Guidelines, Policies and Statements

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ASUM Academic Misconduct / Plagiarism Policy

Adopted by Council October 2014

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ASUM Academic Misconduct / Plagiarism Policy

Adopted by Council October 2014

The ASUM Academic Misconduct/Plagiarism Policy includes the ASUM Candidate Code of Conduct, the definitions of academic misconduct and plagiarism, and the procedures that will be followed in circumstances of academic misconduct/plagiarism.

ASUM Candidate Code of Conduct

The ASUM Candidate Code of Conduct defines the expectation of academic integrity and behaviour for ASUM candidates enrolled in any ASUM educational program. There are five primary candidate responsibilities under the ASUM Candidate Code of Conduct:

1. A condition of enrolment is that candidates inform themselves of the ASUM Regulations, policies and procedures that affect them, and conduct themselves accordingly
2. Act with integrity in academic work
3. Observe equity and respect in dealing with every member of the ASUM community
4. Use and care for ASUM resources in a lawful and appropriate manner
5. An obligation to not diminish ASUM's reputation

If a candidate is in breach of the ASUM Candidate Code of Conduct for reasons of academic misconduct (including misconduct during assessments and plagiarism) the procedure below will be followed. This procedure details the handling of allegations of misconduct during assessments and/or plagiarism in such a way that is fair, consistent and clear.

1. Definitions of academic misconduct and plagiarism

1.1 Misconduct during assessments includes:

- Obtaining an advance or unseen assessment
- Bribing or commissioning another person to sit or complete your assessments for you
- Bringing in and or using electronic devices including calculators or mobile electronic devices
- Bringing papers, books or notes into the assessment room
- Communicating or trying to communicate with another candidate, supervisor, or any other person during an assessment
- Copying or attempting to copy from another candidate during an assessment
- Leaving an assessment to refer to concealed notes
- Continuing to write an assessment after the period of time for the assessment has expired
• Taking written materials which are not to be removed from an assessment
• False declarations

1.2 Plagiarism is the attempt to pass the work of another as your own. Examples of plagiarism include:
• Duplication of work including copying work or permitting it to be copied. This includes images or materials from written documents including other people’s assignments, websites, the internet or other electronic resources
• Making quotations without the use of quotation marks
• Piecing together sections of the work of others into a new whole
• Presenting an assessment item as an independent work when it has been produced in whole or part with other people

1.3 Assisting a candidate in academic misconduct and plagiarism is also considered academic misconduct, and subject to the same penalties outlined in Procedure 2.4, Penalties.

2. Procedure

2.1 Allegations of misconduct during assessments and/or plagiarism

2.1.1 Allegations must be made in writing and supported by evidence.

2.1.2 Allegations of candidate misconduct in the form of misconduct during assessments and plagiarism should be directed to the Chair of the respective ASUM educational program:
• Diploma of Diagnostic Ultrasound (DDU) Board Chair
• Diploma of Medical Ultrasonography (DMU) Board Chair
• Certificate of Clinician Performed Ultrasound/ Certificate of Allied Health Performed Ultrasound (CCPU/CAHPU) Board Chair

2.1.2 Candidates and their supervisors will be notified within five days of the receipt of written allegations. They will also be notified that an investigation will now take place.

2.1.3 Once notified, the candidate has five days to respond to the allegation in writing.

2.1.4 Candidates will be advised of any delays and changes in schedule.

2.2 Withdrawal of allegations

2.2.1 At any stage ASUM may withdraw an allegation of misconduct during assessments or plagiarism and discontinue an investigation. In such cases all involved parties will be notified that the allegation has been withdrawn. ASUM will then consider the matter resolved.

2.3 Investigation

2.3.1 The relevant educational program Board Chair will investigate the alleged misconduct during assessments or plagiarism or may work with an appropriately
appointed team to investigate the allegation. The other appointed roles could include ASUM Scientific Editor, ASUM CEO, ASUM other Board members, ASUM Educational Program Manager and ASUM Educational Coordinators.

2.3.2 Investigations should be complete within 30 days.

2.3.3 In investigating the matter, it may be necessary to interview other people who may be involved.

2.3.4 The investigation should take into account the circumstances surrounding the misconduct during examinations or plagiarism such as previous findings of misconduct and matters considered relevant in the circumstance.

2.3.5 At the conclusion of the investigation, the Board Chair will decide on the outcome of the investigation and communicate this to the candidate, supervisor, and educational program Coordinator in writing within five days.

2.4 Penalties

2.4.1 The penalty should take into account the circumstances surrounding the misconduct during assessments or plagiarism such as previous findings of misconduct and matters considered relevant in the circumstance.

DDU: Failure of the assessment and the need for the candidate to repeat the assessment. Any fees associated with repeating the assessment will be charged to the candidate and expected to be paid by the time of service of the repeated assessment.

DMU: Failure of the assessment and the need for the candidate to repeat the assessment. Any fees associated with repeating the assessment will be charged to the candidate and expected to be paid by the time of service of the repeated assessment.

CCPU/CAHPU: Failure of the assessment and the need for the candidate to repeat the assessment. Any fees associated with repeating the assessment will be charged to the candidate and expected to be paid by the time of service of the repeated assessment.

2.5 Appeals

2.5.1 An application to appeal must be addressed to the ASUM President and received at the ASUM Office within 21 days of the date of the formal advice of the result of the outcome of the investigation.

2.5.2 An appeal will be determined by the ASUM President or, at the discretion of the President, a person or group of people appointed by the President.

2.5.3 Within 21 days of receiving an appeal the ASUM President will advise the applicant as to the procedure that will be applied in determining the appeal, and the expected timetable for the determination of the appeal.

2.5.4 An appeal will only address those matters raised by the applicant in the appeal application.

2.5.5 In determining an appeal, the ASUM President has discretion to use any available information.
2.5.6 Candidates who appeal will receive formal written notification of the results of their applications.

2.5.7 The decision(s) arising from the appeal process will be final.

2.5.8 Details of the appeal procedure for lodging an appeal may be obtained by writing to the Chief Executive Officer of the Australasian Society for Ultrasound in Medicine.

2.6 Records

2.6.1 If misconduct during assessments or plagiarism is proven it will not be recorded on a candidate’s academic transcript or statement of attainment.

2.6.2 Notes of an investigation will be kept in a confidential ASUM file.

2.6.3 A copy of the investigation findings will be stored in the candidate’s file.

2.6.4 Information about a misconduct during assessments or plagiarism matter is to be kept confidential and shared only with the people directly involved. Exceptions include:

1) Where a risk of harm to people or persons is present.
2) Where the matter is subject to legal proceedings.
3) Where there is a public interest or obligation to share information (such as a duty to disclose information to a professional registration Board).

References

A range of documents were reviewed in developing these procedures and policies and are gratefully acknowledged:

University of NSW plagiarism and academic integrity website:

https://student.unsw.edu.au/plagiarism

Misconduct procedures from the University of NSW

Staffordshire University, Academic Award Regulations, Procedure for Dealing with Breaches of Assessment Regulations – Academic Misconduct:

https://www.staffs.ac.uk/assets/academic_misconduct_tcm44-26770.pdf

Monash University (Council) Regulations