



ACADEMIC INTEGRITY POLICY

Macallan College is the trading name of Macallan College Pty Ltd

RTO No: 41030 | ABN: 36 165 356 141 | CRICOS No: 03468F

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Macallan College Website: www.macallan.edu.au

Macallan College Campuses:

- **Adelaide Campus:** Level 10, 50 Grenfell Street, Adelaide 5000 SA
- **Brisbane Campus:** 151 Wellington Rd, East Brisbane 4169 QLD
- **Perth Campus:** Level 3, 440 William Street, Perth, 6000 WA
- **Sydney Campus:** Level 1, 11 Parkes Street, Harris Park 2150 NSW

DOCUMENT CONTROL

Version History

Version	Date	Description
V1.0	October 2019	Released
V1.1	November 2020	Updated to design format and minor edits
V1.2	June 2021	Minor Edits and update to the National Office and Brisbane Campus addresses.

Review Process:

This policy shall be reviewed annually in compliance with education industry standards including the ESOS Framework including the ESOS Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the ELICOS Standards 2018.

Next Review Due: June 2022

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National Office: Level 1, 155 Wellington Rd, East Brisbane 4169 QLD

Campus Locations

WA: Level 3, 440 Williams Street, Perth 6000 WA - 08 6222 6647 | QLD: 151 Wellington Rd, East Brisbane 4169 QLD - 07 3124 6163

NSW: Level 1, 11 Parkes Street, Harris Park 2150 NSW - 02 8820 9990 | SA: Level 10, 50 Grenfell Street, Adelaide 5000 SA - 08 7109 1700

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1. Policy

At Macallan College student, it is an expectation that you use integrity in writing when creating your own work. This means you need to use academic integrity to avoid any serious breach of the college Academic Good Standing Policy. To avoid plagiarism (knowingly using someone else's information and ideas without using correct referencing and claiming it as your own) use the table below to help you understand how to remain academically honest.

You are being academically honest if:	You are being academically dishonest if you:
The ideas or words are commonly used and there is no other or better way to express them	Cut-Copy and Paste Ideas , sentences, diagrams or images from texts or the internet without referencing the source
The assignment has been written without you reading any texts or other published or unpublished material including internet information	Have someone else write your work for you
You have made the discovery yourself through experimentation or analysis	Copy from another student's work
You have synthesised the information and the ideas of others to reach your own conclusions	Change the order of words taken from somewhere else but retain the original idea or concept, without referencing
You have acknowledged the information in the paragraphs and body of your essay or written text.	Quote from a secondary source without acknowledging the primary source
	Take unauthorised notes into an exam.

2. Academic Dishonesty

Definition: Academic Dishonesty is defined as *intentionally using or attempting to use* unauthorized materials from the Trainer or others. Using information, or study aids (such as mobile phones, hand written notes) in any assessment; copying another student's work; submitting work for an in-class examination that has been prepared in advance; representing assessments that were prepared by another person as one's own work; violating the rules governing the assessment process.

At Macallan, Academic Dishonesty is a serious breach of Macallan College's Code of Conduct.

Examples of Academic Dishonesty include:

- Another person assisting in the production of an assessment submission without the express requirement, consent or knowledge of the assessor.
- Asking another person to prepare and or submit an assignment on your behalf.
- Downloading of content from the internet and submitting on an 'as is' basis

- Assessments completed dishonestly or by improper means, are considered plagiarized.
- referring to someone else's work, ideas or theories as your own by not acknowledging the source/authors
- using someone else's original words without placing them in inverted commas
- writing words that are almost the same as the original article, lecture, text or journal, even if you have acknowledged the source
- paraphrasing without acknowledging the source
- Using part or all of an assignment from a previous assessment task without acknowledgement (even if it is your own).
- Collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied in any way by others.
- Offering or accepting bribes (money or sexual or other favours)
- Fabrication or falsification of information or student identity.

3. Considerations in an Academic Misconduct

Macallan College will have systematic approach towards the academic misconduct. Following factors will be considered to determine the seriousness of the academic misconduct.

- Extent of Misconduct
- Intention of student
- Type of misconduct
- Impact of Misconduct

Student might have engaged in academic misconduct because of inadequate study skills and lack of academic writing skills. The college will keep an educating approach towards these scenarios.

However, some students will engage in academic misconduct with intent to deceive. This is conscious, pre-mediated form of misconduct, and will be considered as serious breach of the Academic Integrity. This type of misconduct may lead to severe penalties including cancellation of the enrolment.

Further to that Students academic record and the stage of the course will be considered while making the decision.

3.1 Academic Integrity Misconduct Penalties

Depending on the level of misconduct, The College could consider following penalties under National Code Standard 9.

- Written warning letter
- Reenrol in the given subject (fees involved)
- Cancellation of the enrolment

4. What is Referencing?

Understanding and using referencing systems is an important part of your academic reading and writing. Referencing can be defined as acknowledging the author or source of information in a text. Referencing is a valuable tool for any academic writer because:

- understanding referencing can help you to find additional information for your research
- It gives credibility to your interpretations because you can demonstrate how they fit into the field of knowledge about which you are writing
- It enables you to acknowledge your sources and avoid charges of plagiarism

You use referencing in your assignment writing when you refer to quotations and ideas from your sources of information (in-text referencing).

Macallan College uses the APA or Harvard Referencing Style as the main referencing policy.

4.1 What is in-text referencing?

In the Harvard style of referencing, in-text references requires the author's family name and the year of publication. Page numbers are always shown for direct quotations. In-text citations direct the reader to the reference list for the source material.

4.2 When should you reference?

Make an in-text reference when you:

- Directly quote or paraphrase a source
- Want to support and validate your argument
- Use ideas from a particular source
- Include tables and/or figures
- Need to demonstrate that you have researched the subject adequately

Macallan recognise and promote the use of sites such ***citethisforme*** to assist and support students: <http://www.citethisforme.com/apa>

4.3 Using Direct Quotes

Quotations are the exact words taken from any published or unpublished material and must always be enclosed in single quotation marks ("""). When acknowledging the source of the quotation in the text, you must include the author's family name, the year of publication and the page number. They are used to portray a writer's meaning and ideas as well as to provide credibility to your own writing.

5. List of References

- University of the Sunshine Coast (USC) 2015, Referencing: A Student's Guide to Harvard Style, Sixth Edition, viewed 15 March 2016 <<http://libguides.usc.edu.au/help-referencing>>.
- TESQA <https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity>
- Griffith University <https://www.griffith.edu.au/academic-integrity>
- UQ University <https://my.uq.edu.au/information-and-services/manage-my-program/student-integrity-and-conduct/academic-integrity-and-student-conduct>
- APA Series Part Five: APA Reference Page | Scribendi. (2019). Retrieved 11 November 2019, from https://www.scribendi.com/advice/apa_reference_page.en.html

6. Reference Examples and Guides

6.1 Books

Basic

Author, A. A. (Year of publication). *Title of book*. Location: Publisher.

Book with one author

Aprilson, A. (2001). *The emergency budget task force handbook*. Mississippi, TN: Haberdasher.

Book with two authors

Bringham, D. E., & Knope, S. (2001). *Resting heartbeat science* (12th ed.). Alahandro, CA: Spaghetti.

Book with three to seven authors

Christopherson, C., Swanson, R., Labbe, E., & Koltz, R. (2002). *Fog pirates: On board the USS Hammerhead*. Pickleton: Putters Publishing Place.

Book with more than seven authors

Christopherson, C., Swanson, R., Labbe, E., Koltz, R., Niderbacher, L. A., Potter, H. J., . . . Smith, S. (2003). *Penne and the Jets: A love story*. Albuquerque: Partridge.

Edited book with an author

O'Hanlon, B. (1942). *Safety: How to be safe literally all the time*. L.T. Thompson (Ed.). San Diego: Goldstein.

Books with no author

Encyclopedia of Football (12th ed.). (2002). New York: Sporting Publishers Inc.

Books by a corporate author or organization

Canadian Pumpkinology Association. (2009). *The truth about rats and skunks: Nature's worst enemies*. Toronto: La Fraude Publishers.

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Chapter in a book or entry in a reference book

Graeve, M. J. (2009). Catching the big one: How fishing helped me find my center. In A. Hovel (Ed.), *The anthology of modern fishing* (pp. 42–63). Ann Arbor: Maven Publishing Company.

Two or more works by the same author

Zruna, J. (1993). *Adequate lawn care 101*. Detroit: University of Michigan.

Zruna, J. (1998). *Common lawn pests and how to destroy them effectively*. Florida: Simon & Penguin.

6.2 Periodicals

Basic

Author, A. A. (Year). Title of article. *Title of Periodical*, volume number(issue number), page number.

6.3 Journal articles

Basic

Coxswain, A. D., Blursdale, F., Landover, T. T., & Sanchez, J. (1986). Analyzing the psychology of odd juxtaposition. *Name Technology*, 42(1), 121–342.

Journal article with DOI

Coxswain, A. D., Blursdale, F., Landover, T. T., & Sanchez, J. (1986). Analyzing the psychology of odd juxtaposition. *Name Technology*, 42(1), 121–342. doi:01.2345678910

Journal article with more than seven authors

Christopherson, C., Swanson, R., Labbe, E., Koltz, R., Niderbacher, L. A., Potter, H. J., . . . Smith, S. (2009). Studying pumpkins in the wild. *Modern Pumpkinology*, 10(2), 12–36.

6.4 Newspaper article

Faker, B. (2009, June 30). Local woman grows world's biggest pumpkin. *The Nowheresville Daily Chronicle*, pp. D3.

6.5 Magazine

LaFrambois, K. (2003, May). Why do people treat their pets better than other humans? *Vanity Circus*, 87, 121–140.

6.6 Electronic sources

Entire website

The Green Bay Packers. (2011). *The official website of the Green Bay Packers*. Retrieved from <http://www.packers.com/>

Page on a website

Mueller, D. (2011, Mar. 14). *How the Packers won my heart and then the Super Bowl*. Retrieved from <http://www.veryunofficialpackersfansite.com>

Article in an online scholarly journal

Paulson, R. (2001). Soapmaking: A journey through the dirty world of saponification. *Journal of Pierce and Pierce*, 55. Retrieved from <http://www.journalofpierceandpierce.com>

Article from online newspaper

Faker, B. (2009, June 30). Local woman grows world's biggest pumpkin. *The Nowhereville Daily Chronicle*. Retrieved from <http://www.nowhereville.com>

Email

Do not include personal communication in your reference list. Simply parenthetically site the name of the communicator, the words "personal communication," and the date in your main text. (A. Rodgers, personal communication, April 1, 2011).

6.7 Other common non-print sources

Published dissertation

Jennings, J. J. (2010). *Critiquing Paul Ratsmith's theory of modern pumpkinology: The truth about pumpkins and rats* (Doctoral dissertation). Retrieved from Important Dissertations and Theses database. (Access No. 12345)

Unpublished dissertation

Jennings, J. J. (2010). *Critiquing Paul Ratsmith's theory of modern pumpkinology: The truth about pumpkins and rats* (Doctoral dissertation). University of Nowheresville, Nowheresville.

Published proceedings

Ashfed, K. (2011). How to be really good at everything. In A. Muller (Ed.), *The 2010 Conference of Talented People*. Toronto: The Big Publishing Company.

Government document

Canada Revenue Agency. (2010). *Average exchange rates for 2009* (RC4152 Rev. 10). Retrieved from <http://www.cra-arc.gc.ca/E/pub/tg/rc4152/rc4152-09e.html>

6.8 Other common non-print sources

Film

Hewitt, P. (Director). (2006). *Zoom: Academy for superheroes*. USA: Revolution Studios.

Single episode from a television series

Peg, S. (Writer), & Knit, A. (Director). (2009). Cooking with chocolate [Television series episode]. In K. Ashfod (Executive producer), *Fancy Eats*. Toronto: Food Broadcasting.

Recording

Boyd, P. T. (2004). Living the Dream [Recorded by H. J. Boyd]. On *Motivational Thoughts* [CD]. Toronto: Brock Audio.