

## 4 Up Skilling Pty Ltd

# PLAGIARISM AND CHEATING Policy & Procedure

### Objective

To clearly define the terms Plagiarism and Cheating and provide training to staff and students to ensure these practices are understood and identified before they occur and dealt with appropriately if they do occur.

### Definitions

**Plagiarism is:** when you try to pass someone else's work off as your own i.e. Using someone's ideas, opinions, or theories in an assignment or essay, using pieces of information, such as graphs, statistics, drawings, that are not common knowledge.

**Cheating is:** copying someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment.

### Consequences

The consequences of being caught plagiarising or cheating may include: resubmission, repeating the entire unit, suspension from course and possible cancellation of course.

At induction, students are provided training on how **not** to plagiarise or cheat.

### Responsibility and Procedure

The Executive Team is responsible to ensure plagiarism and cheating practices are dealt with and will assign responsibilities to appropriate staff.

The training and assessing staff are the 'people at the coal face' and as such are the first line of defense against this behavior – they will be involved in the induction session with new students and explain the terms plagiarism and cheating. If they identify a suspect case of plagiarism and cheating they are to firstly notify the course the Course Coordinator or Quality Manager for a second opinion. After which, the student will be provided the chance to defend their actions at a meeting with trainer/assessor and Quality Manager. The student may wish to have a support person accompany them to the meeting, provide they are committed to supporting the process.

The Quality Manager will report his/her findings to the Executive Team, who will make a formal decision on cases of proven plagiarising or cheating.

The Course Coordinator (or suitable delegate) will work to counsel the student who have been identified as either plagiarising or cheating and support them during the investigation.

## Outcome

In most cases plagiarism has been completed by accident. With adequate training and support, this should not occur.

Cheating is a different situation and is usually 'cut and dry' with no defense.

As always, any students who have been identified as alleged plagiarises or cheaters will have the ability to access the complaints and appeals process at no cost to themselves.

## Persons responsible:

The Quality Manager is responsible for communicating and actioning this policy.

The Executive Team will make the decision of the consequences of proven acts of plagiarising or cheating

## Associated documents:

Code of Practice (USCoP)

Quality Management System (form USQMS)

Complaints Appeals Policy (form USCA)