



1. Objective

To clearly define the terms Plagiarism and Cheating and provide training to staff and students to ensure these practices are understood and identified before they occur and dealt with appropriately if they do occur.

2. Definitions

a) **Plagiarism is:** when you try to pass someone else's work off as your own i.e. Using someone's ideas, opinions, or theories in an assignment or essay, using pieces of information, such as graphs, statistics, drawings, that are not common knowledge as cited in: <http://www.library.uq.edu.au/training/plagiarism.html> - avoiding plagiarism.

b) **Cheating is:** copying someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment.

c) Consequences

- a. The consequences of being caught plagiarising or cheating may include: repeating the entire unit, suspension from course and possible cancellation of course which will affect the student's visa.
- b. At induction, students are provided training on how **not** to plagiarise or cheat.

3. Responsibility and Procedure

The CEO is responsible to ensure plagiarism and cheating practices are dealt with and will assign responsibilities to appropriate staff.

The training and assessing staff are the 'people at the coal face' and as such are the first line of defence against this behaviour – they will be involved in the induction session with new students and explain the terms plagiarism and cheating. If they identify a suspect case of plagiarism and cheating they are to firstly notify the course coordinator for a second opinion. After which, the student will be provided the chance to defend their actions at a meeting with trainer/assessor and course coordinator.

Second layer of defence is the course coordinator, who will also complete sampling of student work to check for plagiarism and cheating. The course coordinator will be involved in counselling with students who have been identified as either plagiarising or cheating. The course coordinator will bring these cases to attention of College Manager for formal decisions on cases of proven plagiarising or cheating.

The College Manager will work with the course coordinator in counselling students who have been identified as either plagiarising or cheating. The College Manager will make the decision of the consequences of proven acts of plagiarising or cheating.

4. Outcome

In most cases plagiarism has been completed by accident. With adequate training and support, this should not occur.

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Cheating is a different situation and is usually 'cut and dry' with no defence.

As always, any students who have been identified as alleged plagiarises or cheaters will have the ability to access the complaints and appeals process at no cost to themselves.

5. **Persons responsible:**

The Training Manager is responsible for communicating and actioning this policy.

The College Manager will make the decision of the consequences of proven acts of plagiarising or cheating

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