



Plagiarism, Collusion and Cheating

1. PURPOSE

Students at Atlantis College of Management are expected to conduct their studies honestly, ethically and in harmony with the accepted academic standards.

2. SCOPE

This policy and procedure are applied to all Atlantis College of Management student's undertaking training and assessment and trainers and assessments assessing Nationally Recognised Training qualifications. Students must assume responsibility for maintaining honesty in all assessment tasks submitted and in any other assessments designated by the Trainer and Assessor of the course undertaken.

3. DEFINITIONS

Cheating - in a written or oral assessment task conducted in a class test environment is to seek to obtain an unfair advantage in that assessment task. Students will be informed in the learner guide for each unit of competency and prior to the assessment task if a particular assessment task is to be conducted in a class test environment.

Collusion - is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment. Collusion may include unauthorised and unacknowledged joint authorship in an assessment task and unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment.

Plagiarism - is defined as taking someone else's words, ideas or materials and presenting them as your own. Students must avoid plagiarism by providing clear acknowledgement of the sources of any information, ideas or other material used in response to the requirements of an assessment task, which is not their own. Examples of plagiarism include:

- Direct copying of paragraphs, sentences, a single sentence, or significant parts of a sentence
- Direct copying of paragraphs, sentences, a single sentence, or significant parts of a sentence with an end
- reference but without quotation marks around the copied text
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or
- text or any combination of these
- Paraphrasing, summarising or simply rearranging another person's words, ideas, etc. without changing the
- basic structure and/or meaning of the text
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is:



- A 'cut and paste' of statements from multiple sources
- Presenting as independent, work done in collaboration with others
- Copying or adapting another student's original work into a submitted assessment item

Referencing - is defined as a standardized method of acknowledging the sources of information, ideas, and other material used in a submission in response to an assessment task. Atlantis College of Management uses the 'APA Referencing Style' in all assessment tasks

4. GENERAL GUIDELINES

Atlantis College of Management has the following definitions for plagiarism, collusion, and cheating:

- **Plagiarism** - plagiarism is the submission of somebody else's work as if it were the student's own. This may include copying all or part of another person's thoughts or ideas and representing them as your own. If a student fails to identify the original source of some or all the submission this also constitutes plagiarism. If a student copies another student's work and passes this off as their own, then this is also a form of plagiarism and cheating.

During Assessment students will read about ideas and gather information from many sources. When students use these ideas in Assessments, they must identify who produced them and in what publications they were found. If students do not do this, they are plagiarizing.

If students are including other peoples; work in submissions e.g. passages from books or websites, then reference, using the **APA Referencing Style**, should be made to the source.

- **Collusion** - this is the presentation by a student of an assignment as his or her own which is the result of unauthorized collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct or cheating. Both collusion and plagiarism can occur in group work.
- **Cheating** - this is the use of any means to gain an unfair advantage during the assessment process. Cheating may include copying a friend's answers, using mobile phones or other electronic devices during closed book assessments, bringing in and referring to pre-prepared written answers in a closed book assessment and referring to texts during closed book assessments amongst others.

Where it is found that plagiarism, collusion, and cheating has occurred, this will result in the student's assessment submission being invalidated and student's will be investigated for academic misconduct.



5. PROCESS

Atlantis College of Management will:

- Ensure employee awareness of Atlantis College of Management *plagiarism, collusion and cheating policy and procedure*.
- Inform students during Orientation and at the commencement of each unit of competency of Atlantis College of Management policy and procedures regarding academic misconduct and plagiarism.
- Provide instructions for students on how to avoid plagiarism, collusion, and cheating including in the *Student Handbook* and in each unit of competency *Student Guide*.
- Provide training workshops educating students on Assessment preparation highlighting examples of appropriate referencing techniques and practices.

Student responsibilities will be to:

- Read, comprehend, respect, and comply with Atlantis College of Management Technology's policy and procedures regarding plagiarism, collusion, and cheating.
- Seek the required knowledge and skills and make sure that the appropriate academic referencing technique is used in all assessment tasks.
- Ensure that they reference, using the *APA Referencing Style*, and acknowledge all the work done by others before submitting any assessment tasks.
- Ensure that work is not copied intentionally or unintentionally by other fellow students.
- Seek assistance from appropriate lecturers if students are not sure about the proper way of referencing or academic work preparation.
- Ensuring all *Assessment Task Cover Sheets* and *Student Declarations* are filled out, signed, and submitted together with all completed assessment responses and supporting evidence.
- All students are required to use the plagiarism software provided by Atlantis College of Management Technology, 'Turnitin', to check their work and obtain a report prior to submitting any completed assessment task for assessment.

Trainers and Assessors responsibilities will be to:

- Undertake assessment practices in alignment with the *principles of assessment* and the *rules of evidence*
- ensure students use the plagiarism software provided by Atlantis College of Management Technology, 'Turnitin' to check their work and obtain a report prior to submitting any completed assessment task for assessment.
- ensure that when required all students Assessment tasks are referenced, using the *APA Referencing Style*, and acknowledge all the work done by others before submitting any assessment tasks.
- explaining to students the conventions for authorship in the Australian educational framework and the appropriate use and acknowledgement of all forms of intellectual material.
- are required to explain to students how to appropriately provide references in assessment task submissions and when it is appropriate to collaborate



with other learners on the development of assessment task submissions and when it is not.

- are also responsible for informing students of the consequences of plagiarism or collusion in terms of possible penalties for academic misconduct, and for identifying and reporting plagiarism, collusion, and cheating.

6. PROCEDURES FOR SUSPECTED ACADEMIC MISCONDUCT

First Offence

If the Trainer and Assessor believes that there is evidence of plagiarism, collusion or cheating in the assessment work submitted by a student or evidence that cheating, collusion or any other academic misconduct has occurred then the Trainers and Assessors should take the following steps:

- Document the perceived offence in the *Student at Risk Form* and submit the completed form with the Assessment Evidence to the RTO Manager.
- Request in writing the student involved in the alleged academic misconduct to attend a meeting with the RTO Manager.
- The RTO Manager should discuss, in the meeting, the misconduct case with the student and provide documented evidence.
- If the RTO Manager believes that the student has committed the academic misconduct act and the misconduct is substantial and the student admits to the offence, the RTO Manager will:
 - Forward an *Academic Misconduct Warning Letter* to the students. The letter will be kept in the students' record and if it is repeated, further actions will be taken.
 - The student will be required to redo and resubmit a new Assessment Task.
- If the student did not admit to the Academic Misconduct, then they can appeal within **ten (10) working days** of being notified about the penalty decision, using the Complaints and Appeals process.

Second Offence

If the student repeated the academic misconduct act, the Trainer and Assessor provided the evidence and the student admitted the offence, then the student will receive a second warning letter from the RTO Manager and the student will be given a *Not Satisfactory (NS)* judgment for the assessment task. If the student disagrees with the decision, they can appeal within **ten (10) working days** of being notified of the penalty decision using the *Complaints and Appeals process*.

Third Offence

If the student repeated the academic misconduct for the third time, the student will be issued the final warning letter and will be judged *Not Yet Competent (NYC)* in the unit of competency. If the student disagrees with the decision, they can appeal



within **ten (10) working days** of being notified of the penalty decision using the *Complaints and Appeals process*.

Removal from the Course

If the student is found to have committed the academic misconduct after the Third Offence, the RTO Manager will report the case to Atlantis College of Management's Chief Executive Officer (CEO) with a recommendation to remove the student from the course. If all the evidence is clear and sound, Atlantis College of Management's Chief Executive Officer (CEO) will approve the recommended penalty and that will be shown in the student's academic record.

Academic Misconduct Appeal Process

If student believes that their work was not plagiarised or an Academic Misconduct was not committed, an Appeal must be lodged in writing to the Student Service Manager or email to inquiry@atlantis.edu.au, within **ten (10) days** of being notified about the above decision. If the student intends to appeal the decision of the Academic Misconduct, they must provide supporting evidence to substantiate their case and are entitled to bring an advocate.

The student's Appeal Application will be forwarded to the RTO Manager. For the First, Second and Third offences, RTO Manager will discuss the cases. Should the student commit further offences after the Third Offence, the Appeal Application will be presented to the Chief Executive Officer.

7. PENALTIES FOR PLAGIARISM, COLLUSION AND CHEATING

The following are the penalties which may be applied by the RTO Manager for breached of plagiarism, collusion, and cheating:

- Academic Warning Letter
- Student Intervention
- Assessment Judgement overturned and reassessment required
- record unsatisfactory completion of the assessment task (with the opportunity to be reassessed)
- record unsatisfactory completion of the assessment task (without the opportunity to be reassessed)
- suspension of enrolment (according to the student code of conduct provisions of the Enrolment Offer and Acceptance Agreement)
- cancellation of enrolment (according to the student code of conduct provisions of the Enrolment Offer and Acceptance Agreement)
- reprimand by the Chief Executive Officer (CEO)
- a combination of the above

8. RESPONSIBILITIES

- The Chief Executive Officer (CEO) has overall responsibility for the implementation and review of this policy.
- The RTO Manager is responsible for:
 - ensuring that all student and trainers and/or assessors are familiar and aware of Atlantis College of Management's policy and procedures for plagiarism, collusion, and cheating.



- will ensure that the policy and procedures for plagiarism, collusion and cheating are discussed during the induction program for each trainer and/or assessor.
- will ensure that the policy and procedures for plagiarism, collusion and cheating are discussed during the orientation program for each new student cohort
- is required to organise regular professional development programs which provide advice for trainers and/or assessors on recognising and preventing plagiarism, collusion and cheating, understanding the various learning styles of international learners, and approaches to designing and implementing assessment tasks which provide learners with minimum opportunity to submit plagiarised material or engage in collusion.
- will take steps to ensure that trainers and/or assessors provide appropriate explanations to learners on what constitutes plagiarism, collusion, and cheating.

9. RELATED DOCUMENTS

- Academic Warning Letter (Template)
- Assessor Guides and Learner Guides
- Complaint or Appeal lodgement form
- Student at Risk Documents
- Orientation Presentation and Materials
- Student Handbook
- Study Plans and Timetables
- Table 1.8-1: Principles of assessment
- Table 1.8-2: Rules of evidence

10. ASSOCIATED DOCUMENTS

- Policy and Procedure: Assessment
- Policy and Procedure: Attendance
- Policy and Procedure: Complaints and Appeals
- Policy and Procedure: Education Agents
- Policy and Procedure: Enrolment Offer and Acceptance Agreement
- Policy and Procedure: Monitoring Course Progress
- Policy and Procedure: Staff induction
- Policy and Procedure: Student Code of Conduct

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