

## Plagiarism and Cheating

### Procedures for Implementation

This procedure relates to the implementation of the Plagiarism and Cheating Policy.

1. Where a Trainer / Assessor believes that academic misconduct (plagiarism, cheating or collusion) has occurred, the Trainer / Assessor must have clear and documented evidence of the intellectual property plagiarised and/or the collusion and how it is manifested in the student's work.
2. In the first instance of academic misconduct, Trainer / Assessor should discuss their concerns with RTO Assistant Manager.
3. If the RTO Assistant Manager agrees that there appears to be plagiarism or collusion about the authenticity of the work they must refer the matter to the RTO Manager who will investigate the matter. The RTO Manager will meet with the RTO Assistant Manager and the student concerned. This may result in a verbal warning.
4. A note must be recorded and stored on the student's file that that a verbal warning has been issued and that such a meeting/discussion took place.
5. Ongoing issues concerning academic misconduct should be escalated to the RTO Manager who will issue a formal warning.
6. Cases of academic misconduct brought to the attention of the RTO Manager will be dealt with under the *Student Discipline Policy*.

Possible outcomes for academic misconduct include:

- A notice to re-submit the relevant assessment task
- The recording of the result Not Yet Competent for the Unit of Competency
- Withdrawal from the course

### Appeal

A student may appeal the decision of the RTO Manager, and lodge a formal grievance as described in the *Student Complaints and Appeals Policy*. The outcome of the appeal will be final.

### Related Policies and Procedures

Plagiarism and Cheating Policy

### Organisational Area

Cire Education and Training

Approved by:

The Board



Sign:..... Date: *November 2018*

**Operative Date:**

November 2018

**Review Date:**

November 2020