

Plagiarism Policy and Procedures

Purpose

This Policy and Procedures and associated outline Australian Federation College (AFC) approach to ensuring that plagiarism, cheating and collusion do not occur.

This Policy and Procedures meet the requirements of Clause 1.8 of the Standards for RTOs 2015.

Policy

Student Integrity and Honesty

AFC is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by students.

Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise the incidents of plagiarism and cheating and the allegations of such.

Unacceptable Behaviour

From time to time, there may be incidents of student plagiarism, cheating and collusion which AFC is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by AFC.

Procedures

1. Check for Plagiarism, Cheating or Collusion

1.1 Upon the submission of assessment tasks, students are required to sign a **Student Assessment Agreement** and **Assessment Task Cover Sheet** that includes a declaration of the authenticity of the work.

1.2 Conduct checks to detect plagiarism, cheating and collusion.

1.3 Identify and investigate any possibility of plagiarism, cheating or collusion.

1.4 Source evidence (through identification of the source) to support the allegation.

2. Respond to Incidents

2.1 Provide the student found to have plagiarised, cheated or colluded with an opportunity to respond to the allegations.

2.2 Send a written communication to the student outlining the issues.

2.3 Advise the student in writing that they will be required to re-do the assessment in full and of any associated charges and that in the event of any further instances their enrolment may be cancelled.

2.4 Keep all records of the student's involvement in alleged plagiarism, cheating or collusion.

Responsibilities

Student Admission/Support/Administration Officer will be responsible for:

- assist in sending written notifications of instances of plagiarism, cheating or collusion.
- keeping record of plagiarism instances in student folder and updating SMS.

Trainers and assessors are responsible for:

- identifying plagiarism, cheating or collusion instances.
- reporting plagiarism, cheating or collusion instances to the Academic Coordinator and Administration Officer.

The Academic Coordinator (or a delegate) will be responsible for:

- managing plagiarism, cheating and collusion.

The CEO/PEO (or a delegate) will be responsible for:

- cancelling, suspending student enrolment due to plagiarism, cheating or collusion.