



Plagiarism Policy and Associated Procedures

Purpose of the policy

This policy and associated procedures and associated outline Southeast College approach to ensuring that plagiarism, cheating and collusion do not occur.

This policy and associated procedures meet the requirements of Clause 1.8 of the Standards for RTOs 2015.

Policy statements

Student integrity and honesty

Southeast College is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by students.

Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise the incidents of plagiarism and cheating and the allegations of such.

Unacceptable behaviour

From time to time, there may be incidents of student plagiarism, cheating and collusion which Southeast College is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by Southeast College.



Procedures

1 Check for plagiarism, cheating or collusion

- 1.1 Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work.
- 1.2 Conduct checks using tools designed to detect plagiarism, cheating and collusion.
- 1.3 Identify and investigate any possibility of plagiarism, cheating or collusion.
- 1.4 Source evidence (through identification of the source) to support the allegation.

2 Respond to incidents

- 2.1 Provide the student found to have plagiarised, cheated or colluded with an opportunity to respond to the allegations.
- 2.2 Send a written communication to the student outlining the issues.
- 2.3 Advise the student in writing that they will be required to redo the assessment in full and of any associated charges and that in the event of any further instances their enrolment may be cancelled.
- 2.4 Keep all records of the student's involvement in alleged plagiarism, cheating or collusion.

Responsibilities

The CEO/RTO Manager/Student Support Manager is responsible for managing plagiarism, cheating and collusion.

Trainers and assessors are responsible for identifying plagiarism, cheating and collusion.

Approvals and document control

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