

Policy Name	Plagiarism and Academic Misconduct Policy
Date	2 August 2019
Responsible dept.	Learning & Development
Current Version	V4

PURPOSE

The College for Adult Learning (CAL) is committed providing a positive learning experience for all students. CAL aims to provide a learning environment that fosters the qualities of independent, adult learning and academic integrity.

This policy seeks to encourage ethical conduct and to inform staff and students about CAL's standards of academic conduct. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in assessment and must ensure they do not plagiarise.

SCOPE

This policy is applicable to all CAL students.

CAL has established this policy to support the Australian Skills Quality Authority (ASQA) *Standards for Registered Training Organisations (RTOs) 2015*.

DEFINITIONS

Plagiarism involves using the work, words or ideas of others without proper acknowledgement. It includes:

- Copying from published sources without adequate documentation,
- Purchasing a pre-written paper (either by mail or electronically),
- Paying someone else to write a paper for you,
- Submitting as your own someone else's unpublished work, either with or without permission,
- Having someone else complete an assessment related activity for you.

POLICY STATEMENT

One of the core functions of CAL is to develop a student's ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect the student's consideration of the content delivered online and workplace task undertaken.

CAL acknowledges that to develop this ability, students will study the work of others via the online learning materials, additional resources and through their own independent research. However, it is important that students in their learning acknowledge, through appropriate referencing, earlier work from which they have drawn information.

Where a Learning Coach and/or Assessor believe that plagiarism or cheating has occurred, such a belief may be acted upon where there is tangible evidence of such.

CAL is committed to upholding high academic standards. Plagiarism will not be tolerated, and severe penalties will apply.

An initial or first charge of Plagiarism being proven will result in the assessment in question being assessed as '*Not Yet Competent*'.

Where plagiarism charges continue to occur, despite written warning, the student may be withdrawn from the College following a formal written request from the assessor and at the discretion of the College Principal.

Where a student is withdrawn for plagiarism no fees will be refunded.

Supporting Documents:

This policy should be read in conjunction with:

The Student Conduct Policy,

Continuous Improvement Policy,

Assessment Appeals Policy,

Complaints Policy.

Any student wishing to appeal a decision may do so by following the Appeals Process as outlined in the *Student Handbook* and on the *Appeals Form* located on the CAL website.

PROCEDURE

Action	Responsibility
Assessor raises concerns about work and possible plagiarism. Provides work to a second assessor for review.	Assessor
Assessor meets with/calls student to discuss concerns.	Assessor Student
Student has opportunity to respond within 7 days.	Student
If student is able to demonstrate plagiarism has not occurred, no further action will be required.	N/A
If plagiarism is proven, College Principal to determine action/s.	College Principal
Student advised of outcome and of appeals process.	College Principal

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	14 May 2012	Helen Sabell	January 2014
2	10 January 2014	Helen Sabell	January 2015
3	6 June 2018	Sarah Sabell	June 2019
4	2 August 2019	Sarah Sabell	August 2020
Compliance References			
Statutory	The <i>Standards for Registered Training Organisations (RTOs) 2015</i> Clauses: 1.8 – 1.12		
Industry	Vocational Education and Training (VET)		
Document Located	E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS		