



Plagiarism, Cheating and Collusion Policy

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| Policy number | RTOPO23 | Version | 1.1 |
| Drafted by | Sally Wynd | Approved by Board on | 28/3/2018 |
| Responsible person | Service Manager | Scheduled review date | 28/3/2019 |

Purpose

This Policy outlines staff and student responsibilities in maintaining academic integrity and defines the grounds for investigating allegations of plagiarism, cheating and collusion which are all forms of Student Misconduct.

Scope

This policy applies to all students, trainers and assessors.

Policy

Eagles RAPS Inc. is committed to integrity, honesty and the highest of standards in ethical behaviour. Therefore, any form of academic dishonesty is unacceptable and will be treated as a serious matter with possible serious consequences. This Policy should be read in conjunction with the Student Code of Conduct.

Consequences that may apply to students proven to be cheating, plagiarising or colluding are set out in the Detecting and Managing Plagiarism, Cheating and Collusion Procedures.

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer _____

DATE: 27 March 2018

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| Procedures number | RTOPR23 | Version | 2.1 |
| Drafted by | Sally Wynd | Approved by Board on | 28/3/2018 |
| Responsible person | Service Manager | Scheduled review date | 28/3/2019 |

Responsibilities

- It is the responsibility of the Service Manager to implement this policy and ensure that all staff are aware of it.
- It is the responsibility of the Education Programs Manager to ensure that all trainers, assessors and students are fully aware of this policy.
- It is the responsibility of the Service Manager to review this Policy at least on an annual basis.



Procedure

Creating Awareness of Student Integrity Requirements

Eagles RAPS Inc. 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;
- Eagles RAPS Inc. policies and procedures relevant to student integrity and misconduct.
- Where to seek further advice and assistance.

What is plagiarism and academic dishonesty?

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

Eagles RAPS Inc. responsibilities

To encourage and foster an ethical and honest culture, the organisation will:

- Provide students with formal opportunities to learn about plagiarism, cheating and collusion;
- Instruct students on academic dishonesty during induction;
- Provide regular feedback on work submitted by students;
- Make policies, procedures and guidelines available on the website;
- Inform students of their rights and responsibilities in regard to plagiarism, cheating and collusion;
- Ensure that all staff adhere to this policy and associated policies and procedures;
- Ensure that the Student Code of Conduct is available to all students, and that staff are aware of how to access it;
- Ensure that students have access to a referencing guide where applicable;
- Take all reasonable steps to ensure that students, particularly commencing students, are aware of what constitutes academic dishonesty and the repercussions which may occur.

Student responsibilities

Students are expected to:

- Adhere to the Student Code of Conduct;
- Make use of information supplied by Eagles RAPS Inc. to educate themselves on their rights and responsibilities;
- Abide by the Harvard Referencing Guide where applicable;
- Avoid placing themselves in positions which could be construed as academic dishonesty.

Collaborative and Independent Learning

Unless collaborative work is indicated in the assessment and approved by trainers and assessors, all assessment work will be undertaken and completed independently by the student.



When working on Units of Study that require group work a legitimate collaborative approach is expected to take place by each student. Any specific collaborative arrangements will be specified in the assessment information available for the Unit of Study.

Detection of Plagiarism

Staff may become aware of potential instances of plagiarism, cheating and collusion. In these instances it must be reported to the Service Manager or the Education Programs Manager who will decide if an investigation is warranted. For complete information regarding the handling of incidences of academic misconduct, refer to the Detecting and Managing Plagiarism, Cheating and Collusion Procedure.

Responsibilities on Receipt of Plagiarism Allegation

On receipt of an allegation of academic dishonesty, it is the responsibility of the Service Manager or the Education Programs Manager to review any evidence of plagiarism and any previous allegations of plagiarism that may be on the student record. The Service Manager or Education Programs Manager will then discuss the matter with the trainer and assessor and make a decision as to whether it is an instance of negligent plagiarism or dishonest plagiarism.

- Instances of negligent plagiarism will be dealt with directly by the Service Manager or the Education Programs Manager as per the Detecting and Managing Plagiarism, Cheating & Collusion Procedure and the Education Programs Manager will record details of the incident on the student record. It will be considered as a warning.
- Instances of dishonest plagiarism will be referred by the Education Program Manager to the Service Manager and will record the incident on the Student's Record. Relevant supporting evidence will also be attached to the student record. The Service Manager will formally contact the student and make them aware of the allegation of plagiarism and to follow the Detecting and Managing Plagiarism, Cheating and Collusion Procedure. If the Service Manager is directly involved in the delivery of the Unit of Study, then the matter should be referred to the Education Programs Manager.

Detection and Reporting of Academic Dishonesty

All forms of academic dishonesty are treated seriously by Eagles RAPS Inc.

If a staff member becomes aware of a potential incidence of academic dishonesty, they should refer it to the Education Programs Manager or the Service Manager and the process in the Detecting and Managing Plagiarism, Cheating and Collusion Procedure should be followed. A note should be filed on the student's record.

Records of Academic Dishonesty and Plagiarism

All records of alleged plagiarism, or academic dishonesty will be maintained on the student's record. This includes warnings, communications, investigations and outcomes of any allegation and should include any documentary evidence.

The Service Manager and the Education Programs Manager must have access to this information.



Responsibility for updating the student record rests with the staff member who is handling the allegation.

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 assessment);
- The act of collusion;
- 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.
- Using unauthorised information, material or aids in an assessment/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 records;
- Discussing assessments already undertaken with another student, prior to them undertaking the same assessment.
- Acquiring or attempting to acquire, possessing or distributing examination or assessment materials without the approval of Eagles RAPS Inc.

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 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.
- **Infringing copyright.**
- **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.

Related Documents

- Student Misconduct Policy
- Grievance Policy
- Student Code of Conduct
- Assessment Policy
- Detecting and Managing Plagiarism, Cheating and Collusion Policy
- Harvard Referencing Guide

AUTHORISATION

SIGNED: Marten Wynd, President/Public Officer _____

DATE: 27 March 2018

Revision History

| Revision | Date | Description of Modifications |
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