



Compliance and Administration: Plagiarism, Collusion and Cheating Policy & Procedure 5-1003

Purpose

The plagiarism, collusion and cheating policy and procedure assure quality teaching, learning and assessment at Migrant Resource Centre North West Region (MRCNWR). The organisation regards most seriously any acts of dishonesty in assessment such as plagiarism, collusion or cheating including test misconduct and theft of other student's work.

Policy

This policy will ensure the organisation takes responsibility for informing students about what constitutes plagiarism, collusion and cheating in assessment. To ensure that students do not gain an unfair advantage by plagiarising, colluding or cheating at any time during their learning and assessment whilst being a student at MRCNWR.

MRCNWR requires students to submit work that is their own, and considers that plagiarism, collusion and cheating constitutes academic misconduct for which penalties may be applied.

The organisation recognises its responsibility for educating students about what constitutes plagiarism or collusion or cheating whilst attending the RTO. Countering plagiarism, collusion and cheating is the shared responsibility of managers, trainers and students.

DEFINITIONS:

Plagiarism –means to take and use another person's ideas or work and pass these off as one's own by failing to give appropriate acknowledgement, that is, not indicating by referencing that the ideas expressed are not your own.

Collusion – (or unauthorised collaboration) 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 person for use in an assessment.

Cheating –means seeking to obtain an unfair advantage in a test or in other written or practical work required to be submitted or completed by a student for assessment. Hence, if the passing off was done intentionally, you have cheated.

RESPONSIBILITIES OF MANAGERS, TRAINERS AND STUDENTS:

Managers are responsible for ensuring that:

- the Plagiarism, Collusion and Cheating Policy and Procedure is known within the RTO.



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- advice to all teaching staff in recognizing and preventing plagiarism, cheating and collusion,
- understanding of the different learning styles of international students, and approaches to assessment that minimize the possibility for students to submit plagiarized material or engage in collusion.

Trainers are responsible for:

- identifying and reporting plagiarism, cheating and collusion.
- ensuring that students are informed about the expected conventions, within an Australian educational framework.
- ensuring that students clearly understand when it is appropriate to collaborate in the preparation and submission of assignments and when it is not appropriate. (E.g. in a group assessment tasks)
- informing students about the potential actions in suspected cases of plagiarism or collusion.
- informing students about the expectation of behavior when undertaking tests.

Students are responsible for ensuring that:

- they are familiar with the RTO's expectations with regard to the plagiarism, collusion and cheating policy
- work submitted for assessment is their own
- they take all reasonable steps to ensure their work cannot be accessed by others who might seek to submit it as their own.
- assessment pieces are submitted with a MRCNWR student cover sheet signed by the student to attest that the work submitted is their own, and they are aware of the relevant RTO's policy and procedure on plagiarism, collusion and cheating.

Penalties associated with plagiarism, collusion and cheating:

Any case in which a student has been involved in plagiarism, collusion or cheating is considered to be academic misconduct and may carry a penalty. The following penalties are available:

- reprimand
- failure of the piece of assessment
- failure of the unit
- suspension
- termination of enrolment

If a trainer has evidence or is of the opinion that a student has submitted a project/assignment that contains plagiarized material or has colluded or cheated they should immediately notify the Training Center Manager.

The Training and Compliance Manager

- within 7 days convene a meeting with the trainer to discuss the suspected case of plagiarism, collusion or cheating
- decide whether there is sufficient evidence to establish that plagiarism, collusion or cheating has occurred.
- convene a meeting with the student, their trainer and the student support officer to discuss the claims that plagiarism, collusion or cheating has occurred.

If it is found that a student is in breach of this policy, the Training Centre Manager will advise the student that their behavior was inappropriate and advise the student of the potential consequences and will decide on the penalty that will be imposed and communicate this decision to all parties concerned.



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