

P.03.08 CHEATING AND PLAGIARISM POLICY

1.0 POLICY

Academic integrity is an essential component of Education in the VET sector. Accordingly cheating and plagiarism in any form will not be accepted at AVETA as it undermines the Australian Qualifications Framework. In the event that a student is revealed to be cheating or plagiarising, they will be dealt with in accordance with this policy.

2.0 SCOPE

This policy applies to all AVETA students and staff.

3.0 DEFINITIONS

Attribution: Acknowledging the author or artist of words, music, computer code, artistic works, designs or ideas.

Cheating: Is an act of lying, deception, fraud, trickery, imposture, or imposition. Cheating is characteristically employed to create an unfair advantage, usually in one's own interest, and often at the expense of others

Citation: Directly quoting or paraphrasing another person's text, work or idea, and giving credit to the author by referencing it.

Collaboration: An academic activity involving more than one person.

Collusion: Another person assisting in the production of an assessment submission without the express requirement, consent or knowledge of the assessor.

Copyright: The legal right granted to an author, artist, publisher, or distributor to the exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Paraphrasing: Repeating a section of text using different words which retain the original meaning.

Plagiarism: To take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement. This includes material from any source, staff, students or the Internet – published and un-published works.

Quotation: Placing an excerpt from an original source into a paper using either quotation marks or indentation, with the source cited, using an approved referencing system in order to give credit to the original author.

Referencing: Providing a reference to the source of the citation

4.0 POLICY PRINCIPLES

- a) This policy will be provided to all students at Orientation in AVETA's Student Handbook.
- b) Any forms of cheating or plagiarism are expressly forbidden by AVETA. Specifically:
 - I. No student will assist any other student in the provision that is submitted as evidence for a Summative Assessment. This will be confirmed by the student at the time of submission of evidence that they declare that the evidence they are submitting for assessment is their own work.
 - II. Where the assessment process requires a third-party report to be submitted as evidence it must be signed and dated by the nominated third party. A student who forges or signs for a nominated third party is considered to be cheating.
- c) Plagiarism can take several forms:
 - a) Presenting another's work as one's own without appropriate attribution to the original source
 - b) Paraphrasing sentences or whole paragraphs without due acknowledgement to the original work
 - c) Submitting work with the intention to deceive the assessor as to the true/actual contribution made by the student submitting the work

4.1 Consequences of Cheating or Plagiarising

- Any form of cheating or plagiarising is considered to be unacceptable.
- The consequences associated with cheating or plagiarising will reflect the seriousness of the AVETA's commitment to academic integrity. These consequences may include revising and resubmitting assessment work, as a result of being assessed as NS (Not Satisfactory) for the assessment task,
- If the student is assessed as NYC (Not yet competent) for the unit of competency as a result of their cheating or plagiarising they will be required to re-enrol in the unit.
- All procedures used for dealing with cases of cheating or plagiarising must incorporate the following principles:
 - a) **Procedural Fairness** (also called 'natural justice') in the handling of a complaint involves all of the following elements:
 - a) The student must have the opportunity to present their case to the decision-maker. The student will be informed of the nature and substance of all allegations and of all information used in arriving at the decision and will be allowed to respond to that information. Normally students will also be given the opportunity for an oral hearing, but this is not required by procedural fairness, unless credibility is at issue
 - b) The right to an independent unbiased decision-maker. Specifically, the person laying the charge cannot be involved in the decision-making process
 - c) A final decision must be based solely on relevant evidence
 - d) Reasons must be given to the student for the decision/s
 - b) **Transparency:** Procedures aim to be easily accessible to all staff and students, with transparent operation and outcomes. Procedures are capable of resolving cases of cheating in a timely manner with clear deadlines for each stage of resolution. Reasons for each decision are provided to all parties concerned, and are fair to and cognisant of the interests of both students and staff.
 - c) **Confidentiality:** All information provided in cheating or plagiarising procedures are strictly confidential and can be used only for the investigation of the suspected cheating or plagiarising incident, unless the express consent of the individual(s) concerned is obtained or AVETA has reasonable grounds for believing that the use of the information will reduce a threat to the life or health of any person; or the use is specifically required by law.
 - d) **Equity:** Instances of cheating or plagiarising will be dealt with in an equitable and culturally sensitive manner.
 - e) **Representation/Support:** Persons subject to allegations of cheating or plagiarising will have the option of attending meetings to discuss the allegations and to review cheating or plagiarising outcomes in the company of a designated advocate, representative, friend or support person.
 - f) **Balance of Probabilities:** The rules of evidence under common law and other legal conventions do not apply to meetings dealing with cheating or plagiarising cases. The principle to be applied to the evidence in reaching a decision will be based on the criminal law principle of 'beyond reasonable doubt'.
- A copy of the concerned assessment work, written records of meetings, phone conversations, emails and oral presentations involving the student and the assessor will be stamped as confidential and these records placed in a sealed section on the student's file.

5.0 APPEALS

- A student who wishes to appeal against a ruling made under this Policy may do so in writing under AVETA's Complaints and Appeals Process. Students will be informed of this right in the notification of an investigation.