

Policy Title	Plagiarism, Cheating and Collusion
Policy Owner	RTO Manager

OBJECTIVE

The MSAC Institute of Training encourages a cooperative learning environment. At all times policy and procedures will be carried out with the welfare and safety of all parties as the prime consideration in deciding whether and what action needs to be taken. Students are to complete all assessment projects and activities for their course on an individual basis or appropriately reference them.

SCOPE

All students and trainees are responsible for ensuring they comply with this policy and procedure in all assessment tools and tasks they complete.

DEFINITIONS

Cheating includes but is not limited to:

- Plagiarism, explained below.
- Submission of work that is not the student's own for papers, assignments or exams.
- Submission or use of falsified data.
- Theft of or unauthorised access to an exam.
- Use of an alternate, stand-in or proxy during an examination.
- Use of unauthorised material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
- Supplying or communicating in any way unauthorised information to another student for the preparation of an assignment or during an examination.
- Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

- A phrase, written or musical.
- A graphic element.
- A proof.
- Specific language.
- An idea derived from the work, published or unpublished, of another person.

Collusion means unauthorised collaboration on assessable written, oral or practical work with another person or persons and can occur when a student works with others to produce assessment tasks and presents the work as their own. The person supplying the work can also be deemed to have participated in collusion.

Collusion may involve MSAC Institute of Training students work or from work from a student external to the organisation. Unintentional collusion can happen in study or workshop groups and from group-based assessment where students are unsure about the boundary between what the trainer/assessor considers acceptable group work and collusion.

POLICY

MSAC Institute of Training will rely on assessors to detect plagiarism, cheating and collusion in student's assessment tools which are submitted.

If any plagiarism, cheating and collusion is suspected the RTO Coordinator should be informed.

The RTO Coordinator will be responsible for conducting an investigation, and where it is still suspected a meeting with the student and RTO Manager will be arranged to assess whether it has occurred and determine an appropriated response.

PROCEDURE

Assessor will detect cheating, plagiarism and collusion in the assessment of submitted work or be conducting on site assessments. Students must produce proof of photo identification prior to the commencement of the assessment. Proof of photo identification can be a student card, driver's license, or valid passport or visa.

- Assessors will assess all students work individually but will consider the work as a whole and as separate parts to judge the consistency of the standard and language of work submitted.
- All student work will be submitted with a cover sheet attesting that this is the students own work
- Assessors will consider the standard of work in relation to the relevant courses texts, and other students in the same course.
- Assessors may use internet searches to determine validity of references and student work.



If an assessor suspects a student of cheating, plagiarism and collusion, the assessor must bring it to the RTO Coordinator within 10 working days of finding the occurrence.



The RTO Coordinator will investigate the occurrence, by issuing a letter to the student (via email, through VETtrak) and invite them to a meeting to explain the occurrence.



A meeting will be held with the student or students involved, their employer if required, the RTO Coordinator & RTO Manager. If a student is found guilty of cheating or plagiarism the following courses of action may occur:

- (a) impose a grading penalty in relation to the unit being assessed or
- (b) require an alternate assessment or re assessment
- (c) award a "fail" grade and disqualify the student from continuing with that unit of study.
- (d) Should the conduct be repeated your enrolment may be terminated.
- (e) Note placed on students file



The outcome of the interview will be minuted and a copy sent to all parties.

RESPONSIBLE PARTIES

The RTO coordinator is responsible for conducting the investigation of suspected Plagiarism, Cheating and Collusion, and for organizing a meeting with the student(s) involved.

TRAINER REQUIREMENTS

The assessor is responsible for alerting the RTO coordinator to any Plagiarism, Cheating and Collusion they come across or any founded suspicions they may have about students.

CONTINUOUS IMPROVEMENT OF POLICY

This Plagiarism, Cheating and Collusion Strategy policy and accompanying procedures for vocational education and training systems of the organisation will be continuously implemented and reviewed for areas of improvement. The policy and accompanying procedures will be formally reviewed annually as part of the general continuous improvement process.

POLICY PUBLICATION

All policies and procedures that are applicable to prospective students/trainees and enrolled students/trainees and all organisation staff are made available where required and form part of the induction and orientation for staff and students and are made available via the website, student administration and internal electronic systems.

POLICY REFERENCES:

Policy Title: Plagiarism, Cheating and Collusion

Related Policies: Student Code of Conduct
Student Misconduct

Related Forms: N/A

Review Date: August 2016

Version Number: 1.0

Policy Complies with:

Version Number	Approval Date	Amendment
1.0	August 2015	Development of policy for clarification of process. Policy need identified in Continuous Improvement process.