

## Academic Misconduct Policy & Procedure

### 1. Policy

- 1.1 Capital College employs an effective academic misconduct policy to prevent, detect and handle instances of collusion, cheating and plagiarism.
- 1.2 The following procedure identifies the action the College employs to this end.
- 1.3 This policy and procedure is based on the expectation that students will prepare and present their own work.
- 1.4 This policy and procedure applies to all students enrolled in training courses and all trainers/assessors.
- 1.5 Trainers/ assessors will consistently implement this policy and procedure to ensure that students understand the difference between group work and collusive behaviour.
- 1.6 Cheating in any form and/ or plagiarism and/ or collusion will result in the student's assessment submission being invalidated.
- 1.7 The CEO is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.8 This policy is implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 Standard 1.

### Procedure

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### 2. Prevention

- 2.1 The College provides all students with definitions of collusion, cheating and plagiarism in pre enrolment information and at the orientation.
- 2.2 The College provides information on the outcome of collusion, cheating and plagiarism to students in pre enrolment material and at orientation.
- 2.3 the College provides students with the following definitions:
  - Cheating
    - Cheating is the use of any means to gain an unfair advantage during the assessment process. Cheating may be (but not limited too) copying a friends answers, using mobile phones or other electronic devises during closed book assessments, bringing in and referring to pre prepared written answers in a closed book assessment and referring to texts during closed book assessments amongst others.
    - Cheating in any form during assessments will result in the student's assessment submission being invalidated.
  - Plagiarism
    - Plagiarism is the wrongful close imitation, or copying and publication, of another person's language, thoughts, ideas, or expressions, and the representation of them as one's own work. This includes copying all or pieces of another students work and representing it as your own.
    - If students are including other people's work in submissions e.g. passages from books or websites, then reference should be made to the source.
    - For further information on what constitutes plagiarism please refer to: <http://www.plagiarism.org/>.
    - Submitting plagiarised work during assessments will result in the student's assessment submission being invalidated.

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- Collusion
  - Collusion is the presentation by a student of an assignment as his or her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct or cheating. Both collusion and plagiarism can occur in group work.
  - Unauthorised collusion during assessments will result in the student's assessment submission being invalidated.

- 2.4 Students are also advised that collusion, cheating and plagiarism is treated as Academic Misconduct and when detected they will be dealt with according to this policy and procedure.
- 2.5 Trainers/ assessors reinforce the definitions of collusion, cheating and plagiarism and the outcomes of detection when administering assessments.
- 2.6 Trainers/ assessors provide information to students on assessment conditions prior to commencement of assessments.
- 2.7 Trainers/ assessors provide information to students on how to reference other people's work when submitting reports, open book assessments.
- 2.8 Trainers/ assessors provide information to students on appropriate circumstances for referencing other people's work.

### 3. Detection

- 3.1 Trainers will use on-line plagiarism detection tools to check students' submissions.
- 3.2 Trainers/Assessors will be looking for inconsistencies which indicate a student has colluded or plagiarised.
- 3.3 The College will moderate samples of completed assessments submitted. This includes inspection of completed assessments to detect cheating, plagiarism or collusion.

### 4. Consequences of unauthorised collusion, cheating and/ or submitting plagiarised material

- 4.1 On identifying collusion, cheating or plagiarism the trainer collects the evidence and notifies the Training Manager
- 4.2 The circumstances of the incident must be documented.
- 4.3 The student is notified that they are suspected of 'Academic misconduct' by colluding, cheating or plagiarising and invited to discuss the evidence, circumstances and possible outcomes.
- 4.4 If it is found a student has colluded, cheated and/ or submitting plagiarised work, for the first time the following are the outcomes:
  - Being counseled on colluding, cheating and plagiarism
  - The submission will be invalidated in all cases if cheating and plagiarism has occurred
  - The student may be given a warning and required to resubmit
- 4.5 If it found a student has colluded, cheated and/ or submitting plagiarised work, for the second time the following are the outcomes:
  - The student's enrolment may be cancelled and they are withdrawn from the course
  - A record of the student's collusion, cheating and/ or plagiarism will be stored in their file.

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- 4.5 The Training Manager will review each case on its individual merits and may implement any of the above actions as appropriate.
- 4.6 The student will receive written notification of the outcome within 10 days of the cheating and/ or plagiarism being detected.
- 4.7 No refund is provided to students who have been removed from a course due to multiple offences of collusion, cheating and/ or plagiarism.
- 4.8 Students have the right to appeal any decision relating to collusion, cheating and plagiarism by accessing the Complaints and Appeals policy. Students must submit their appeal within 5 days of receiving notification of the outcome.
- 4.9 The Complaints and appeals policy is available in the student handbooks or on request by contacting the Training Manager.

### Revision history

Revision Date	Comment	Revised by
06/12/17	Policy and procedure created	CEO
31/08/20	Policy and procedure reviewed and modified	CEO