



KEYSTONE COLLEGE
OF BUSINESS & TECHNOLOGY

Plagiarism and Cheating Policy and Procedure



Plagiarism and Cheating Policy and Procedure

SCOPE

This policy applies to KCBT VET and ELICOS students and all KCBT staff who deal with all matters concerning VET.

DEFINITION:

Plagiarism and Academic Dishonesty:

Is defined as intentionally using or attempting to use unauthorised materials from the Trainer/students or others. Copying another student's work; representing assessments that were prepared by another person as one's own work; violating the rules governing the assessment process. It includes not only written works such as books or journals but data or images that may be presented in tables, diagrams, designs, plans, photographs, film, music, formulae, websites, and computer programs.

POLICY

The policy is intended to promote honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalized as per our student code of conduct.

You are expected to acknowledge the intellectual property of others used in the preparation of projects and assessment tasks.

KCBT regards plagiarism as an extremely serious academic offense. The penalties associated with plagiarism are severe and extend from cancelling all result outcomes for the specific assessment item or for the entire unit to exclusion from your course.

The penalty will depend on the severity of the plagiarism, whether the student is a repeat offender, whether there is evidence of deliberate deceit and whether another student has been coerced into participating in the plagiarism.

PROCEDURES

1. A VET Trainer/ Assessor or ELICOS teacher who suspects plagiarism should report this to the Academic Manager / Compliance Manager.

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2. The relevant Academic Manager / Compliance Manager must decide whether the plagiarism amounts to cheating. In other words, the Academic Manager / Compliance Manager must determine whether it is more likely than not that the plagiarism was done with the intention of gaining an unfair advantage.

a. The relevant Academic Manager / Compliance Manager decides there was no Plagiarism/ Cheating:

If the Academic Manager / Compliance Manager decides that it is a case of unsatisfactory assessment and not cheating, the Academic Manager / Compliance Manager will then ask an assessor to mark the work appropriately. In some cases, the Academic Manager / Compliance Manager may require the student to attend a meeting to discuss the issue of plagiarism and cheating.

b. The Academic Manager / Compliance Manager decides there is a case of Plagiarism and Cheating.

If the Academic Manager / Compliance Manager concludes that there is evidence that the student intended to obtain an unfair advantage, the Academic Manager / Compliance Manager:

- will disallow a Competency for that unit of Competence and
- instruct the trainer:
 - To send a “Plagiarism and Cheating: Warning Letter” to the student, outlining the process for appeal/penalty for re-submission
 - To inform the student that the result outcome has been disallowed and advise the student that he/she has a right to appeal as per our Complaints and Appeals procedures; and
 - place a copy of the letter (the Student– Plagiarism and Cheating disallowance letter); in the student’s file.

c. The Academic Manager / Compliance Manager decides that Plagiarism and Cheating have not occurred:

If having heard the student’s explanation, the Academic Manager / Compliance Manager decides that the student’s conduct did not amount to Plagiarism and Cheating, the Academic Manager / Compliance Manager:

- i. Will treat the case as one of unsatisfactory academic work and ask an assessor to mark the assessment appropriately (i.e. not yet competent); and
- ii. May, if it is deemed necessary, advise and counsel the student about the rules relating to plagiarism cheating.

If it occurs, the Academic Manager / Compliance Manager should consider whether it is necessary to send a warning letter to the student. If a Student – Plagiarism and Cheating Warning Letter is sent to the student, the Academic Manager / Compliance Manager will place a copy on the students’

file.

Penalties of Plagiarism and Collusion

1. Students who are found cheating or guilty of plagiarism on any form of assessment will be deemed “Not Yet Competent” for the relevant Unit of Competence for VET students and deemed “Fail” for ELICOS students. The student will then need to re-submit / re-sit assessment, and pay penalty charges as follows:
 - 1st offense: Written warning, \$100 administration fee, entry into student database, Re-assessment at own cost.
 - 2nd offense: Second written warning, \$200 administration fee, entry into student database, Re-assessment at own cost.
 - 3rd offense: Cancellation of enrolment under Standard 9 of National Code 2018.
2. Students who are found cheating or guilty of plagiarism for a third or subsequent time, the matter will be referred to the Chief Executive Officer.
3. Students will also be issued an official written warning which will be placed in the student’s file.
4. Continued behavior of this kind may result in students being expelled from the College. (See Complaints and Appeals Policy and Procedure).