

PLAGIARISM, CHEATING & COLLUSION POLICY

Policy Code: PCC - 001

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PURPOSE

This policy aims to minimise instances of student plagiarism, cheating and collusion by providing information on how to act honestly, ethically and with integrity for the duration of your studies with the College (often referred to as academic integrity). It outlines staff and student responsibilities in maintaining academic integrity, and defines the grounds for investigating allegations of plagiarism, cheating or collusion which are all forms of Student Misconduct.

Definition of “College” – A.C.O.A.E. RTO. for the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to A.C.O.A.E. RTO.

SCOPE:

- All students
- All staff (Trainer & Assessors, Training Managers)
- All units of study and courses
- Student Services Staff

POLICY STATEMENT

The College is committed to academic integrity, honesty and high standards of ethical behaviour. Therefore, plagiarism, cheating or collusion (referred to as academic dishonesty) in any form are unacceptable and allegations of such will be treated seriously by the College in alignment with the Student Code of Conduct.

Consequences that may apply students caught plagiarising, cheating or colluding are set out in the Detecting and Managing Plagiarism, Cheating & Collusion Procedure

CREATING AWARENESS OF STUDENT INTEGRITY REQUIREMENTS

The College will make information available to all students and staff in relation to:

- the accepted referencing style (where appropriate)
- what constitutes plagiarism and how to avoid it
- all policies and procedures relevant to student integrity and academic misconduct
- the process for submitting assessments using plagiarism detection software (where appropriate)
- where to seek further advice or support in relation to any of the above.

WHAT IS PLAGIARISM & ACADEMIC DISHONESTY?

Academic dishonesty includes cheating and collusion. Refer to the definitions at the end of this policy.

COLLEGE RESPONSIBILITIES

For the purpose of fostering academic integrity and sustaining an ethical culture, the College will:

- provide students with formal opportunities to learn about plagiarism, cheating and collusion via mechanisms such as - orientation processes, feedback on work submitted, and other relevant workshops or learning tools put in place by the College
- make available on the website clearly written policies, procedures and guidelines aimed at informing students of their rights and responsibilities with regard to plagiarism, cheating and collusion, and aiming to guide them on ways to avoid academic dishonesty and plagiarism

- ensure that staff adhere to this policy and the associated policies and procedures when taking action in relation to matters of academic dishonesty or plagiarism
- ensure that staff are aware of and can direct students to the Student Code of Conduct
- ensure students are provided with guidance and feedback regarding referencing when necessary as part of the assessment process
- take all reasonable steps to ensure that students, particularly commencing students, are aware of what constitutes academic dishonesty and plagiarism, the policy and procedures that apply, and the repercussions that may occur.

STUDENT RESPONSIBILITIES

In line with the values of the Student Code of Conduct, students are expected to:

- make use of the resources provided by the college to educate themselves on their rights and responsibilities to maintain academic integrity
- avoid placing themselves in situations that could be construed as academic dishonesty or plagiarism in accordance with this policy.

COLLABORATIVE & INDEPENDENT LEARNING

Unless collaboration/group work is specified in the assessment criteria, students will undertake and complete assessment work independently.

Units of Study that require group work expect legitimate collaborative learning to take place. Any specific collaborative arrangements will be specified in the assessment information available for the unit of study on the Learning Management System (Moodle).

RESPONSIBILITIES ON RECEIPT OF PLAGIARISM ALLEGATION

On receipt of an allegation of plagiarism, it is the responsibility of the Senior Trainer & Assessor to review any evidence of plagiarism including any past incidence of plagiarism or academic dishonesty that may be on the student record. The Senior Trainer & Assessor will then discuss the matter with the Trainer & Assessor involved and make a decision as to whether it is an instance of negligent plagiarism or dishonest plagiarism (refer to definitions in this policy):

- Instances of negligent plagiarism will be dealt with directly by the Senior Trainer & Assessor as per the **Detecting and Managing Plagiarism, Cheating & Collusion Procedure**. The Senior Trainer & Assessor will record details of the incident and all communications on the student record (**as per the Student Misconduct Record Work Instructions**) and it will be considered as a warning.
- Instances of dishonest plagiarism will be referred by the Senior Trainer & Assessor to the College Manager via entry of the details of the allegation into the student record (**as per the Student Misconduct Record Work Instructions**). The relevant supporting evidence will also be attached to the student record. It is the responsibility of the College Manager to formally contact the student and make them aware of the allegation of plagiarism, and to follow the process outlined in the **Detecting and Managing Plagiarism, Cheating & Collusion Procedure**. The Training Manager is directly involved with delivery of the unit of study (e.g. a unit of study coordinator or trainer), the Senior Trainer & Assessor is to refer the matter directly to the College Manager.

DETECTION AND REPORTING OF ACADEMIC DISHONESTY

As with plagiarism, any other forms of academic dishonesty are treated seriously by the College. Academic dishonesty is defined in the definitions section of this policy.

If a staff member becomes aware of a potential incidence of academic dishonesty, they should report the matter to their respective Senior Trainer & Assessor / Department Head who then has the responsibility to complete the necessary communication in the student record within Axcelerate regarding the incident and submit it to the College Manager for further action, attaching all supporting evidence. The detail required in that communication is outlined in the Student Misconduct Record Work Instructions. The General Manager / Director will then handle the matter in accordance with the **Detecting and Managing Plagiarism, Cheating & Collusion Procedure**

RECORDS OF ACADEMIC DISHONESTY AND PLAGIARISM

Records of alleged plagiarism or academic dishonesty will be maintained on the student's record. The record must include any warnings, communications and the outcomes (if any) of an allegation of plagiarism or academic dishonesty including any documentary evidence (as per the Student Misconduct Record Work Instructions).

Senior Trainer & Assessors, Department Head, College Manager, Director, and Student Services must have access to this information when considering any subsequent allegations.

Responsibility for updating the student record rests with the staff member who is handling the respective portion of the allegation. For instance, a Senior Trainer & Assessor will record any communications and actions that occur either prior or subsequent to forwarding the matter onto the Training Manager.

RELATED PROCEDURES

DETECTING AND MANAGING PLAGIARISM, CHEATING & COLLUSION PROCEDURE DEFINITIONS

Academic Dishonesty means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so. Academic dishonesty includes, but is not restricted to:

- The act of plagiarism or assisting another student to commit plagiarism
- The act of cheating (e.g. copying the work of another student or not abiding by the rules of examination)
- The act of collusion (particularly in a work-based learning environment)
- Allowing one's work to be copied, utilised as a resource/ guide or appropriated in some other form by another student
- Taking unauthorised information, materials or aids into an examination, irrespective of whether the unauthorised objects relate directly to the examination content (refer to Exam Administration Guidelines)
- Using unauthorised information, material or aids in an examination

- Submitting, as a new work, an assessment piece that has been previously submitted and assessed for another subject/unit of study or award, or for the same subject/unit of study previously failed, without appropriate acknowledgment and/or prior permission of lecturer
- Using experimental results or data obtained or gathered by another person without appropriate acknowledgement of the other person's contribution
- Fabricating or falsifying information or data
- Failing to give accurate acknowledgement to other collaborators' contributions to an assessment piece
- Tampering or attempting to tamper with assessment items, grades or class record.
- Falsifying or fabricating clinical, practical or laboratory reports
- Discussing practical workplace assessments already undertaken with another student, prior to them undertaking the same assessment
- Acquiring, attempting to acquire, possessing or distributing examination or assessment materials without the approval of the College.

Collaboration is the legitimate joint work by two or more students in the completion of a project, such as an assignment. In certain circumstances, lecturers may permit collaboration on all or part of an assessment piece for the purpose of facilitating peer learning and inquiry.

Plagiarism is the intentional or unintentional copying or presentation of any part of another person's ideas, words or work without acknowledgement for the purpose of presenting the other person's work as one's own work. It is a subset of academic dishonesty and a form of misconduct.

- **Negligent Plagiarism** means innocently or carelessly presenting another person's work as one's own without appropriate acknowledgement of the source. It may be due to failure to follow appropriate referencing practices and is often a result of a student's fear of paraphrasing or ignorance of policies and procedures.

- **Dishonest Plagiarism** means knowingly presenting another person's work as one's own work without appropriate acknowledgement of the source. It may include instances where substantial portions of work have been copied from the work of another or from other sources including the internet and in a manner that cannot be explained as negligent plagiarism (this includes if the student already has an instance of negligent plagiarism on their record). It may also include instances where a student has engaged another person to produce the work and has claimed it as their own.

Possible forms of Plagiarism include:

- **Collusion** occurs when students use other students' work without adequately crediting the authors. It means submitting the work of someone else and calling it one's own, with full knowledge and consent of the other person who has supplied the work, in order to give a false representation of one's effort or performance on the assessment item. The person supplying the work can also be deemed to have participated in collusion. Unintentional collusion can arise from study groups and from group-based assessment where students are unsure about the boundary between what the lecturer considers acceptable group work and collusion.
- **Ghost writing** occurs when an assignment is purposely written by another person and represented by the student as her or his own work.
- **Incorrect referencing** occurs when material is copied word for word and acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgement of its source.

- **Purloining** occurs when material is copied from another student's assignment or work without that person's knowledge. It also refers to the use by staff of another's work without that person's permission.
- **Resubmission** of material which has been previously submitted for another assessment.

FURTHER INFORMATION

Related Policies:

- Student Misconduct Policy
- Grievance Policy
- Student Code of Conduct

Assessment Policy

Supporting Research and Analysis:

Not Applicable

Related Legislation:

- National Vocational Education and Training Regulator Act 2011

Guidelines: Not Applicable

Policy Author:	Melissa Katsinas
Policy Owner:	College Manager
Contact:	College Manager, Training Manager
Approval Body:	Executive Management
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Responsibilities for Implementation :	<ul style="list-style-type: none"> • Student Services • All training Staff • Student Services Staff • College Manager
Key Stakeholders:	Training Staff Students