

## POLICY & PROCEDURAL STATEMENTS

### **Topic: RTO – Cheating and Plagiarism**

Avenue Neighbourhood House @ Eley (ANH@E) regards cheating and plagiarism as serious offences and does not tolerate any form of cheating or plagiarism. ANH@E has mechanisms in place to investigate and respond to instances of cheating and plagiarism and a penalty may be imposed where either occurs.

#### **Definitions:**

*Cheating* is to act dishonestly in any way where you present work to a Tutor as genuinely representing your understanding of, and ability in, the subject concerned.

*Cheating* includes, but is not necessarily limited to:

- Submission of work that is not the student's own for papers, assignments or assessments (regardless of whether or not you have the person's permission).
- Submission of work which has been stolen, purchased or borrowed.
- Submission of work that has been duplicated with or without modifications from another source, including another student.
- Submission or use of falsified data.
- Collaboration in the preparation of an assignment, unless such collaboration is specifically permitted or required by the tutor.
- Use of unauthorised material including textbooks, notes or computer programs during an assessment.
- Using any part of someone else's work without proper acknowledgement.

Cheating does not include:

- Discussing course content and assessment to better understand the subject and what is required with your Tutor or other students.
- Submitting work completed independently or with the support of your Tutor.
- Obtaining help to correct minor errors in spelling, grammar or syntax.
- Using other people's ideas where they are acknowledged in the appropriate way by referencing.

*Plagiarism* is a form of cheating and means to take and use another person's ideas or work without acknowledgement. Whether inadvertent or deliberate, plagiarism includes the following:

- Word-for-word copying of sentences or whole paragraphs from one or more sources, or presenting substantial extracts from books, articles, internal reports, lecture notes, CD's or the internet, without clearly indicating the origin;
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
- Use of another person's ideas, work or research data without acknowledgement;

- Copying computer files without clearly indicating their origin.

## **Prevention**

Students will be informed of the cheating and plagiarism policy including definitions via the Student Handbook with a full copy included on Avenue Neighbourhood House @ Eley website. Assessment activities will require students to complete an authenticity declaration included within the Assessment Coversheet which will alert students to matters pertaining to cheating and plagiarism in an ongoing way.

Tutors will be informed of cheating and plagiarism requirements during the orientation and induction process. Tutors will have ongoing electronic access to this procedure.

## **Detecting**

Avenue Neighbourhood House @ Eley will take the necessary steps to detect cheating and plagiarism which may include:

- a) Comparison of the work with the work of other students;
- b) Comparison of the work with electronic reference materials and internet sources;
- c) Other methods deemed appropriate by the tutor/assessor.

## **Process**

1. All tutors have an obligation to identify and investigate any possibility of cheating or plagiarism.
2. A tutor who suspects that cheating or plagiarism may have occurred should first establish the evidence (through identification of the source) to support their allegation.
3. Where the primary tutor believes that the action of a student may involve cheating or plagiarism, the tutor will notify the Further Education Coordinator and shall request that the student attend an interview with the primary tutor or independent tutor.
4. The student may elect to invite a support person or nominee to be present at this interview. The support person has a passive role during the interview.
5. If, as a result of this interview, the primary tutor concludes that no cheating or plagiarism was involved, no further action will be taken and no record of the interview shall be kept.
6. Where the primary tutor or independent tutor conclude that the action of the student was an example of inadvertent cheating/plagiarism, the student will be counselled by

the tutor and file to that effect will be made on the student's file. The Further Education Coordinator and House Manager will be informed of the interview outcome.

7. Where the primary or independent tutor conclude that the case involves deliberate cheating/plagiarism and provides evidence to the student to this effect, and the student admits to cheating/plagiarism, the matter will be referred to the Further Education Coordinator and House Manager.

8. The Further Education Coordinator and House Manager will review the findings of the investigation and if required will undertake additional follow up. Upon conclusion of this the penalty to be applied will be determined.

9. In instances of deliberate cheating/plagiarism all evidence, interview records and other relevant documentation will be retained in the student file.

### **Penalties**

A student found guilty of deliberate cheating/plagiarism shall be subject to any of the following penalties:

- Formal warning from the House Manager and a notation in the student's file;
- Assigning of Not Yet Satisfactory to assessment item/s and a notation in the student's file.
- Awarding of Not Yet Competent for a unit of competency and a notification in the student's file.
- Suspension from the course.
- Cancellation of enrolment.

Where a student is required to repeat the unit due to cheating and/or plagiarism, further costs may be incurred ie a re-enrolment fee. A student found guilty of a second incident will have their enrolment terminated.