

Plagiarism and Cheating Policy

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Overview

1. Students are expected to submit their own work for assignments. If students are required to undertake research for their class work or assessments, they must properly and fully acknowledge their sources. Plagiarism and cheating of any kind will not be tolerated by the College and such action constitutes student misbehaviour. It may result in the cancellation of a student's enrolment.
2. The College's strict policy against plagiarism and cheating means that the integrity of our courses and qualifications issued is upheld. It is essential to our reputation that plagiarism is dealt with promptly and in accordance with this policy.

Definitions

3. **Cheating** means any dishonest or deceitful conduct in relation to the submission or class-work, assessments, assignments or other course related conduct.
4. **Plagiarism** means using the ideas or expressions of someone else without acknowledging them and passing them off as one's own.

Students must act honestly

5. The College requires that all students act honestly and ensure that they do not cheat or commit acts of plagiarism.

Reporting requirements

6. All staff and students must report any suspected instances of plagiarism or cheating by a student to the relevant Training Manager in their learning area.
7. The report must be:
 - 7.1. made in writing;
 - 7.2. given to the relevant Training Manager within 7 days of the alleged plagiarism or cheating taking place; and
 - 7.3. accompanied by any supporting evidence.

Investigation

8. Upon receiving a report of suspected plagiarism or cheating, the Training Manager must notify the National Manager immediately in writing (email is also acceptable).
9. The Training Manager and National Manager will jointly investigate the matter and determine whether the allegations are correct. This investigation must include an interview with the relevant

trainer as well as, in the case of allegations of plagiarism, a review of the alleged copied material and student's class work.

10. If the Training Manager and National Manager determine that there are reasonable grounds for suspecting that plagiarism or cheating has occurred, written notice of this must be given to the student and the student must be requested to attend the College for an interview with the College's Plagiarism/Cheating Review Panel. The written notice must advise the student of the availability of the College's complaints and appeals process and the process that will be followed during the interview and any subsequent investigations that may be made.
11. The student has the right to have a support person present during any interview and to make submissions.
12. The interview must be attended by the Plagiarism/Cheating Review Panel consisting of the National Manager, Course Co-ordinator and an independent Assessor. Any subsequent enquiries must be conducted by the panel.

Outcome of investigation

13. The Training Manager will advise the student in writing of the outcome of the investigation made by the Plagiarism/Cheating Review Panel within 21 days of receiving the report of alleged cheating or plagiarism.

Consequences of plagiarism or cheating

14. If the Plagiarism/Cheating Review Panel form the view that a student has or is more than likely to have committed plagiarism or cheated and this is the first instance of plagiarism or cheating committed by the student during their enrolment with the College, the Panel will:
 - 14.1. send a written warning letter to the student advising them that their enrolment may be cancelled if they are found in the future to have committed another act of plagiarism or cheating at the College; and
 - 14.2. meet with the student and counsel them not to engage in any further cheating or plagiarism; and
 - 14.3. require the student to resubmit the relevant class work or undertake the relevant assessment again or undertake any other remedial action deemed appropriate; or
 - 14.4. apply a Not Yet Competent grade to the unit of competency.
15. If the Plagiarism/Cheating Review Panel form the view that a student has or is more than likely to have committed plagiarism or cheated and this is the second instance of plagiarism or cheating committed by the student during their enrolment with the College, the Panel will:
 - 15.1. advise the National Manager in writing of the outcome of the investigation and recommend that the student's enrolment be cancelled for student misbehaviour;
 - 15.2. send a letter to the student advising them that their enrolment is at risk of being cancelled. The letter will advise the student that they have 14 days in which to appeal the outcome of the investigation.
16. The National Manager will cancel the student's enrolment if the student fails to lodge an appeal within the 14 day time period, withdraws from an appeal or the outcome of the appeal process results in a decision in support of the College.
17. The National Manger has a discretion not to cancel the student's enrolment. This discretion may be applied in a number of different circumstances, including (but without limitation) where the student can prove that there were compassionate or compelling circumstances which contributed to their dishonest actions. Students should note that a decision not to cancel the student's

enrolment is a discretion only and will not always be exercised even where there are compassionate or compelling circumstances.

Record keeping

18. Full and proper written records of the following must be kept on the student's file and retained for at least 3 years:
 - 18.1. the initial report of the alleged cheating or plagiarism;
 - 18.2. the steps taken in the investigation;
 - 18.3. copies of the assessment tasks in question and any evidence relied on to support the claim;
 - 18.4. copies of any correspondence sent to the student;
 - 18.5. records of any meetings with the student, including counselling;
 - 18.6. outcome of any appeal by the student; and
 - 18.7. if the student's enrolment is cancelled, a copy of the cancellation of the student's enrolment from PRISMS.

Appeal

19. Students have the right to appeal any decision made by a College staff member under this policy. Students must lodge their appeal within 14 days of the decision being made.

Related policies

- Student complaints and appeals policy
- Deferring, suspending or cancelling student enrolment's policy