

Plagiarism, Collusion & Cheating Policy

Purpose

This policy establishes the principles and processes by which Collarts will deal with plagiarism, cheating and collusion as acts of academic misconduct.

Scope

This policy applies to all students enrolled in a course of study at Collarts and to college staff who mark and grade assessments.

Related Policies

This policy should be read in conjunction with the following College policies:

- *Assessment Policy*
- *Grievances & Appeals Policy for Academic Matters*
- *Misconduct Policy*

All College policies referenced in this document can be accessed via the *Student Resources* section of the MyCollarts student portal at <http://mycollarts.edu.au/login/index.php>.

Definition of Key Terms

"Cheating" means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment

"Collusion" means unauthorised collaboration on assessable written, oral or practical work with another person or persons and occurs when a student works with others to produce work, and then presents that work as their own or the work of the other person or persons

"Deferment" means postponement of the commencement date of study which allows the student's place in a Collarts course to be held for a nominated period of time, usually a period of twelve months

"Cancellation" means withdrawal from the enrolled course of study at Collarts which may be voluntarily activated by the student or forced by Collarts as a result of misconduct

"Misconduct" means any behaviour which is contrary to a policy of the college or to generally accepted social or academic standards, for example but not limited to, harassment or plagiarism

"Plagiarism" means to take and use another person's ideas and/or manner of expressing them and pass them off as one's own by failing to give appropriate acknowledgement

"Suspension, Voluntary" means to take a leave of absence from studies which is activated by the student, usually for a period of up to twelve months

Policy

Collarts sets work for assessment with the expectation that it is either:

- the sole effort of the student; or
- the sole effort of a designated group of students who hand in a joint piece of work; or
- the effort of an individual student who may have discussed general principles with others in order to understand the topic, but who is responsible for submitting an individual piece of work; or
- the sole effort of the student based on an outline answer given as part of the course material.

It is the responsibility of the student to acknowledge all sources used in an assignment or work submitted for assessment for any program offered by Collarts. Failure to do so is considered plagiarism.

Work not completed by a student and intentionally submitted as that student's work is cheating.

Students are encouraged to develop sound study and note-taking practices to avoid unintentional plagiarism that is considered an academic misdemeanour of failing to reference a source correctly.

Disciplinary Procedure

A staff member that discovers an instance of suspected student plagiarism or cheating must report the incident to the Program Leader including a copy of the assignment in which the plagiarism or cheating has been discovered. The Program Leader will consider cases of plagiarism and determine whether the student has either:

1. intentionally committed plagiarism or has cheated; or
2. has unintentionally failed to appropriately reference a source.

In the case of 1, the assessment task will be disallowed and not given a mark. The student will not be awarded marks allocated to the assessment task.

In the case of 2, the student will be directed to remedy the deficient references and resubmit the assessment task within two days of notification of the Program Leader's decision.

A student will be required to meet with the Program Leader and has the opportunity to make a submission to the Program Leader. If the student does not attend the meeting a decision will be made in his/her absence. A repeated instance of plagiarism and/or cheating may lead to a review of a student's candidature.

Students will be notified in writing of any penalties which are the result of proven academic misconduct.

Students may appeal a decision about plagiarism, cheating or collusion on the basis of procedural anomalies or factual errors. As per the college grievance policy, students should informally discuss their concern with their Program Leader. Where the informal approach is not appropriate, or the student wishes to take the matter further, the matter may be escalated to the formal grievance stage by lodging a '*Formal Grievance Form*' within five working days from the date of notification of the college decision in relation to the instance of academic misconduct. A '*Formal Grievance Form*' can be downloaded from the Student Resources section of the MyCollarts Student Portal and the completed application should be lodged with the Office of the Registrar.

For more information on the grievance and appeals process at Collarts, please refer to the **Grievance & Appeals Policy for Academic Matters** in the Student Handbook or at the Student Resources section of the MyCollarts Student Portal.

Approval

Next Policy Review Cycle: December 2022