
Academic Conduct Policy

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1 MCD general policy

All MCD staff and students must adhere to the highest standards of academic learning, integrity, fairness and honesty. This is the fundamental policy of the College.

1.1 Faculty responsibilities

Academic staff are expected to teach with primary regard for student learning, reflected in the subject matter, level and specified learning outcomes of the unit concerned. Staff members are required to grade all work fairly and return graded assignments on time, and without regard to any personal knowledge of, or relationship with, any student or group of students.

Academic staff associated with the MCD are expected to be active in research and publication, and to contribute to the academic life of the churches and wider society. In so doing, they are required to adhere to the highest standards of academic integrity.

1.2 Student responsibilities

Students are expected to participate actively in all classes or tutorials, to have consideration for other students and their learning, to complete assignments on time, and to respect the distinctive roles of faculty, library and administrative staff.

All work submitted for assessment, and all work published at the MCD, must be the independent work of the person concerned, or, in the case of joint work, of the persons concerned.

Assessment is available only to currently enrolled students of the MCD.

Students on leave, or who have been granted deferment, are not eligible to have their work assessed for credit, neither currently or retrospectively.

1.3 Course levels and classes

The following policy applies to classes including students from different course levels:

- a) Undergraduate classes are preferably taught at one level, 1, 2 or 3, however, they may range over two levels, 1/2 or 2/3, but not three.
- b) Graduate students may enrol in Foundation Units in association with an undergraduate class, but must take at least 5 hours of distinctive class time.
- c) Graduate students taking elective, specialist or integrative units may take these in association with undergraduate Level 3 units, provided that permission has been given by the Academic Board, including approval of graduate learning outcomes and assessment tasks.
- d) Undergraduate students may gain credit for one Level 3 unit by satisfactorily completing a graduate elective, specialist or integrative unit.
- e) Postgraduate students normally take distinctive postgraduate units, with assessment taking the form of one 6,000-word essay or equivalent, which must be assessed independently by two examiners.

1.4 Supervised Reading Units

1.4.1 Graduate and undergraduate students

Graduate and Undergraduate Level 3 students may apply to take a supervised reading unit, normally assessed by means of one 6,000-word essay or equivalent.

Each such unit must be approved by the RTI Coursework Coordinator, who notifies the MCD Associate Registrar, employing the standard unit *pro forma* as a basis, using the assigned MCD code for a reading unit in the Field(s) concerned. The notification must include a brief description of the topic, supervisor, objectives and reading list.

1.4.2 Postgraduate units

A postgraduate student may arrange to take a supervised reading unit in a defined area of study, whether within one Field or across more than one. Such units are normally assessed by means of one 6,000-word essay or equivalent.

Each such unit must be approved by the RTI Coursework Coordinator, in consultation with the relevant Research Coordinator, and with the agreement of the Chair of the appropriate Field(s). The RTI Coursework Coordinator notifies the MCD Associate Registrar, employing the standard unit *pro forma* as a basis, using the assigned MCD code for a postgraduate reading unit in the Field(s) concerned. The notification must include a brief description of the topic, supervisor, objectives and reading list.

When the above notification has been made, a postgraduate student may audit an undergraduate class in order to gain the benefits of classroom learning to supplement their reading.

2 Policy and Procedures for Examinations

2.1 Examination of coursework units

The examination of each coursework unit must be made in accordance with the Method of Assessment approved by the Academic Board through its Committees, and published in the RTI Handbook.

2.1.1 Chairs of Examiners

The examination of all MCD coursework is the ultimate responsibility of the Chair of Examiners for each Field, or for Ministry Studies (Regulation 2.5). The Chairs report to the Academic Board through the MCD Registrar, who bears ultimate responsibility for the academic processes and records of the College.

Each Chair of Examiners must approve the method(s) of assessment, choice of examiners, and the range of final grades awarded for each unit and thesis. The first two tasks are undertaken as part of the unit approval process of the Coursework Studies Committee of the Academic Board, with the details for each unit finalised by the two examiners by the end of the first week of the semester. The third task takes place through the reporting which each MCD RTI makes at the end of semester to the MCD Registrar, who reports to the Chairs after scrutinising the range of grades.

2.1.2 Submission of coursework

Students in postgraduate units (i.e all units for the MA, MMin, MTheol, the two MTS PG units and research essays for the GradDip) must submit three clean copies of each essay.

Students for all other units must submit one clean copy of each essay, assignment, project or other piece of assessment submitted for examination. It is the student's responsibility to retain one clean copy in case of loss, or the need for further moderation.

Each piece of assessment must have an Essay Cover sheet attached, which identifies the student, topic, unit and degree concerned, and includes the student's signed declaration that this is his or her independent work (see 3.1.2 below).

2.1.3 Examination – postgraduate units

Assessment for postgraduate units normally comprises one 6,000-word (15 points) or one 12,000-word (30 points) research essay, marked independently by two examiners, each receiving a clean copy. An assessment cannot be given a Fail grade unless the first and second examiners award it independently.

The first examiner is normally the person who taught the postgraduate unit, or supervised the essay. The second examiner must be external to any teaching institution with which the supervisor, first examiner and candidate are associated.

The examiners must each forward a signed copy of the result sheet to the RTI Registrar, together with written comments on the essay; the RTI Registrar forwards the result sheets to the MCD

Registrar. If there is a significant difference between the grades given by the two examiners, the MCD Registrar must refer the matter to the relevant Chair of Examiners.

The RTI Registrar is to retain one clean copy of the essay for six months, after which time it must be destroyed.

2.1.4 Examination – other coursework units

Each unit must have a first and second examiner. Work for assessment cannot be given a Fail grade unless both examiners award it independently.

The first examiner is normally the main lecturer or co-ordinator of the unit, as named in the RTI Handbook, and carries responsibility for the overall grades awarded. In units taught by more than one person, the faculty concerned nominates the first examiner.

The second examiner acts as a moderator, and must be qualified to teach in the discipline concerned.

Where the same lectures are shared by classes at different undergraduate levels, and/or graduate and undergraduate classes, examination and assessment must be made according to the learning outcomes of each class. Where moderation of the two top and bottom grades applies (see below), this is to be undertaken for each separate class.

2.1.4.1 The first examiner's responsibilities

The first examiner must forward a copy of any proposed examination paper to the second examiner at least four weeks before the examination will be held. The examiners must agree on the contents and structure of the paper.

The first examiner assesses all examination papers, indicating marks for examination questions *on the cover sheet only*. Assessment work other than examination papers is marked initially by the first examiner, who may make comments to assist students. The need to allow moderation must be kept in mind, so that an independent assessment may be made if necessary.

It is the responsibility of the first examiner to ensure that each piece of assessment which does not require moderation is returned to students, together with the grade and comments, within the specified time (see below).

Work requiring moderation must be forwarded by the first examiner to the second examiner, who must make an independent assessment. If necessary, the second examiner may request a clean copy of the work for assessment.

The first examiner forwards a signed result sheet, including the total number of students in the class, and the number in each grade category together with any (clean) examination papers to be moderated, to the second examiner as soon as possible (see below), with a copy to the RTI Registrar.

The first examiner is responsible for keeping marked examination papers safe for a period of six months, after which they must be destroyed.

2.1.4.2 Moderation (the second examiner's duties)

For RTIs not being audited in the current year, the second examiner makes an independent assessment of all pieces of work for which a Fail grade is awarded by the first examiner.

For RTIs being audited, the second examiner makes an independent assessment of all pieces of work given a Fail grade, as well as the two highest-scoring and two lowest-scoring pieces of work in a class, as graded by the first examiner.

Where the same lectures are shared by classes at different levels, moderation must be done for each level.

The second examiner writes any marks awarded by him or her on the result sheet, signs it, and returns it to the RTI Registrar. A copy of the signed result sheet, with all examination papers, is sent to the first examiner.

A student who receives a Pass grade from the examiner for a unit as a whole has passed: a student is only to be awarded a Fail grade for a unit as a whole where both the first and second examiners agree.

Both examiners must agree on the grades reported to the Chair of Examiners. If agreement is not reached, the Chair's decision is final, unless an academic grievance process is initiated.

2.2 Reporting of grades for coursework units

2.2.1 Grading of assessments

Work submitted during the course of teaching must be marked promptly, and be returned to students with appropriate comment within two weeks (for shorter pieces) or three weeks (for major essays) of submission.

If an extension has been granted, or work is more than a week late, the student cannot expect to receive the marked work within this time-frame, although it must be returned before the last day of semester.

Students will be informed that grades awarded for work returned during the semester are not final, but are to inform and assist learning. No student is to be informed of grades awarded to other students.

Faculty members must grade work according to the MCD five-point scale of marking (F, P, C, D, HD), or the two-point scale (F / PP) for pass-fail only units. When the range of results requires some explanation, the first examiner should note reasons using the result sheet submitted to the RTI Registrar.

Examiners are not required to follow any predetermined pattern of grading outcomes, such as a normal distribution curve. The agreed learning outcomes for the Field and course concerned constitute the sole measures of grading.

If both examiners believe that it is necessary to clarify possible academic misconduct affecting the grade(s) awarded to one or more students, a further assessment, oral, written or practical, may be administered to the student(s) concerned at short notice, and before the publication of final results. The relevant RTI Coursework Coordinator must be informed prior to any further assessment.

2.2.2 Timetable for reporting

The grading of all work must be completed and results reported to the RTI Registrar ***within eighteen days*** of the last day of semester.

The first examiner is responsible for including on the result sheet for the unit the total number of students, and the number awarded High Distinction, Distinction, Credit, Pass, Fail, and Withdrawn. (These are generated automatically if TAMS is used to produce class lists.)

Students for whom a Dean's Extension has been made (see 2.4.3) will have the final result listed as 'E', along with any grades awarded and an indication of ungraded work.

Both examiners must sign the RTI results sheet for each unit.

RTI Registrars must collate these results within four working days, then submit them to the MCD Registrar, together with a signed statement from the Dean that all assessments have been conducted according to the methods approved by the Academic Board.

The MCD Registrar will scrutinise the range of marks awarded for each unit, and report any concerns regarding the assessment process to the Chairs of Examiners two days later, i.e. the Wednesday 26 days after the last day of semester.

Final results may be released to students by RTI Registrars on the following day, unless directed otherwise by the MCD Registrar.

In sum, the normal reporting schedule is as follows:

Last day of teaching	Last Friday in May or October
Last day of semester	Second Friday in June or November
Last day for Lecturer Extensions (<i>see 2.4</i>)	
Results due at RTI Registrars	Tuesday 18 days after the second Friday
RTI Registrars report to MCD Registrar	Monday 6 days later
MCD Registrar notifies Chairs of Examiners	Wednesday two days later
RTIs release results to students	Thursday following, unless notified by MCD Registrar
Last date for Dean's Extensions	Second Friday in July or November (<i>see 2.4</i>) [to be sent to MCD Registrar]

2.3 The conduct of formal examinations

2.3.1 Supervisor responsibilities

All staff engaged in the supervision of a formal examination, written or oral, must ensure that the examination is conducted in accordance with these procedures, that each student under examination is treated fairly, and that no student receives unfair advantage.

The examination supervisor is responsible in particular for

- obtaining sufficient examination booklets or writing paper, together with sufficient copies of the examination paper, from the RTI Registrar;
- bringing spare pens, and if loose paper is supplied for writing, one or more filled staplers;
- ensuring that sufficient copies of unmarked Bibles or other materials required for the examination are available to students;
- checking that only permitted materials are brought by students into the examination;
- ensuring that the examination commences and concludes on time;
- filling in the attendance list of students present; and
- forwarding securely all completed scripts to the RTI Registrar or to the first examiner.

2.3.2 Request for special examination conditions

Students with disabilities may request examinations under special conditions. Such students must obtain written permission for these from the RTI Coursework Coordinator at least one week before the relevant examinations, and any conditions which may apply.

If an amanuensis is agreed to, the Coursework Coordinator must ensure that the person nominated to write the student's paper is capable, agrees not to contribute in any way to the student's content, and accepts that the examination supervisor will determine where and how the student and amanuensis will be placed.

A student may request permission to bring a computer into an examination room, but only on the condition that written permission from the RTI Coursework Coordinator is given one week prior to the date of the examination, and for good and particular reason. The Coordinator's decision is final.

Where permission for examination under special conditions is given, the Coordinator must notify the examination supervisor at least two days prior to the examination, and the supervisor must ensure that appropriate arrangements and facilities are available.

When special circumstances such as use of an amanuensis or computer have been approved, the examination supervisor must ensure that any resulting noise does not disturb other students.

2.3.3 Student responsibilities prior to the examination

It is the responsibility of students to ascertain the dates and times at which they are required to attend for examinations, or to perform or submit other components of assessment. Absence or lateness due to misreading the examination timetable or similar error does not entitle a student to any further examination or special consideration.

Students under the influence of alcohol or any other drug will be refused admission to the examination room by the examination supervisor.

Students must bring into the examination room a pen for writing, and may also bring loose pens, pencils and erasers.

Students must not bring into the examination room any equipment or materials not approved for use in the examination, unless such equipment or materials are left in a place indicated by the supervisor or placed under the chair of the candidate with the approval of the supervisor.

Where an amanuensis or computer has been approved, the student must accept the direction of the supervisor about their location, to prevent disturbance to other students undertaking the examination.

2.3.4 Requirements for the conduct of an examination

The RTI must provide writing paper or examination books, and only scripts written on this paper will be accepted for grading, unless written permission has been given by the RTI Coursework Coordinator.

Where materials are permitted to be taken into the examination room, e.g. an unmarked copy of the Bible, this must be specified in the official unit description and on the examination paper.

A student who has two or more examinations timetabled for the same day may request a special sitting of one examination paper. Such a request must be made to the RTI Coursework Coordinator at least two weeks before the examination is due to be held.

Students will normally be admitted to the examination room fifteen minutes before the commencement of the examination for the purpose of reading the paper. Students may make notes on the examination question paper during this time, but not commence writing answers.

The examination supervisor gives a signal to indicate that writing may commence.

The examination supervisor warns the students ten minutes before the end of the examination, then gives a final signal at the end, when all writing must cease.

Unless otherwise specified on the examination paper, no student may commence writing or make any use of books or other materials before the signal to commence.

Unless directed otherwise, students must write their answer to each question on a separate page, and write the number of the question being answered in the top right-hand corner of each page (e.g. Q1), together with their student number.

Students who require writing paper or other materials, or who wish to speak to an examination supervisor, should raise one hand and keep it raised until the arrival of a supervisor.

Immediately following the conclusion of the examination, each student must staple or otherwise connect all pages of the examination script together, or enclose each examination book used in the cover of the preceding book.

Students must complete the following information on the cover sheet of the examination booklet, or on a fresh piece of paper connected to the front of the examination script:

- her or his student number;
- the name of the unit being examined; and
- the number of each question answered from the examination paper, in the order of writing.

Students must remain seated until all examination scripts books and other materials have been collected by the examination supervisor(s).

A student who does not answer any questions must submit a completed cover sheet.

2.3.5 Conduct prohibited during an examination

No student may enter the examination room more than half an hour after the commencement of the examination, nor leave until half an hour after the commencement of the examination or during the last quarter of an hour. These rules are designed to ensure that all students are not disturbed during the early and concluding stages of examination.

Apart from the numbering of questions and completion of covers, no writing is to be done after the signal to cease writing.

In an examination room, no students may communicate except with the permission of an examination supervisor.

Students who wish to leave and then return to the examination room must first obtain the approval of an examination supervisor, who may require that the student be accompanied by a supervisor during the full period of absence.

The consumption of alcohol or drugs is not permitted in the examination room.

2.4 Special grading consideration, late work and extensions

2.4.1 Special grading consideration

Special grading consideration concerns the level of grade awarded to a piece of assessment or written formal examination, when

- the student's work at any time during the academic semester or year has, to a substantial degree, been hampered by illness or other approved cause; *or*
- the student has been prevented by illness or other approved cause from preparing or presenting for all or part of a component of assessment; *or*
- the student was to a substantial degree adversely affected by illness or other approved cause during the performance of a component of assessment.

Applications for special grading consideration must be made to the RTI Coursework Coordinator as soon as possible after the events which instigated the request, and no later than five working days prior to the due date for the submission of the work concerned.

Every application for special grading consideration must be made in writing, and supported by a medical certificate or other appropriate evidence.

Where special grading consideration is granted, the Coordinator is to consult with both examiners to reach an agreement on the details of the consideration. The Coordinator must also inform the MCD Registrar, whose decision is final.

2.4.2 Late work

All student written work, whether submitted on time or not, must be graded and returned to students with appropriate pedagogical feedback, plus an indication of the grade which represents its intrinsic academic worth.

Students who submit work after the due date, without an official extension, will normally be penalised academically.

For assessment purposes, the following general policy applies, though RTIs may establish institution-specific procedures which accord with these guidelines:

- Work submitted up to one week late without an official extension will normally have its recorded grade reduced by one level (e.g. Distinction to Credit), though such work passed by one examiner must have a Pass grade recorded;
- Work submitted later than one week but up to one month late without an official extension is normally awarded a Pass grade only, unless it fails to reach a Pass standard;
- For work submitted later than one month or on the last day of semester without an official extension, a Fail grade is normally recorded.

A student may raise an academic grievance against the reduction of a grade for late work.

2.4.3 Extensions

Extensions may be granted by the first examiner of a unit according to RTI procedures, in accordance with the following guidelines:

- Where possible, students should request extensions no later than one week prior to the due date.
- The first examiner needs to be satisfied of reasonable grounds for granting the extension, and that it will not afford undue disadvantage or advantage to the student; if necessary the first examiner should consult with the RTI Coursework Coordinator.
- The work must be submitted no later than the newly agreed due date, and no later than the final day of semester.

When an extension is granted, a permission form, with a section for the student to attach to the submitted work, should be signed by the first examiner and submitted to the relevant RTI Registrar. Registrars should keep a record of all such extensions to facilitate the reporting of results.

When there are medical or serious pastoral grounds for the granting of an extension beyond the end of semester, students must contact the relevant RTI Dean, who may grant an extension within the following guidelines:

- The student requests the extension prior to the work being due.
- The first examiner agrees to the extension being granted.
- The Dean is satisfied that there are reasonable grounds for granting the extension, and that it will not afford undue disadvantage or advantage to the student.
- The extension and all conditions are recorded, including a section for the student to attach to the submitted work, and signed by the RTI Dean and student, with copies for the student and the RTI Registrar.
- The work is submitted no later than the newly agreed due date, and no later than the first day of the following semester (early March for pre-sessional, late July for first semester and the end of January for second semester units).

3 *Academic misconduct*

3.1 **What is academic misconduct?**

3.1.1 *Definitions*

Academic misconduct means any action by students or staff which makes a lie of the learning process, or leads to false estimation of the value of academic work. It applies not only to students' work, but also to faculty research and publications.

Cheating, academic fraud and plagiarism are the most common forms of academic misconduct in a learning environment, and are strictly prohibited in any form. Students and staff found to be engaging in such practices face severe penalties.

Cheating means obtaining advantage through the use of prohibited resources.

Academic fraud means the falsification, fabrication or dishonest reporting of results or outcomes from research or study.

Plagiarism means the copying and use of the work of another person without proper acknowledgment. Plagiarism may take several forms.

Any of the following, without full acknowledgment of the debt to the original source being made, constitutes plagiarism:

- direct duplication, i.e. copying, or allowing to be copied, another's work, whether from a book, article, web site, another student's assignment or personal lecture notes, etc.;
- paraphrasing another's work closely, with minor changes but with the essential meaning, form and / or progression of ideas maintained;
- piecing together sections of the work of another or others into a new whole;
- submitting work for a unit or thesis material which has already been submitted for assessment purposes in another unit or thesis (unless acknowledgment was made prior to the unit or thesis being commenced, and written permission given by the Academic Board);
- producing assignments in conjunction with other people (e.g. another student, or a tutor) which should be the student's own independent work;
- having another person write an essay or assignment on the student's behalf; and
- purchasing and submitting essays or assignments from online repositories or elsewhere.

3.1.2 *Statement of independent work*

In order to ensure that students are aware of the above requirements, the following or a similar statement must be printed on the cover sheet of all work submitted for assessment, then signed and dated by the student(s) in whose name(s) it is made:

Cheating, plagiarism, academic fraud and the like make a lie of learning. They are strictly forbidden.

Plagiarism means using the work of another person without giving them proper acknowledgment; websites as well as books, articles or other students' work are included.

Cheating involves obtaining an unfair advantage over other students in any way.

Academic fraud includes falsification, fabrication or dishonesty in the outcome of study or research.

In order to protect your good name, and that of the Melbourne College of Divinity, you are required to sign this declaration (in the case of a group project, all group members should sign the declaration):

The attached assignment submitted for assessment is the result of my/our own work, and I/we have received no unacknowledged assistance in planning, drafting, execution or writing the assignment. I/we have acknowledged in writing all sources on which it is based, and any advice, tutorial or supervisory assistance which I/we have received in the process of its preparation.

Name: _____ Signature: _____ Date: _____

3.2 Prohibited behaviours

A student enrolled in the MCD must not, by act or omission, do anything which has the purpose or has or is likely to have the effect of obtaining for that student or any other person an advantage, in or arising out of the performance of assessment, by unauthorised, unscholarly or unfair means.

3.2.1 Plagiarism, cheating and academic fraud

In particular, a student enrolled with the MCD must not, during or in connection with the performance of any component of assessment or research:

- use any unauthorised or prohibited information, books, notes, paper or other materials;
- directly or indirectly assist any other student or accept assistance from any other person;
- copy from or otherwise use the answer of any other person engaged in the performance of the same or comparable component of assessment, or permit any other person to copy from or otherwise use his or her answer;
- submit or represent as the work of the student the whole or part of published or unpublished material prepared by some other person, whether in written, recorded, electronic, web-based or any other form;
- fabricate, falsify or report dishonestly the outcomes of research or study.

A student enrolled with the MCD must not assist, or attempt to assist, any person, to do anything prohibited above.

3.2.2 Breach of discipline by a student

If a student enrolled with the MCD, during or in connection with the performance of any component of assessment

- causes a disturbance, annoyance to or interferes with, any other student;
- disobeys any instruction or direction given for the performance of a component of assessment;
- disobeys any reasonable instruction or refuses or fails to answer any reasonable question of an examination supervisor then the student is guilty of a breach of discipline.

3.2.3 Academic misconduct by a faculty or staff member

Students and staff associated with the MCD must not be party to any of the prohibited behaviours listed above, and not engage in any conduct which may lead to false estimation or attribution of any academic work, including research and publications.

3.3 Procedures for dealing with suspected academic misconduct

3.3.1 Allegation of academic misconduct against a student

- When a student is suspected of misconduct by an examiner, the two examiners must jointly consider whether or not academic misconduct has occurred. If the two examiners cannot agree on whether or not academic misconduct may have occurred, the matter must be referred to the appropriate Chair of Examiners to decide.
- If misconduct is not found to have taken place, the original grade stands, and no further action is to be taken. *No reference to the alleged misconduct must ever be made.* Confidentiality is essential; knowledge of the matter must remain with the two examiners only.

- Where academic misconduct is proved, the matter must be referred for further action to the appropriate Chair of Examiners, who may do one or more of the following, in each case documenting the reason(s) for this decision:
 - take no action;
 - return a mark of zero for the piece of work concerned;
 - return a fail grade for the thesis or unit as a whole;
 - in the case of coursework, require the student to undertake additional assessment in the unit concerned and satisfy both examiners;
 - in the case of a thesis, require the student to rewrite and resubmit the thesis, and/or participate in an Oral Defence Panel;
 - refer the matter to the MCD Registrar regarding the possible presentation of a case of breach of discipline to an Academic Misconduct Panel (see 3.4).

When a penalty is applied to a student, notification of this academic misconduct must be made in writing to the RTI Dean.

3.3.2 Allegation of breach of discipline

Allegations of breach of discipline may be made by any person associated with the MCD.

Such allegations must be raised within ten working days of the alleged breach of discipline. It is to be lodged in the first place with the RTI or MCD Dean, as appropriate.

If a *prima facie* case is believed to exist, the Dean concerned must

- a) acknowledge the complaint in writing within five working days of its being made; and
- b) ensure that the complaint is put in writing to the MCD Registrar.

The written allegation must identify the person against whom it is made, the nature of the alleged breach of discipline, and provide supporting evidence, including the names of witnesses where appropriate.

The MCD Registrar must convene an Academic Misconduct Panel within five working days of the written allegation being received (see 3.4).

Allegations must remain strictly confidential until the Academic Misconduct Panel makes its decision.

3.3.3 Allegation of academic misconduct against a faculty or staff member

Allegations of academic misconduct against an MCD faculty or staff member may be made by any person associated with the MCD.

Such allegations must be made in writing to the MCD Registrar within ten working days of any event in which academic misconduct is alleged to have taken place.

The MCD Registrar must

- a) acknowledge the complaint in writing within five working days of its being made;
- b) convene an Academic Misconduct Panel within five working days of the written allegation being received (see 3.4).

The written allegation must identify the person against whom it is made, the nature of the alleged misconduct, and provide supporting evidence, including the names of witnesses where appropriate.

Allegations must remain strictly confidential until the Academic Misconduct Panel makes its decision.

3.4 Academic Misconduct Panel

3.4.1 Convening of Panel

Academic Misconduct Panels are to be convened by the MCD Registrar where

- a breach of academic discipline is alleged against a student, or
- any form of academic misconduct is alleged against a faculty member.

Allegations must remain strictly confidential until the Academic Misconduct Panel makes its decision.

3.4.2 Panel membership

The MCD Registrar convenes and chairs any Academic Misconduct Panel, unless s/he is involved in the allegation, in which case the MCD Dean or President will undertake this role.

The other members are

- Two members of the Council nominated by the MCD President. The two Council members must not be associated with the person against whom allegations have been made, nor with any MCD RTI involved;
- The Liaison Officer of the MCD Human Research and Ethics Committee.
- A person nominated by the student or faculty member against whom an allegation has been made, but not the latter's legal representative.

3.4.3 Panel procedures

The Academic Misconduct Panel will meet as soon as possible after written notice of the allegation being made, and not more than 15 working days later. All deliberations must be strictly confidential.

The Panel may receive submissions in writing from any interested party, and may interview the student or faculty member against whom academic misconduct is alleged.

All decisions of the Panel are made by majority vote of the members; the Chair has the casting vote in the event of a tied vote.

All Academic Misconduct Panel meetings are minuted.

All members of the panel constitute the quorum, necessary to take any decision on the allegation. Decisions must be communicated in writing to the MCD President, as a recommendation to Council.

3.4.4 Panel outcomes

If the Panel upholds the allegation, it may recommend to Council that one or more of the following actions be taken:

- exclude the student from studying with the MCD, either permanently or temporarily;
- deprive the student of credit for the unit or component of assessment of the unit to which the misconduct relates;
- terminate the student's enrolment;
- revoke or annul the conferral of a degree or other award;
- deny approval for an academic to teach in association with the MCD;
- impose a fine, and / or full cost recovery if appropriate;
- recommend that the matter be referred to the police.

The decision of the Council is final, though a Grievance Procedure may be initiated by the person against whom the allegation of academic misconduct was found (see 2).

3.4.5 Confidentiality regarding complaints

All information about complaints must remain confidential.

All documentation from an Academic Misconduct Panel must be lodged securely with the MCD Registrar with a separate file for each complaint.

When a complaint is established, a note recording its nature and any penalty imposed will be placed on the person's MCD file. Unless the matter reaches beyond the bounds of the MCD, all other documentation will be destroyed five years after the date of the decision of the Panel.

When a degree or other award is revoked or annulled, the MCD Registrar is authorised to make an appropriate announcement.

The MCD Registrar is authorised to inform other educational institutions of an established complaint if appropriate.

If no action is recommended by Council regarding an allegation of academic misconduct, Council informs those who have been involved, and any others whom the Council decides to inform, including the general public if this is appropriate.

A person against whom an allegation has not been established may consequently institute a Grievance Procedure.