

**1. Introduction**

Academic honesty is a core value of the Actuaries Institute. The Actuaries Institute is committed to recognising that candidates receive credit for work they have submitted for assignments and examinations. It is unfair for candidates to submit work for assessment that dishonestly represents the work of others as their own. The policy below outlines standards and procedures for the courses/subjects examined only by the Actuaries Institute (i.e. Part III subjects). For the Part I and Part II education program, students who undertake these subjects at an accredited/non accredited university are advised that they are subject to the relevant academic honesty policy of that institution.

**2. What is Plagiarism?**

The most common form of Academic dishonesty is plagiarism.

“Plagiarism can be broadly defined as presenting another person's ideas, findings or work as one's own by copying or reproducing the work without due acknowledgment of the source. The most common form of plagiarism is where a candidate presents written work, including sentences, paragraphs or longer extracts from published work without attribution of its source. Work submitted for assessment may also be regarded as plagiarised where significant portions of an assignment have been reproduced from the work of another candidate”. (University of Sydney, Academic Honesty in Coursework, 2002).

Candidates are particularly at risk of plagiarising material when they undertake open book examinations, where they may use extracts from specific course material/text books. Candidates are reminded that all material used for assessment should be cited and referenced correctly.

Candidates should be familiar with and able to use appropriate referencing styles such as:

- a) The American Psychological Association (APA) <http://www.apastyle.org/>
- b) Harvard Bibliographic style <http://web.arch.usyd.edu.au/~peterw/latex/harvard/>

**3. Process for dealing with cases of alleged academic dishonesty**

Part I and Part II students:

Actuaries Institute members enrolled in Part I or Part II subjects are bound by the laws and guidelines issued by the organisation that they are taking the subject through. The Actuaries Institute is not directly involved with decisions involving cases of suspected academic dishonesty for members taking Part I and Part II subjects.

Where a university informs the Actuaries Institute that a Part I or Part II student has been found to have been engaged in academic dishonesty and has been penalised, the Actuaries Institute may take such information into account in determining any penalty which may be imposed for a subsequent breach of the Actuaries Institute's Academic Honesty Policy at Part III level. Where such notification has been received, the Actuaries Institute may also advise the student that it is in receipt of this information.

Part III students:

Where a marker suspects a candidate may be guilty of academic dishonesty, they are to immediately inform the Chief Examiner, who will review the relevant piece of assessment and in consultation with the Assistant Examiner determine if further action is required.

- a) If no further action is required (there is no evidence of plagiarism) then the candidate's marks will be allocated without any recording of the incident on the candidate's records. The Chief Examiner may include a section in their overall report on academic honesty, but candidate numbers will not be identified in the report.
- b) If the Chief Examiner determines that the candidate is guilty of plagiarism or some other form of academic dishonesty then the matter will be referred to the Director, Professional Education at the Actuaries Institute, where a full investigation will occur (with the candidate consulted) and an outcome will be determined.

#### **4. Investigation process**

The Actuaries Institute will endeavour to ensure that all investigations are carried out in a timely and fair manner. To determine the outcome a panel, comprising the Director of Professional Education, the Chief Examiner, and Assistant examiner, will be formed to review the case within a reasonable time frame from the case being identified. The candidate, and one other person nominated by the candidate, will be invited to attend all subsequent meetings that occur to discuss the candidate's case. All meetings will be documented and minuted, with copies being sent to all parties involved. A final decision will be determined as soon as reasonably possible and no later than 30 days after the initial meeting of the Chief examiner and Director of Professional Education.

#### **5. Outcomes of Investigations.**

Where a candidate has been found guilty by the panel of academic dishonesty the panel will recommend to the Chief Executive one of the following four outcomes, based on the material presented before the panel, and the severity of the case.

- a) The candidate will be issued with a written warning and documents relating to the case will be kept in the candidate's file. All marks associated with the particular piece of assessment will be retained, and they will still be eligible to pass the subject, providing their marks meet the specified criteria.
- b) The candidate will be awarded zero marks for the particular piece of assessment that was reviewed by the panel. (Eg 0/10 for an assignment). While they will get zero for that particular piece of assessment, they are still eligible to pass the overall subject if they meet the passing requirements for the subject.
- c) The candidate will be awarded an overall fail for the subject.
- d) The candidate will be referred to Council if they have previously been found guilty of academic dishonesty. The Council will review the candidate's suitability and membership.

Under no circumstance will a candidate be permitted to resit or resubmit the assessment.

#### **6. Right to appeal**

If a candidate believes that the process was not fair or procedurally correct, then the candidate has the opportunity to submit, in writing, a letter of appeal to the Education Council Committee (ECC) of the Actuaries Institute within one month of being notified of the decision. The ECC will then make a final recommendation based on the material presented at the next available meeting.