero mark or fail grade;
 - a reprimand or formal caution;
 - a requirement to undertake further assessment;
 - suspension or expulsion from the subject(s) or the course.

7.9 Governance NZ will advise the student in writing of the decision of the committee and the reasons for that decision. This notice will be sent to the student no later than seven (7) business days after the date of the hearing.

7.10 In the event that either party is dissatisfied with the outcome of the hearing, then that party can request that the matter be referred to external arbitration. The external arbitrator shall be appointed by the Chairperson of the Education and Professional Standards Committee.