



PLAGIARISM AND CHEATING POLICY AND PROCEDURE

Purpose

This policy and procedure describes the commitment of ACE to establish a system of identifying and resolving issues of academic misconduct of students enrolled in ACE, specifically Plagiarism and Cheating. Through this policy and procedure, ACE is committing to fairly and equitably investigate allegations of academic misconduct, with consideration of the student's privacy consistent with ACE's Access and Equity Policy.

Scope

This policy/procedure articulate Australian Careers Education Pty Ltd ("ACE") practices applicable to all students (International and domestic students) enrolled with ACE.

Definitions

Academic Misconduct	Any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviours such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage. <i>https://sa.berkeley.edu/conduct/integrity/definition</i>
Collusion	is the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own.
Cheating	Fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question, such as: <ul style="list-style-type: none">• Copying or attempting to copy from others during an exam or on an assignment.• Communicating answers with another person during an exam.• Pre-programming a calculator to contain answers or other unauthorized information for exams.• Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.• Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service.• Submission of the same assignment for more than one course without prior approval of all the instructors involved.• Collaborating on an exam or assignment with any other person without prior approval from the instructor.• Taking an exam for another person or having someone take an exam for you. <i>https://sa.berkeley.edu/conduct/integrity/definition</i>

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Plagiarism	Use of intellectual material produced by another person without acknowledging its source, for example: <ul style="list-style-type: none">• Wholesale copying of passages from works of others into your homework, essay, term paper, or dissertation without acknowledgment.• Use of the views, opinions, or insights of another without acknowledgment.• Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment. <p>https://sa.berkeley.edu/conduct/integrity/definition</p>
Intentional Plagiarism	Plagiarism associated with intent to deceive.
Unintentional Plagiarism	Plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of this Policy).

Policy

1.0 General

- 1.1 Cheating and Plagiarism are forms of academic misconduct, and shall be taken very seriously by ACE. Engaging in Cheating and/or Plagiarism are severe breaches of the Student Code of Conduct and this Plagiarism and Cheating Policy and shall have consequences by ACE such as repeating a unit of competency, financial implication in regards to re-assessment fees or even suspension or cancellation enrolment with ACE.
- 1.2 Helping another student to plagiarise written work is also another form of academic misconduct and shall be deemed as equally guilty of plagiarism. This includes lending to another student one's own completed work so that it can be copied and submitted as the other student's own work. ACE shall investigate the misconduct and a decision shall be made on the appropriate consequence/s for the action.
- 1.3 In accordance with the Principles of Assessment and the Rules of Evidence in the Standards for RTOs 2015, the evidence presented by the student for assessment shall be the student's own work.

Procedures

1.0 Cheating and Plagiarism Declaration

- 1.1 The student will need to read and sign the Cheating and Plagiarism Declaration on the Assessment Cover Sheet attached to every work that is submitted for assessment. By signing this form, he/she is indicating that he/she has not cheated or plagiarised any work in regards to the assessment tasks undertaken in the unit of competency except where the work has been correctly acknowledged.

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2.0 Disciplinary Action / Penalties

- 2.1 In the case where a student is found to be plagiarising or cheating for the **first time**:
- 2.1.1 The Course Coordinator will inform the student about the severity of his or her offence and provide him/her with a formal written warning (Plagiarism/Cheating Warning Letter) advising him/her of the repercussions of cheating or plagiarism (i.e. Not Yet Competent in the Unit or suspension of enrolment).
 - 2.1.2 The Course Coordinator will determine, in discussion with the student, whether an area requiring further development and learning is required. In which case, the Course Coordinator will recommend that the student arrange an appointment with the Student Support Officer for assistance with the assessment being plagiarised.
 - 2.1.3 The student will receive a 'Not Satisfactory' (NS) result and will be permitted to re-take the assessment and pay re-assessment fees of \$200.00. Refer to Fees and Charges Policy and Procedures.
 - 2.1.4 The trainer/assessor will alter the assessment task to protect its integrity (e.g., change the assessment from Project or Case Study to a Written Assessment or Oral Assessment), with prior approval by the Course Coordinator. The re-assessment is only possible where it will be completed before the completion of the relevant unit of competency.
 - 2.1.5 The student will be advised to access the Complaints and Appeals process if he/she feels that he/she has been accused incorrectly.
- 2.2 In the case where a student is found to be plagiarising or cheating for the **second time**:
- 2.2.1 The Course Coordinator will issue a Second Warning Letter and the student will receive an automatic failure in the unit of competency (NYC).
 - 2.2.2 The student will need to re-enrol for the unit and pay the appropriate fee.
 - 2.2.3 The student will be advised to access the Complaints and Appeals process if he/she feels that he/she has been accused incorrectly.
- 2.3 In the case where a student is found to be plagiarising or cheating for the **third time**:
- 2.3.1 This will result in the suspension of the student's enrolment.
 - 2.3.2 The student will be advised to access the Complaints and Appeals process if he/she feels that he/she has been accused incorrectly.

3.0 Avoiding Plagiarism

- 3.1 Plagiarism can be unintentional or intentional. Intentional plagiarism is much more serious. A student may avoid Plagiarism by:
- a. acknowledging all sources in all assignments submitted for marking. Acknowledgement may be in the form of footnotes, endnotes or any other textual references
 - b. including a reference list at the end of an assignment, including sources that have been referred to but not cited within the assignment. The author's complete details should also be included in the reference list at the end of the assignment.
 - c. placing the words of another writer in quotation marks (" ") or inverted commas (' '). The author's name, the source (book, web site etc.) and page number of the source must follow these words.

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4.0 Termination of Enrolment

- 4.1 If enrolment is terminated due to a breach of this Plagiarism and Cheating Policy, the student will not be eligible for a refund for the cost of the training.

Legislative Context

- Standards for RTOs 2015

Related Forms / Documentation

- Pre-enrolment brochure
- Student handbook
- Complaints and Appeals form
- Assessment Cover Sheet

Related Policies and Procedures

This policy is to be read in conjunction with the following policies and procedures:

- Access and Equity Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Student Code of Conduct Policy and Procedure
- Deferring, Suspending or Cancelling a Student's Enrolment

Responsible Parties

The CEO, Compliance Officer, Course Coordinator, staff, third-party/contractors and students of ACE are responsible for the use and implementation of this policy.

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