

### *Instruction to manage suspected plagiarism and cheating*

This procedure outlines the procedure for managing suspected plagiarism and cheating.

This procedure relates to the implementation of the Plagiarism and Cheating Policy.

1. Where a Trainer/Assessor believes that academic misconduct (plagiarism, cheating or collusion) has occurred, the Trainer/Assessor must have clear and documented evidence of the intellectual property plagiarised and/or the collusion and how it is manifested in the student's work.
2. In the first instance of academic misconduct, Trainer/Assessor should discuss their concerns with RTO Training Lead.
3. If the RTO Training Lead agrees that there appears to be plagiarism or collusion about the authenticity of the work, they must refer the matter to the RTO Manager who will investigate the matter. The RTO Manager will meet with the RTO Training Lead and the student concerned. This may result in a verbal warning.
4. A note must be recorded and stored on the student's file that a verbal warning has been issued and that such a meeting/discussion took place.
5. Ongoing issues concerning academic misconduct should be escalated to the RTO Manager who will issue a formal warning.
6. Cases of academic misconduct brought to the attention of the RTO Manager will be dealt with under the *Student Discipline Policy*.

Possible outcomes for academic misconduct include:

- A notice to re-submit the relevant assessment task
- The recording of the result Not Yet Competent for the Unit of Competency
- Withdrawal from the course

### **Appeal**

A student may appeal the decision of the RTO Manager, and lodge a formal grievance as described in the *Student Complaints and Appeals Policy*. The outcome of the appeal will be final.

### **Related Policies and Procedures**

- Plagiarism and Cheating Policy
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Student Discipline Policy



**Related Legislation, Contract or Standard**

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*

<b>Signed:</b>		<b>Date:</b>	02/02/2021
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**Review date**

**Effective from:** February 2021

**Review date:** February 2024