

#### OVERVIEW

The policy outlines PGA International Golf Institute (PGA IGI) expectations of students conduct relating to the academic component of the PGA IGI's Programs. Students must undertake the academic component of the PGA IGI Programs honestly and ethically.

All PGA IGI students must adhere to the standards outlined in this document. Any activity that is deemed to be contrary to the prescribed standards will be deemed to be academic misconduct. PGA IGI has a 'zero tolerance' approach to misconduct and penalties of varying severity may be applied.

#### MISCONDUCT

Academic misconduct may include any or all of the following;

- Submit for assessment any copied or fabricated data as if gathered by research, observation or investigation.
- Include in assessment items, material which (in the opinion of the assessor) may be the result of significant assistance from another student or outside agency.
- Assist another student to present an item for assessment as if it was his or her own individual work. This includes providing a hard-copy or electronic copy a section of an assessment or a fully completed assessment.
- Present the work or intellectual property of another person as if it were one's own (plagiarism).
- Dishonest conduct in any form of assessment, including exams.
- Share or utilise another students log-in details for The Fairway.

#### PLAGIARISM EXAMPLES

- Word for word copying of sentences, phrases, quotes or paragraphs without clear references to the original work/s.
- Re-wording or paraphrasing sentences, phrases, quotes and paragraphs without clear references to the original work/s.
- Presenting another person's ideas or data without suitable acknowledgement of the original source.
- Copying computer files.
- Knowingly altering variable names in software Programs to transform another students' work.

#### SOURCES

The following sources (or original work/s) must be clearly referenced when used to complete assessment tasks:

- Books and Manuals
- Articles – printed or electronic
- Published items
- Unpublished items
- Seminar and conference papers
- Reports, lectures and notes
- CD-Rom's, DVD's and other electronically recorded materials
- Websites
- Interviews

## **REFERENCING AND BIBLIOGRAPHY**

PGA IGI expects that references and bibliographies are included in all relevant PGA student assessments unless otherwise requested or directed by your Assessor.

Information on how to reference assessment items is provided on the Fairway under Learning Resources. Subsequent copies of this information are available by contacting the PGA IGI.

## **INVESTIGATION PROCESS**

If a student is suspected of cheating, the trainer/assessor will investigate to establish evidence to support the suspicion.

If there is evidence to support the suspicion, the assessment reviewer will notify the Programs Manager and set out the concerns to the student in writing, requesting a time to discuss the matter. The student will have the opportunity to counter the allegations made against them.

Once the student has provided their response, the Programs Manager will advise the student in writing of the decision.

## **PENALTIES**

Penalties for Academic Misconduct will be prescribed according to the following guidelines:

- 1) An initial offence by a PGA IGI student will result in immediate failure of the assessment item. A letter confirming the failure will be forwarded to the PGA IGI student and a first offence will be recorded against the PGA IGI students file.

\*In accordance with accredited training requirements, a validly completed assessment item may need to be re-submitted, with the original mark remaining for the overall subject area.

- 2) A second offence during a PGA IGI student's time in the PGA IGI Program will be referred to the PGA IGI Senior Manager for the application of further penalties.
- 3) It is a minor or unintentional offence and the student will need to undergo an alternative form of assessment, such as a short oral assessment, which may involve talking about the work or questioning, to ensure they have the knowledge and skills pertaining to that particular unit of competency.
- 4) It is a serious offence and the student will fail the unit of competency. Students will have to re enrol into the unit of competency at a rate of \$100.00 for each unit of competency. Repeated offences of cheating (minor or serious) will result in failure of the subject/unit of study plus a record on the student's file, together with the reason. Serious offences may lead to the cancellation of the course.