

Version	2.0
Last Amended	23 February 2018
Approved By	CEO
Date Approved	23 February 2018
Reference	Plagiarism and Cheating Policy and Procedures v2.0

Plagiarism Policy and Procedures

1 Purpose:

This policy is regulate the academic integrity of the College's registered course.

2 Policy Statements

2.1 This policy support Standard 8.9 of the ESOS National Code 2018. This policy promotes and upholds the academic integrity of the College's registered course and meets the training package or accredited course requirements where applicable, and processes to address misconduct and allegations of misconduct.

2.2 Windsor's registered courses must meet the training package or accredited course requirements where applicable.

2.3 The policy is to promote honesty in learning and assessment and respect for the work of others. A breach of this policy will result in students being penalised as per Windsor's Student Code of Conduct.

2.4 Windsor considers plagiarism or cheating as an extremely serious academic offence.

2.5 Definitions:

- a. Plagiarism means knowingly presenting the work or property of another person as if it were one's own/ without appropriate acknowledgement or referencing. It includes:
 - word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts) without appropriate acknowledgement or referencing;
 - closely paraphrasing sentences, paragraphs or themes without acknowledgement;
 - using another person's ideas, work or research data without due acknowledgment;
 - submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
 - using parts of a past student's assignment in the student's assignment without acknowledgment
 - copying or submitting computer files in whole or in part without indicating their origin;
 - in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.
- b. Cheating is an attempt to give or obtain assistance in a formal academic exercise or examination without due acknowledgment.

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- 2.6 Students are expected to acknowledge the intellectual property of others used in the preparation their assessment related work.
- 2.7 The penalty will depend on the severity of the plagiarism, whether the student is a repeat offender, whether there is evidence of deliberate deceit and whether another student has been coerced into participating in the plagiarism or cheating.
- 2.8 Students can access the College’s Complaints and Appeals Policy and Procedures to appeal the decision made by the Director of Studies for VET students / the ELICOS Coordinator for ELICOS students on the outcome of the plagiarism or cheating.

3 Scope

This policy applies to:

- Students enrolled at Windsor
- Windsor Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Prospectus, the College's website, Student Handbook, and during the enrolment and orientation processes.

4 Procedure

Prevention Procedures

1. All Windsor staff involved in training and assessing will assist in providing a learning and teaching environment that upholds academic integrity. It is a trainer/assessor’s responsibility to:
 - provide clear instructions regarding assessment requirements.
 - provide appropriate training and support to assist students to learn the academic required for their assessment tasks.
 - provide marking criteria and an “Assessment Summary/Cover Sheet” for assessment tasks and require the student’s declaration that the work submitted is the student’s own work.
 - take all reasonable steps to detect plagiarism and/or cheating.
 - explain the consequences of plagiarism to students of who are not aware that plagiarism is a serious academic offence
2. Students are also made aware of the Plagiarism and Cheating Policy and Procedures during induction at Orientation by the College’s Student Services Staff.
3. All students have a responsibility to prevent plagiarism and cheating by:
 - ensuring that they have a sound knowledge of what cheating and plagiarism is
 - produce original work with appropriate and correct citations of the work, information, ideas that are taken from any source
 - take careful notes of ideas or information are sourced
 - acknowledge others’ work correctly (phrases, quotations, ideas, graphics, diagrams, charts, tables and figures).

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Academic Procedures

1. If a student is suspected of plagiarism or cheating, the trainer or assessor will investigate to establish evidence to support the suspicion.
2. If there is evidence to support the suspicion, the trainer or assessor will report this to the Director of Studies for issues related to VET students / to the ELICOS Coordinator for issues related to ELICOS students.
3. The Director of Studies/ ELICOS Coordinator will raise the concern in writing to the relevant student, requesting a time to discuss the matter. The student will have the opportunity to counter the allegations made against them.
4. The Director of Studies/ ELICOS Coordinator will decide if the matter amounts to plagiarism or cheating. In other words, the Director of Studies/ ELICOS Coordinator will determine if the plagiarism or cheating was done with the intention of gaining an unfair advantage.

Decisions Made:

- a. The Director of Studies/ ELICOS Coordinator decides there was no Plagiarism or Cheating. If the Director of Studies decides that it is a case of unsatisfactory assessment and not plagiarism or cheating, the Director of Studies/ ELICOS Coordinator will ask the trainer/ assessor to mark the work appropriately.
- b. The Director of Studies / ELICOS Coordinator decides there is a possible case of Plagiarism or Cheating.
If the Director of Studies / ELICOS Coordinator concludes that there is evidence that the student intended to obtain an unfair advantage, the Director of Studies / ELICOS Coordinator will inform the student in writing, and give the student an opportunity to respond before making a final decision.
- c. The Director of Studies / ELICOS Coordinator decides that Plagiarism or Cheating has occurred.
If after giving the student an opportunity to respond, the Director of Studies / ELICOS Coordinator decides that the student has acted with an intention to obtain an unfair advantage, the Director of Studies / ELICOS Coordinator will reject a Competency for that unit for VET students or a final score for ELICOS students and inform the student by email that the marks have been rejected and advise the student that he/she has a right to appeal as per the College's Complaints and Appeals Policy and Procedures; and ask the Student Support Officer to place a copy of the email in the students personal file.

Penalties of Plagiarism/ Cheating

1. VET students who are found cheating or guilty of plagiarism on any form of assessment will be deemed Not Yet Competent for the relevant Unit of Competency. The students will then need to re-submit/ resit assessment. ELICOS students who are found cheating or guilty of plagiarism will get "Fail" grade. The students will need to redo assessments.
2. VET students who are found cheating or guilty of plagiarism for a second time will need to re-enrol/ repeat the entire Unit of Competency and pay applicable fees. ELICOS students who are found cheating or guilty of plagiarism for a second time will need to repeat the assessments.
3. Students who are found cheating or guilty of plagiarism for a third or subsequent time will be reported to the CEO. The students will also be issued an official written warning which will be placed in the students' files.
4. After the official written warning letter, if the students are found cheating or guilty of plagiarism again, the students will be sent an intention to report letter/ cancel enrolment letter and can be expelled from the College.
5. Students can access the College's Complaints and Appeals Policy and Procedures to appeal the decision.

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Maintaining Student Records

1. Windsor will maintain secure and effective storage of records of confirmed incidents of plagiarism or cheating in the student's file and a note placed on the Student Management System.
2. If an accusation of cheating or plagiarism is dismissed, no details will be lodged on the student's file.

5 Related Standard

This policy and procedure supports 'Standard 8.9' of the ESOS National Code 2018.

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