

Objective

This policy outlines the approach taken by CEAV Institute to address plagiarism and the management of alleged cases. This policy provides a clear definition of plagiarism, cheating and collusion, so that there can be no misunderstanding as to a student's roles and responsibilities about their academic conduct whilst studying with CEAV Institute.

This policy addresses the issue of suspected and/or proven misconduct with respect to the ownership or authorship of intellectual property, or the failure to provide due acknowledgement of the ownership or authorship of the intellectual property of others. This policy is consistent with expectations of ethical conduct.

Scope

This policy applies to:

- RTO Manager
- RTO Trainers/Assessors
- RTO Administration staff
- All CEAV Institute students

Policy

CEAV Institute requires that work submitted by students for assessment as part of their studies must be their own work. Where work submitted by a student for assessment incorporates material from other secondary sources to support their research/arguments, the reference to these sources should be clear and unambiguous.

It is essential that:

- Students do not copy other student's answers in a test or assessment task
- Students do not allow other students to copy answers in a test or assessment task
- Students do not inappropriately obtain prior knowledge of an assignment's expected answers/content
- Quotations from published and unpublished sources are identical and acknowledged clearly
- Sources of illustrations, photographs, maps, and statistics are clearly acknowledged
- Web-based materials are not directly downloaded into an assessment and are fully referenced like any other source material
- Students do not incorporate materials purchased or acquired from internet sites or commissioned from sources that write assignments for payment
- Paraphrasing of material from others is referenced clearly
- Students do not incorporate materials that have been previously submitted for assessment, without so stating. If inclusion of previous work is warranted it should be fully referenced
- Students produce work which is uniquely their own and sign a declaration on their *Assessment Cover Sheet* obtained from their Trainer

Students will be referred to appropriate sources of information on good practice in the production of assessments, and the information on Authenticity of Work in their student handbook.

All personnel within the scope of this Policy will be informed of their responsibilities in relation to detection, investigation and management of plagiarism and collusion through the Trainer Handbook.

Definitions

Cheating

Acting dishonestly or unfairly to gain an advantage.

Collusion

Unauthorised collaboration on assessable work with another person or persons.

Plagiarism

To take and use another person's ideas and methods of expressing them and claiming them as one's own by failing to give proper acknowledgement. This includes published books or periodicals, another student's work, and information from websites.

Academic Misconduct

Overarching term that refers to cheating, collusion, or plagiarism.

Related Documents

- Student Discipline Policy
- Student Complaints and Appeals Policy
- Assessment Cover Sheet and Feedback Form
- Student Handbook
- Trainer Handbook

Related Legislation

Commonwealth

- National Vocational Education and Training Regulator Act 2011, including the July 2020 amendments

Victorian

- Education and Training Reform Act 2006



Approved by

The Committee of Management

Signed:		Date:	02/02/2021
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Review date

Effective from: February 2021

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