



Educational Conduct Policy

Approval date: December 2025

Revision Cycle of three years. Due date: December 2028

Approved by: Education Strategy Committee

1. Overview

Integrity and compliance are core values of the Actuaries Institute (Institute). These values are enumerated as principles published in the Institute's Code of Conduct. The Institute's Education Program upholds these values broadly and the principles found in the Institute's Code of Conduct.

Educational Misconduct is a breach of the Code of Conduct first principle of integrity by a student who is enrolled in the Institute's Education Program. These matters will be considered by the Institute's Disciplinary Scheme.

Inappropriate Educational Conduct is conduct that does not involve a breach of the Institute's Code of Conduct, but relates to the academic integrity of assessment within the Education Program and is considered by the Education Strategy Committee (ESC).

In either instance, all cases are initially investigated by the ESC. If the Investigation Panel (a sub-committee of ESC) determines it is Inappropriate Educational Conduct, then ESC may decide to apply penalties. Where the ESC determines the breach is an instance of Educational Misconduct the matter will be considered by the Institute's Disciplinary Scheme.

2. Objectives

The objectives of the Educational Conduct Policy are:

- to clarify what constitutes Inappropriate Educational Conduct and Educational Misconduct;
- to provide a framework for reporting, investigating, and determining the penalties for instances of Inappropriate Educational Conduct; and
- to provide context for the referral of instances of alleged Educational Misconduct to the Disciplinary Scheme.

3. Scope

The **Education Program** comprises Institute qualification education subjects, professional development courses, and microcredential courses. Any one subject or course is referred to as a **Course** in this Policy.



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3.1 Student means a person (who may or may not be a Member) who is enrolled in or applying to enrol in a qualification education subject, a professional development course, or microcredential course offered by the Institute.

3.2 Inappropriate Educational Conduct includes any form of unacceptable or improper conduct by a Student which:

- a. affects the educational validity of an Institute assessment process or that of the assessment itself;
- b. involves a lack of honesty connected to an Institute assessment process; or
- c. includes a failure to comply with a direction, instruction, procedure, rule, or policy issued by the Institute in relation to an assessment regardless of the medium in which the conduct occurs.

Examples of alleged breaches which may be investigated as Inappropriate Educational Conduct include, but are not limited to:

- i. Cheating – failing to comply with the rules governing assessments or any instructions given by the Institute.
- ii. Colluding – collaborating or communicating with another person to gain advantage by any means, including facilitating or receiving such assistance.
- iii. Personating – appearing or producing work on behalf of another Student to mislead the examiners, or soliciting another individual to act, appear or produce work on your own behalf.
- iv. Plagiarising – including that which has been created by another person (whether published or unpublished) with no citation or referencing.
- v. The use of any Generative Artificial Intelligence tools (e.g., ChatGPT) to create any aspect of the assessment submission, without appropriate acknowledgement.
- vi. Fabricating information for use in an assessment item.
- vii. Recycling or reusing material that has been previously assessed without approval.
- viii. Using unauthorised material during an assessment.
- ix. Attempting to bribe an Institute official or representative in relation to an assessment item.
- x. Attempting to obtain any information related to the examination materials or results before they become available.
- xi. Dishonest Practice: this covers any form of practice, in relation to assessment, which attempts to deceive others, but is not specifically identified by the above.



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- xii. The submission of files during an assessment which have been modified after the applicable deadline.

A repetition of any established finding of Inappropriate Educational Conduct by a Student will be interpreted as a breach of the principle of integrity in the Code of Conduct. An established finding of repeated inappropriate educational conduct will be referred for investigation under the Institute's Disciplinary Scheme.

3.3 Educational Misconduct is a breach of the Code of Conduct first principle of Integrity and occurs when the student engages in behaviour, during the conduct of their study, or during the period they are enrolled in a Course, that potentially damages the reputation of the Institute's Education Program, the reputation of the Institute and its members, or that may impact the health, safety and wellbeing of others. Examples of educational misconduct include, but are not limited to:

- i. Inappropriate distribution of learning materials
- ii. Inappropriate conduct towards other students including racism and bullying
- iii. Deliberately damaging the Institute's property
- iv. Misuse of the information technology facilities including the software and learning management system
- v. Breaching the law
- vi. Fabrication or altering of official documents including medical certificates and transcripts

Where the Institute is informed that a Student has been found to have been engaged in misconduct or dishonesty **at another organisation or university**, and has been penalised by that institution, the Institute may take such information into account in determining any penalty which may be imposed for a subsequent breach of the Educational Conduct Policy. Where such notification has been received, the Institute must also advise the Student that it is in receipt of this information.

4. General principles

The following general principles apply:

- it is the responsibility of each Student to ensure they do not engage in Inappropriate Educational Conduct or Educational Misconduct;



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- it is also the responsibility of Students to ensure they do not engage in Misconduct (as defined in the Code);
- it is the responsibility of each Student, Institute member and Institute employee to report any reasonable suspicion of inappropriate conduct;
- the Institute does not tolerate inappropriate conduct;
- the Institute will treat all allegations seriously and investigate promptly;
- a Student will be presumed innocent until proven otherwise; and
- all parties and persons involved will comply with this Policy and the associated procedures.

5. Investigation

- 5.1 An investigation of Inappropriate Educational Conduct occurs when a concern has been raised regarding a Student's conduct in relation to an assessment, whether identified by the Institute or reported by an individual or entity. Such concerns may arise during the assessment process or after results have been published to Students.
- 5.2 Investigations may be initiated and completed at any time before or after assessment results have been published to Students.
- 5.3 The Executive General Manager, Education (EGME), or nominee, is responsible for completing an Initial Investigation to determine whether a full investigation is required.
- 5.4 The ESC has the authority to investigate allegations of breaches of the Educational Conduct Policy, to make findings and to apply appropriate actions where a breach is established. Oversight responsibility for this process shall be retained by the Council.
- 5.5 A sub-committee of the ESC, referred to as the Investigation Panel, may be established to investigate alleged conduct breaches by a Student.
- 5.6 In all cases, the rules of natural justice shall be followed by the Investigation Panel in the discharge of its duties. This shall include notification to the Student that an investigation is being conducted, and the alleged inappropriate conduct. It shall include a right to participate in the investigation and a right of appeal.
 - i. All decisions must be made following principles of natural justice and fairness, and in the public interest. Decisions shall be made having full regard to the principles of fairness, consistency, transparency, proportionality, accountability, and targeted regulation.



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- ii. Each decision must be promptly and clearly communicated to the affected Student, in writing. The decision must contain reasons why the decision has been made, so that the Student can understand the decision taken.
- iii. The decision must be based on the evidence, following the process as set out, must include an opportunity for the affected Student to provide their view and must include consideration of all information collected.
- iv. Each decision shall be taken on the “balance of probabilities,” meaning that the standard of proof applied by the Investigation Panel shall be in that it is more likely than not that something is or is not the case, rather than beyond all reasonable doubt.
- v. Each decision must be time limited and contain a right of appeal.
- vi. The Investigation Panel must retain records of points of procedural governance, for example consideration of conflicts of interest and for the purpose of appeal, audit, and regulatory oversight. The retention of data must be consistent with data protection obligations.
- vii. A process for routine review and audit of decisions taken under this policy, to ensure consistency with these principles, shall be followed.

6. Outcomes

- 6.1 Where a concluded investigation by the Investigation Panel establishes a finding of Inappropriate Educational Conduct arising from a breach of the Educational Conduct Policy, the ESC has the discretion to impose one or more of the following:
- i. The Student will have their assessment mark confirmed, and a finding of no inappropriate conduct confirmed.
 - ii. The Student will have their assessment mark confirmed and receive a formal warning.
 - iii. The Student will receive a zero mark for that assessment.
 - iv. The Student will be disqualified from that attempt.
 - v. The Student will be disqualified from sitting further courses for a finite and reasoned period.
 - vi. The circumstances will be deemed to be a breach of the Code of Conduct and considered an instance of Educational Misconduct. It will be referred to an investigation under the Institute’s Disciplinary Scheme. In this situation, the Student may be disqualified from sitting further assessments until the concluded outcome of any professional disciplinary investigation.
 - vii. Any other proportionate measures which may be deemed appropriate.



- 6.2 In addition to those penalties enumerated in section 6.1, if the breach affects the educational validity of an Institute assessment process or that of the assessment itself for more than one Student, the EGME may declare the relevant assessment or examination invalid for all Students.
- 6.3 The penalties described in Section 6.1 may be applied at any time following the conclusion of an investigation conducted in accordance with this Policy, including where evidence of Inappropriate Educational Conduct and/or a breach of the Code of Conduct comes to light after results have already been published to Students. In these circumstances penalties may be applied and results may be amended. This may include:
- i. where the penalty requires it, changing a pass to a fail where warranted;
 - ii. where the amended result impacts the Student's eligibility for a designation, the Institute will take action in accordance with the relevant designation requirements; and
 - iii. the Institute may notify relevant third parties of the amended result.

7. Reporting

- 7.1 ESC determines the outcome of an investigation.
- 7.2 Upon the conclusion of an investigation, the Student will receive a written notice of determination, including the finding, reasons for decision, any penalty imposed and information on how to appeal.
- 7.3 The Student has the right to appeal the ESC determination, pursuant to the Education Complaints and Appeals Policy.
- 7.4 Where a matter is referred by the ESC to the Disciplinary Scheme, the EGME will lodge the complaint on behalf of the Institute under the Disciplinary Scheme. The Student will be advised of the referral and subsequent communication with the student will be in accordance with the Disciplinary Scheme.

8. Glossary of terms

Assessment is an assignment or exam that is required to be submitted by a student as part of undertaking an Institute subject. The format of an assessment could be completed by submission of a quiz, written document, visual recording, spreadsheet, coding workbook and outputs, or another format as advised to the Student.



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Cheating involves someone else completing part or all of a Student's work and then submitting the work as if the Student had completed it themselves. Examples include, but are not limited to:

- contract cheating, or commercial cheating, where a third party is paid to prepare answers or edit the Student's work;
- securing a third party to review and/or edit the Student's work, regardless of whether money is exchanged or there is any variation to the Student's original work;
- communication with other Students whilst an exam is in progress; or
- accessing material which is expressly not allowed during an exam; or
- accessing assessment material before it is published/released to all Students.

Chief Examiner (CE) means the Chief Examiner for the specific course.

Collaboration is co-operating with one or more other Students to prepare for an assessment, to the extent that a material portion of the assessment as submitted cannot be considered the Student's own work.

Collusion involves engaging in illegitimate cooperations with one or more other students to complete an assessment. The student claims the assessment submitted is all their own work when it is not.

Course means any educational course offered by the Institute, including the qualification education subjects, professional development courses and microcredential courses.

Education Program means the Institute qualification education subjects, professional development courses, and microcredential courses. Any one subject or course is referred to as a **Course**.

Education Strategy Committee (ESC) is a committee of the Council that has the responsibility to oversee the entire Education Program.

Executive General Manager, Education (EGME) means the person responsible for the Institute's Education Program.

Fabricating information involves making up information for research-focused assessment tasks, such as experimental or interview data. It can also include inventing sources of data, evidence, or ideas by citing publications that are incorrect or that do not exist. (TEQSA, academic integrity, October 2022)



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Initial Investigation means a preliminary review of alleged Inappropriate Educational Conduct or Educational Misconduct conducted by the EGME, or nominee, to determine whether the allegation has sufficient merit to warrant a full investigation by the Investigation Panel or be referred to the Disciplinary Scheme.

Institute means The Institute of Actuaries of Australia (ACN 000 423 656) known as the Actuaries Institute, its successors and related bodies corporate, partners and their successors.

Investigation Panel is a sub-committee of the Education Strategy Committee responsible for conducting investigations into alleged Inappropriate Educational Conduct or Educational Misconduct.

Member means a member of the Institute.

Plagiarism is submitting work that is not the Student's own work without acknowledging, citing, or referencing the original source of the work. (TEQSA, academic integrity, October 2022)

Recycling or resubmitting work involves submitting (or resubmitting) work that has already been assessed, without permission.

Student means a person who is enrolled in or applying to enrol in any subject or course within the Education Program, offered by the Institute.

9. Related policies and documents

All related policies and process flow charts are available on our website.

The following are named in the Educational Conduct Policy:

- [Code of Conduct](#);
- [Disciplinary Scheme](#); and
- [Education Complaints and Appeals Policy](#).