

## OVERVIEW

The policy outlines PGA Academy's expectations of student conduct relating to the academic component of the Trainee Program. Trainees must undertake the academic component of the Trainee Program honestly and in accordance with Association ethics.

All Trainees 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 Academy has a 'zero tolerance' approach to misconduct and penalties of varying severity may be applied.

## 1. MISCONDUCT

Academic misconduct may only be determined by a suitably qualified PGA assessor of the PGA Academy and may include any of the following:

- a) Submit for assessment any copied or fabricated data as if gathered by research, observation or investigation.
- b) Include in assessment items, material which (in the opinion of the assessor) may be the result of significant assistance from another Trainee or outside agency.
- c) Assist another Trainee 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.
- d) Present the work or intellectual property of another person as if it were one's own (plagiarism).
- e) Dishonest conduct in any form of assessment, including exams.
- f) Share or utilise another trainee's log-in details for The Fairway.

## 2. PLAGIARISM EXAMPLES

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

## 3. SOURCES

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

- a) Books and Manuals
- b) Articles – printed or electronic
- c) Published items
- d) Unpublished items
- e) Seminar and conference papers
- f) Reports, lectures and notes
- g) CD-Rom's, DVD's and other electronically recorded materials
- h) Websites
- i) Interviews

#### **4. REFERENCING AND BIBLIOGRAPHY**

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

Information on how to reference assessment items is provided at the Training School. Subsequent copies of this information are available by contacting the PGA Academy.

#### **5. PENALTIES**

Penalties for Academic Misconduct will be prescribed by the PGA Academy and one of the following actions will be applied:

- a) Failure of an assessment item and requirement to resubmit part of the assessment; or
- b) Failure of an assessment item and requirement to resubmit the whole assessment; or
- c) Failure of the subject area and requirement to repeat in the next available period; or
- d) Failure of the subject area and requirement to complete additional assessment items; or
- e) Failure of an assessment item or subject area and application of the PGA Academic Probation Policy; or
- f) As per the PGA Membership Regulations Code of Conduct, issuing of a General Office Breach and referral of the matter to the PGA National Disciplinary Committee; or
- g) Other penalty as deemed by the PGA Academy.

#### **6. ACADEMIC PROBATION POLICY**

Any Trainee found in breach of the Academic Misconduct will be placed on Academic Probation as per the conditions outlined in the Academic Probation Policy.