



## **CHEATING and PLAGIARISM POLICY**

**Allora College** is the trading name of **Vector Institute of Technology Pty Ltd**

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**Allora College Website:** [www.allora.edu.au](http://www.allora.edu.au)

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## DOCUMENT CONTROL

### Version History

Version	Date	Description
V1.0		Discontinued
V2.0	March,2019	Discontinued
V2.1	Sep 2019	Minor amendments in V2.0
V2.2	April 2020	Added Exceptions

### Review Process:

This policy shall be reviewed annually in compliance with education industry standards

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Next Review Due: **01 Aug 2020**

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### 1. Purpose:

To provide a systematic approach to the treatment of plagiarism in academic work at Allora College. This policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in candidates being penalised in accordance with the Misconduct Policy.

### 2. Scope:

This policy applies to all candidates undertaking studies with Allora College.

### 3. Definitions:

<b>1.1</b>	<b>Plagiarism</b>	The presentation of the works of another person(s) as though they are one's own by failing to properly acknowledge that person(s) and the work concerned.
<b>1.2</b>	<b>Intentional Plagiarism</b>	Plagiarism associated with the intent to deceive.
<b>1.3</b>	<b>Unintentional Plagiarism</b>	Plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing/ acknowledging other's work (still a breach of policy)
<b>1.4</b>	<b>Collusion</b>	The unauthorised act of a candidate presenting work, which is the outcome of directly working with others, as his or her own. - Example: Exchanging responses through e-mails, Whatsapp groups. Taking pictures of work of others / self and distributing them to assist other learners without assessor's permission.
<b>1.5</b>	<b>Cooperative learning</b>	The informal process of candidates interacting to enhance their achievement of learning outcomes, which is encouraged.
<b>1.6</b>	<b>Group work</b>	The authorised act of a group of candidates producing either a common assessable work or an individually assessed piece of work as part of a larger project.

**Cheating** is defined as behaving in a fraudulent way while undertaking coursework and or assessment tasks. Cheating includes passing off work done by someone else as your own work, or otherwise trying to gain an unfair advantage.

Examples of cheating include, but are not limited to the following:

- Copying any section of another participant's assessment / assignment work;
- Copying another participant's work during an assessment / test;
- Allowing another participant access to one's assessment work for the purpose of copying content;
- Submitting work for which credit has already been received in another course without the express consent of the trainer;

Using content from any printed material or website without adequate attribution.\*

*\*Adequate attribution is defined as any material used verbatim from another source must appear in quotation marks with the attribution made in brackets immediately afterwards, or in a footnote. Adequate attribution for printed material consists of publication title, author, publisher, date published, page references. Adequate attribution for website material consists of title, author and URL site.*

#### 4. Policy Statement:

Plagiarism and cheating, either intentional or unintentional, is a practice, which runs counter to Allora College values of ethics and integrity. There is an expectation that candidates will prepare and submit work, which acknowledges the work of others.

#### 5. Responsibility:

##### 5.1 Chief Executive Officer:

- Make accessible to staff and candidates the policies and procedures of Allora College concerning Plagiarism on Allora College official website.
- Establish processes to support the consistent implementation of Allora College policies relating to plagiarism.
- Provide processes for candidates to appeal decisions arising from plagiarism.
- Provide candidate support through the provision of information on acceptable referencing techniques.
- Support the use of appropriate referencing techniques.
- Oversee the investigation of reported plagiarism breaches.
- Provide a ruling on outcomes of plagiarism breaches.
- Maintain confidential records of previous breaches.

## 5.2 Academic Staff:

- Know and consistently implement the policies and procedures of Allora College concerning Plagiarism.
- Trainers must take all reasonable steps to ensure all students, but particularly commencing students, are aware of the provisions in the College about cheating and the policy and procedures covering plagiarism; and educated as necessary in the appropriate skills and knowledge to avoid plagiarism.
- Educate candidates in the correct use of references wherever applicable.
- Provide examples to candidates of appropriate referencing techniques and practice.
- Be vigilant in the detection of plagiarism.
- Report suspected plagiarism to the CEO for further investigation.
- While reporting the above matter, be aware of, and respect, the practices of other cultures/cultural backgrounds.

## 5.3 Candidate:

- Understand and comply with the policy and procedures of Allora College concerning Plagiarism.
- Be familiar with, and apply, the referencing practices acceptable to Allora College, if applicable in coursework.
- Ensure that all sources of information are appropriately acknowledged.
- Take all reasonable precautions to prevent their own work from being copied and used in another candidate's assessable work.

## 6. Procedure:

Allora College will endeavour to be pro-active in dealing with issues of cheating and plagiarism by instructing trainers to discuss with participants the academic ethics and the importance of formulating one's own intellectual material for the purpose of assessment.

- Trainers will explain the definitions of cheating and plagiarism to all participants before the commencement of any course.

Participants will also be made aware of the penalties and consequences of cheating and plagiarism as outlined in the Cheating and Plagiarism Policy at the beginning of the qualification.

1. A participant who is found guilty of cheating or intentional plagiarism in any form of assessment for the **first time** will be issued a written warning and will have the opportunity to resubmit the assessment.

The participant will also be taken through the definitions located within the Cheating and Plagiarism Policy and the different examples listed as cheating and / or plagiarism and how these issues can be prevented e.g. correct citation of author and / or source of information.

2. A participant who is found guilty of cheating or plagiarism in any form of assessment for the **second time** will be deemed **Not Yet Competent (NYC)** for the relevant Unit of Competency.

The participant will be issued with a **written warning** and will be required to repeat the Unit of Competency at an **additional charge** – [price may vary according to the qualification the student is enrolled in/ enrolment type]

Continued behaviour of this kind may result in the participant being **permanently expelled** from Allora College at the discretion of the Chief Executive Officer.

Fees are not refundable where a candidate is excluded for plagiarism/ Cheating.

### Exceptions:

There is a requirement for students to develop factual, technical, procedural and theoretical knowledge of specific areas of work and learning throughout the course of study. This may include sourcing, identifying and applying various theories, concepts and models such as those that identified in the National Quality Standards (Child Care), fact sheets released by the Aged Care Quality and Safety Commission (Aged Care), or information published by Vehicle Safety Standards Information and Services (automotive)

There are instances whereby the student is required to source the actual reference / definition / model and provide in their response, verbatim. In these instances, the student will be instructed to do so in the assessment task/question.

For example the assessment task may say: **“Refer to the National Quality Standards and provide what the Standard 1.2.1 states.....”** In this instance, a reference is deemed necessary as the student has been informed what to source and where to source. However, where the assessor feels that there may be a gap in the understanding levels of the students, they may ask additional questions through Verbal questions to support assessment judgements.