

Plagiarism and Cheating Policy and Procedure

Purpose

Central Australian College shall monitor the work of students to ensure academic integrity and validity of its courses. To ensure that assessments are being conducted in accordance with the rules of evidence and principles of assessment.

Scope

The Plagiarism and Cheating Policy and Procedure applies to both domestic and international students pursuing all qualifications in CAC. Any non-compliance with such requirements can result in penalties which may have an impact on the students' academic future and for international students their student visa.

Relevant standards, acts and legislations

The Plagiarism and Cheating Policy and Procedures are within the scope of compliance requirements adhering to the SRTO 2015, Standard 1 clause 1.8; Standard 4 clause 4.1 and Standard 5 clause 5.2; ESOS framework (ESOS ACT 2000) Standard 2, 3, 7 and 15.

Definitions

| Term | Definition |
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| Academic misconduct | Academic misconduct includes but is not restricted to: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks. |
| Cheating | It means to seek or to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study and includes the resubmission of work that has already been assessed in another unit. |
| Collusion | It is the unauthorized collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her individual efforts. (Note: Collaboration in learning is encouraged for all students; however they need to submit assignments based on their own work and creation. |
| DOS | Director of Studies |
| ESOS | Education Services for Overseas Students it is a legislative framework, commonly known as ESOS Act 2000. |
| Plagiarism | It means to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the internet, published and unpublished works. |
| SRTO 2015 | Standards for Registered Training Organisations 2015 |

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| Term | Definition |
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| Unit of Competency | Unit of competency means the specifications of the standards of performance required in the workplace as defined in a training package. |

Policy

The purpose of this policy is to affirm commitment of CAC to ensure ethical practices amongst students to conduct their studies honestly, ethically and in accordance with the accepted academic standards. Plagiarism and Cheating Policy and Procedure ensures that:

- CAC shall monitor the work of students to ensure the academic integrity and validity of its courses and that assessments are being conducted according to the rules of evidences and principles of assessments.
- All students enrolled in CAC must be aware of the implications of plagiarism and cheating. They must seek assistance from trainers and assessors for the correct method of gathering data and referencing in their assessments.
- All students enrolled in qualifications within CAC's scope of registration are required to act honestly and ensure that they do not cheat or commit acts of plagiarism.
- All CAC Trainers/Assessors should be aware of the potential of plagiarism and cheating and apply necessary risk management strategies. They should inform the students about implication of plagiarism and cheating.
- If a student is found guilty of plagiarism or cheating it will be considered to be an academic misconduct with outcomes determined upon investigation and after the conclusion of the appeals process.

Responsibility

Training Managers, Course Coordinators and Trainers/Assessors are responsible to ensure academic standards are maintained. They are responsible for the control and implementation of this procedure.

In order to achieve the above mentioned policy statements, the Training Manager/ DOS shall arrange for:

1. Ensuring that students are aware of penalties of plagiarism and cheating.
2. Initial reporting of plagiarism and cheating
3. Investigation of allegation
4. Outcome of investigation
5. Consequences of plagiarism
5. Appeals process
6. Recordkeeping

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Procedures

Students are expected to submit their own work for projects/assignments. If students are required to undertake research for their class work or assessments, they must properly and fully acknowledge their sources.

Students must be advised of the need to seek assistance from trainers and assessors in proper referencing of their work. The information regarding academic conduct is to be shared with students during orientation.

1. Reporting requirements

All staff and Students must report any suspected instances of plagiarism or cheating by a participant to the relevant trainer who in turn will advise their DOS/ Training Manager.

The report must be made in writing (email is suitable) and given to the relevant trainer within 7 days of the alleged plagiarism or cheating taking place; and be accompanied by any supporting evidence.

2. Investigation

2.1. Upon receiving a report of suspected plagiarism or cheating, the Training Manager, or their delegate, must investigate the matter promptly and determine whether the allegations are correct.

2.2. This investigation must include an interview with the participant and relevant trainer as well as, in the case of allegations of plagiarism, a review of the alleged copied material and participant's class work.

2.3. The student has the right to have a support person present during any interview and to make submissions.

3. Outcome of investigation

Training Manager will advise the participant in writing of the outcome of their investigation within 21 days of receiving the report of alleged cheating or plagiarism.

4. Consequences of plagiarism

4.1. Training Manager will check if a student or group of students 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/group during their enrolment with CAC.

4.2. The Training Manager will:

- a. 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 CAC; and
- b. meet with the student and counsel them not to engage in any further cheating or plagiarism; and

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- c. apply a Not Yet Competent grade to the unit of competency
- d. require the student to resubmit the relevant class work or undertake the relevant assessment again or undertake any other remedial action deemed appropriate; or

4.3. If the Training Manager determines that the student or group of students 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 participant during their enrolment with CAC Training, they will:

- a. recommend that the student's enrolment be cancelled for academic misconduct;
- b. send a letter to the student advising them that their enrolment has been recommended for cancellation. The letter will advise the participant that they have 14 days in which to appeal the outcome of the investigation (as per the Complaints and Appeals Policy and Procedure)

4.4. The Training Manager will submit a withdrawal request to the Administration Manager for the participant's enrolment if the participant fails to lodge an appeal within the 14 day time period, withdrawal from an appeal or the outcome of the appeal process results in a decision in support of the Training Manager.

4.5. The Training Manager has the 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 their enrolment is discretionary only and will not always be exercised even where there are compassionate or compelling circumstances.

5. Appeal

Students have the right to appeal any decision made by a CAC staff member under Complaints and Appeals policy. Students must lodge their appeal within 14 days of the decision being made.

6. Record Keeping

Admin staff will be responsible for maintaining full and proper written records in the students file. The following items must be kept on the student's file:

- a. the initial report of the alleged cheating or plagiarism;
- b. the steps taken in the investigation;
- c. copies of any correspondence sent to/or from the student;
- d. records of any meetings with the student, including counselling;
- e. outcome of any appeal by the student; and
- f. if the student's enrolment is cancelled, written verification of the cancellation must be provided to the student

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Relevant Policies

- Training and Assessment Policy and Procedure
- Privacy Policy and Procedure
- Student Code of Conduct and Discipline Policy
- Complaints and Appeals Policy and Procedure
- Deferments, Suspension and Cancellation Policy and Procedure
- Quality Assurance Policy and Procedure

Relevant Forms and Documents

- Complaints and Appeals Form
- Application form to defer, suspend or cancel enrolment

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