

## Plagiarism, Collusion & Cheating Policy & Procedure

### Purpose

This policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in Students being managed as per CEAV Institute's Student Code of Conduct.

The purpose of this policy and procedure is to:

- Describe the responsibility for applying CEAV Institute's Plagiarism, Collusion & Cheating Policy
- Define plagiarism, collusion and cheating as applied within CEAV Institute
- Describe the procedure for preventing cheating, collusion, and plagiarism
- Provide the principles behind the imposition of penalties for plagiarism, collusion, and cheating
- Provide procedures for dealing with incidents involving plagiarism, collusion, and cheating
- Describe the penalties for plagiarism, collusion and cheating as applied by CEAV Institute
- Describe the Student's Right of Appeal

### Scope

This policy applies to all the CEAV Institute (RTO 22523) including staff, students and stakeholders.

### Responsibility

It is the responsibility of the RTO Manager – Head of Teaching and Learning to implement this Policy and Procedure and to ensure the processes are followed when dealing with instances of plagiarism, collusion, and cheating. Refer to responsibilities on page 6 of this Policy and Procedure for further information.

### Definitions or Reference Documents

- **Student** – A person being trained and assessed by CEAV Institute
- **Standards for Registered Training Organisations 2015 (RTOs)** – set of standards endorsed by the Council of Australian Governments (COAG) Industry and Skills Council to provide.
  - national consistency in the regulation of the VET sector using a standards-based quality framework and a risk-based approach.
  - to promote quality flexibility and innovation in VET.
  - promote Australia's reputation for VET locally and overseas.
  - promote a VET system that meets Australia's social and economic needs.
  - protect students undertaking or proposing to undertake VET in Australia.
  - ensure access to accurate information regarding the quality of VET.
- **Plagiarism** – involves using the work of another person and presenting it as one's own. Students are expected to acknowledge the intellectual property of others used in the preparation of projects and assessment tasks. Plagiarism is copying another person's ideas or expressions without appropriate acknowledgement and presenting these ideas or forms of expressions as your own. It includes not only written works such as books or journals, but data or images that may be

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presented in tables, diagrams, designs, plans, photographs, film, music, formulae, websites and computer programs.

- **Accidental Plagiarism** – is conducted unintentionally, and it is often due to an incomplete understanding of what plagiarism is and/or a lack of language and study/research skills.
- **Collusion** – is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment and may include:
  - Unauthorised and unacknowledged joint authorship in an assessment task.
  - Unauthorised and unacknowledged copying or use of material prepared by another the person for use in assessment.
- **Cheating** – is to act dishonestly or unfairly to gain an advantage. It can also be defined as completing an assessment without a student’s effort and getting someone else to do the work. This is not an acceptable practice and will affect the progression of the course.

### Policy

CEAV Institute regards plagiarism and cheating as extremely serious academic offences. The penalty imposed by CEAV Institute will depend upon the severity of the incident, whether the student is a repeat offender, whether there is evidence of deliberate deceit or intent, and whether another Student has been coerced into participating in the plagiarism.

### Procedure

#### Guidelines for students

Students are provided with information about plagiarism, collusion and cheating in the following ways:

- Student Handbook
- During course induction
- Policies section on CEAV Institute’s website
- Student Declaration section in all Assessment Booklets

CEAV Institute will inform students about cheating, collusion, and plagiarism as per the above, to make them aware of plagiarism, collusion and cheating and its penalties.

CEAV Institute will require each student to complete a declaration with all assessment submissions indicating that they have not cheated, colluded, or plagiarised in their assessment.

CEAV Institute’s trainers/assessors will actively monitor students in class and/or during student assessments to detect any instance of plagiarism, collusion or cheating. CEAV Institute’s trainers/assessors may check for plagiarism using online plagiarism detection websites and tools.

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Principles behind the imposition of penalties for plagiarism, collusion, and cheating:

- All students will be allowed to explain the incident
- Students who unintentionally engage in plagiarism, collusion or cheating must be given appropriate counselling and guidance so that they do not repeat the offence
- Any cheating or plagiarism will incur a penalty ranging from a reprimand and warning, in writing, to the cancellation of all assessment results for the course and/or expulsion from CEAV Institute

### Reporting of suspected Plagiarism

A trainer/assessor who suspects student plagiarism/collusion or cheating must report this to the RTO Manager - Head of Teaching and Learning.

Any suspected case of plagiarism, collusion or cheating must be investigated by the RTO Manager - Head of Teaching and Learning.

The principles of natural justice must be applied at all stages in the process. Any student suspected of plagiarising, colluding, or cheating must be given a fair hearing and the opportunity to provide evidence of authorship.

In some cases, the RTO Manager - Head of Teaching and Learning may require the student to meet with them to discuss the issue of plagiarism/collusion and cheating.

The RTO Manager - Head of Teaching and Learning must determine whether the plagiarism/collusion amounts to cheating by conducting a thorough investigation which involves reviewing the suspected Student's written work and discussing the workplace trainer/assessor's suspicions regarding plagiarism/collusion and/or cheating.

If after the investigation, the RTO Manager - Head of Teaching and Learning determines there was no Plagiarism/Cheating/Collusion and that it is a case of unsatisfactory assessment, they will then direct another CEAV Institute trainer/assessor to mark the student's work appropriately.

If this occurs, the RTO Manager - Head of Teaching and Learning will send a Plagiarism and Cheating Warning letter to the student. This letter is to be scanned into the Student's Record in VETtrak and a copy of the letter is to be placed on the student's file by CEAV Administration.

If after the investigation, the RTO Manager - Head of Teaching and Learning determines that there is a possible case of Plagiarism, Collusion and Cheating and there is evidence that the student intended to obtain an unfair disadvantage, the RTO Manager - Head of Teaching and Learning must allow the student to respond before making a final decision. In addition to more obvious cases of plagiarism (e.g., copying large slabs of information from the Internet) this situation would arise where two Students, contrary to instructions, submit substantially the same work.

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In instances of plagiarism, collusion and cheating the RTO Manager - Head of Teaching and Learning will impose a penalty depending upon the severity of the plagiarism, collusion, and cheating

### Penalties for Plagiarism, Collusion & Cheating

Categories of Plagiarism, Collusion & Cheating	Penalties
The first instance of plagiarism, collusion or cheating	<ul style="list-style-type: none"> <li>• Reprimand and warning in writing</li> <li>• Student must submit a written explanation about the reason for the occurrence of cheating, collusion or plagiarism and submit to the RTO Manager - Head of Teaching and Learning</li> <li>• Assessment must be re-done and re-submitted</li> <li>• Letter of reprimand recorded in the Student's Record in VETtrak</li> </ul>
Second Instance of plagiarism, collusion or cheating	<ul style="list-style-type: none"> <li>• Final written warning indicating another occurrence will result in expulsion from CEAV Institute</li> <li>• Assessment must be re-done and re-submitted</li> <li>• Statement of Action taken and recorded in Student's Record in VETtrak</li> </ul>
The third instance of plagiarism, collusion or cheating	<ul style="list-style-type: none"> <li>• Expulsion with no refund</li> <li>• Statement of Action taken recorded into Student's Record in VETtrak</li> <li>• Matter referred to the CEO – Australian Centre for Career Education</li> <li>• If the penalty is the cancellation of all assessment results for the course and/or expulsion from CEAV Institute, then CEAV Institute must refer the matter to all regulatory bodies if required</li> </ul>

The student has the right to appeal against the outcomes of the above procedure and can appeal the decision as per CEAV Institute's ***Complaints and Appeals Policy and Procedure***.

### Responsibilities

**Chief Executive Officer**

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- Deal with serious cases of plagiarism/cheating as referred by the RTO Manager - Head of Teaching and Learning and impose Disciplinary Action as per the ***Disciplinary Policy and Procedure***.

### RTO Manager - Head of Teaching and Learning - CEAV Institute

- Is responsible for the implementation of this policy and procedure and ensuring staff and students are aware of its application and that staff implement its requirements.
- Investigate any cases of plagiarism, collusion and cheating brought to their attention by CEAV Institute trainers/assessors and based upon the investigation decide whether there is a substantiated case for plagiarism, collusion and cheating.
- Send the Student a Plagiarism and Cheating Warning Letter, scan a copy into the student's record in the Student Management System and place a copy on the student's file.
- Meet with the Student to determine if there is a case for plagiarism collusion and cheating.
- Impose the penalties for plagiarism and cheating and take any Disciplinary Action as per the ***Disciplinary Policy and Procedure***.
- Refer a third offence of plagiarism to the CEO of CEAV Institute.

### Trainers/Assessors

- Refer suspected cases of plagiarism and cheating to the RTO Manager - Head of Teaching and Learning for further investigation.
- Support the investigative process, as directed by the RTO Manager - Head of Teaching and Learning.
- Re-assess (mark) student work, if required.

### RTO Administration

- Scan and load Plagiarism and Cheating Warning Letter into Student's Record in VETtrak.
- Place a hard copy of the letter on the student's file under Other Correspondence.

## Meeting the requirements of the VET Quality Framework

Standards for Registered Training Organisations:

Clause 1.8 – 1.12 Conduct effective assessment – Rule of Evidence – Authenticity

## Related Documents

- Assessment Policy and Procedure

## Plagiarism, Collusion & Cheating Policy & Procedure

- Disciplinary Policy and procedure
- Student Code of Conduct
- Student Declaration in Assessment documents
- Student Handbook
- Student Plagiarism and Cheating Warning Letter
- Training Delivery Policy and Procedure

### Document Version Details

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Approved By RTO Manager, Head of Teaching & Learning	Dora Karas	
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## Plagiarism, Collusion & Cheating Policy & Procedure

Legislation	Relevant Websites
<b>Commonwealth</b>	
National Vocational Education and Training Regulator Act 2011, including the July 2020 amendments	<a href="https://www.legislation.gov.au/Details/C2020C00250">https://www.legislation.gov.au/Details/C2020C00250</a>
Australian Privacy Principles	<a href="https://www.oaic.gov.au/privacy/australian-privacy-principles">https://www.oaic.gov.au/privacy/australian-privacy-principles</a>
Commonwealth Privacy Act 1988 and Amendments	<a href="https://www.legislation.gov.au/Details/C2014C00076">https://www.legislation.gov.au/Details/C2014C00076</a>
Public Records	<a href="https://www.legislation.vic.gov.au/in-force/acts/public-records-act-1973/041">https://www.legislation.vic.gov.au/in-force/acts/public-records-act-1973/041</a>
<b>Victorian</b>	
Education and Training Reform Act 2006	<a href="https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/091">https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/091</a>
Victorian Privacy Act 2008	<a href="https://www.vic.gov.au/privacy-vicgovau">https://www.vic.gov.au/privacy-vicgovau</a>
Privacy and Data Protection Act 2014	<a href="https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027">https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027</a>