PLAGIARISM AND CHEATING POLICY AND PROCEDURE

PURPOSE:
This policy sets out Evolve College's policy and procedure regarding plagiarism and cheating.

1. Who does this policy apply to?
This policy applies to all students and staff of Evolve College.

2. Definitions
The following terms have the following meanings in this policy:
   a) **Plagiarism** is a form of cheating. It is taking and using someone else's thoughts, writings or inventions (pictorial, words or otherwise) and representing them as your own.
   b) **Cheating** is copying someone else's work - sharing or copying an assessment, test or assignment, or doing someone else's assessment, test or assignment, in part or full.

3. Principles behind this policy
The following applies:
   a) **(Your development)** As a student of Evolve College, in order to be job-ready, which is the aim of Vocational Education and Training, you must demonstrate competence. We encourage you to read and discuss the approaches of others, such as in texts or other references. This is part of you developing your understanding of the area and your own competence within it. However, it is your responsibility to ensure that you use texts or other references as an informative tool to help you build your own confidence and knowledge of the topic at hand. Evolve College offers education and our aim is to develop you, to be well equipped for what comes next for you after graduation. This necessarily requires as a mandatory and minimum standard, you performing the work in full yourself.
   b) **(Cooperation)** Legitimate cooperation between students on assignments or work is encouraged, since it can be a real aid to understanding. It is legitimate for students to discuss topics which you are learning in your study at a general level, provided everybody involved makes some contribution. However, all work you submit must be your own. Copying someone else's work is plagiarism or cheating, and is not accepted or tolerated by Evolve College. Nor is it permitted to have someone else complete answers for you.
   c) **(Job-ready)** Evolve College's responsibility in assessing a student's work is to assess them as being competent and job-ready, according to certain defined assessment criteria, rules and principles as set by the National VET Regulator. One of these is authenticity. Students' work is required to be their own, in order to meet this requirement. In assessing your work, Evolve College must be satisfied that you have applied yourself and completed all necessary work yourself to the necessary standard, in order to deem you competent and therefore ready, yourself, to join the industry.

These principles stand behind, and explain, our policy and procedure on plagiarism and cheating, as below.

4. Consequences
If a student has engaged in any form of plagiarising or cheating, Evolve College may, at its discretion, impose a penalty or consequence, which the student is obliged to follow, and which may include: repeating the entire subject or unit in question or the relevant part thereof, suspension from the course and possible cancellation of the course.
5. Policy statement

The following applies:

a) **(Prohibition)** Plagiarism and cheating are prohibited at Evolve College.

b) **(Plagiarism is taken seriously)** Plagiarism or any form of cheating is a serious act and may result in a student’s exclusion from a unit or a course. When students have any doubts about including the work of other authors in their assessments, they must consult with their trainer to discuss the matter.

c) **(Examples of plagiarism or cheating)** The following (non-exhaustive) list outlines some of the activities for which a student can be suspected of plagiarism or cheating:
   a. Presenting any work by another individual as one's own unintentionally or intentionally.
   b. Handing in assessments markedly similar to or copied from another student.
   c. Presenting the work of another individual or group as one’s own work.
   d. Allowing another student to copy one’s work.
   e. Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

d) **(Copyright)** Students must also be careful when photocopying or copying the work of others. The owner of the material may take legal action against students if the owner’s copyright has been infringed. Students are allowed to do a certain amount of photocopying for research or study purposes. However, breach of copyright is not tolerated by Evolve College and any breach of copyright is at the student’s own risk.

e) **(No liability)** By enrolling with Evolve College, students agree that Evolve College is not liable in any way for any breach of copyright, plagiarism or cheating by the student.

6. Plagiarism and cheating procedure

The following applies:

a) **(Trainers and Assessors)** The training and assessing staff are the ‘people at the coal face’ and as such are the first line of defence against this behaviour. If they identify a suspected case of plagiarism or cheating they are to firstly notify the Executive Manager Education and Training and Executive Manager Governance and General Counsel ("Manager Notification").

b) **(Determination as to whether an initial case is made out)** Upon receipt of a Manager Notification, the Executive Manager Education and Training will, within 10 business days of receipt of the Manager Notification:
   a. Complete sampling of student work to check for plagiarism and cheating.
   b. Consider available information in relation to the case(s) of suspected plagiarism or cheating and reach a determination as to whether an initial case for plagiarism or cheating is made out.

c) **(Further investigation)** If the Executive Manager Education and Training determines under paragraph 6(b) that an initial case for plagiarism or cheating is made out, the Executive Manager Education and Training shall:
   a. Within 5 business days of reaching that determination, notify the student accordingly ("Student Notification"), and provide the student with the opportunity to defend their actions in a written response ("Student's response").
   b. The student must provide the Student’s response within 5 business days of the date of the Student Notification.

d) **(Final determination)** Within 10 business days of the date of the Student’s response, the Executive Manager Education and Training shall:
   a. Consider all material and information presented by the student in the Student’s response and reach a determination as to whether plagiarism or cheating is made out.
   b. Advise the student of the outcome of the determination under paragraph 6(d)a, including consequences of the plagiarism or cheating if found to be present (as to which see section 4 above).

e) **(Complaint or appeal)** The student has access to the Complaints and Appeals Policy and Procedure in relation to the decision made and notified under paragraph 6(b) and/or 6(d).
7. Responsible parties

The Executive Manager Education and Training is responsible for communicating and actioning this policy and procedure, in consultation with the Executive Manager Governance and General Counsel.