

PLAGIARISM, COLLUSION AND CHEATING POLICY

For the purposes of this policy, the following definitions also apply:

Academic dishonesty - any deliberate attempt to fabricate, falsify, or otherwise alter assessment outcomes, electronic records, or any other material that is relevant to a learner’s participation in any course or assessment activity. This can include any person seeking to gain for themselves or any other person any academic advantage through the unauthorised possession, use or distribution of Lead College resources, assessment materials or intellectual property.

Collusion – Two or more people working to together in a deceitful way in an effort to circumvent a formal assessment process or an unauthorised collaboration in the development of a submission for assessment which was required to be the work of an individual. Collusion can occur between learners or between a learner and a trainer/assessor and can include learners sharing their work with each other.

Scope

The scope of this policy outlines (without limiting) Lead College expectations of learners enrolled in any course in respect to academic integrity of their assessments and encourages ethical academic conduct.

There is a shared responsibility between learners and trainers/assessors in maintaining academic integrity. As such, this policy applies to all learners and staff. It is relevant to all aspects of a learner’s training and assessment with Lead College.

Policy

This Policy should be read in conjunction with Student Code of Conduct

Lead College is committed to ensuring a positive learning experience for its learners. It aims to provide a learning environment that fosters the qualities of independent learning and academic integrity.

This policy seeks to encourage ethical conduct and to inform staff, contractors and learners about the Lead College standards of academic conduct and the steps to take if academic misconduct is identified.

Any attempt or conspiracy to commit academic misconduct is still academic misconduct, regardless of the ‘success’ of the attempt or conspiracy.

This Academic Conduct Policy covers the following points:

- Encouragement of ethical academic conduct
- Investigation

This policy and supporting documentation adherer’s to compliance with the Standards for RTOs 2015.

Encouragement of ethical academic conduct

- Lead College encourages learners to develop the ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect their individual considerations of the given task or workplace requirement.
- Lead College acknowledges that to develop critical reasoning, learners will study the work of others through issued textbooks, learning material or through their own research.
- It is important that learners in their learning acknowledge, through appropriate referencing, any work from which they draw information.

Standards of Academic Conduct

Lead College informs staff and learners about its standards of academic conduct through the Student Code of Conduct and the Academic Referencing Guide provided in the Student Handbook.

Academic Misconduct

Plagiarism

- Learners have a responsibility to appropriately cite all reference sources and not plagiarise or copy other learners' assessments.
- Lead College will not condone plagiarism by any learners for personal advantage.
- Where a Trainer and/or Assessor believe that plagiarism has occurred, such a belief may be acted upon based on tangible evidence of plagiarism. This may be readily evident or may require further investigation. No assumption of plagiarism may be acted upon without clear and documented evidence of the intellectual property plagiarised and how it is manifested in a learner's work.

Cheating/colluding

Where a Trainer and/or Assessor or other Lead College staff member believe cheating or colluding has occurred, such a belief may be acted upon based on tangible evidence of such behaviour. This may be readily evident or may require further investigation. No assumption of cheating or colluding may be acted upon without clear and documented evidence and how it has manifested in the learner's work.

Investigation

Where a Trainer and/or Assessor or other person suspects a learner has engaged in Academic Misconduct they will report the incident to the Academic Campus Manager, with supporting evidence related to the allegation.

The Academic Campus Manager (or their delegate) will conduct an initial investigation to determine whether there is a prima facie case and there is supporting evidence for the allegation. In doing so, the Academic Campus Manager will give regard to:

- The intention or non-intention of the Academic Misconduct
- The extent of the Academic Misconduct
- Whether the learner has been previously warned of Academic Misconduct; and
- Whether there are any other factors relating to the learner or course that should be considered in assessing the allegations.

Academic Misconduct constitutes a breach of the Student Code of Conduct and as such the provisions in Student Code of Conduct Procedure with apply.

Plagiarism Collusion and Cheating Policy		WA Campus	NSW Campuses	Web: www.leadcollege.edu.au	ABN: 63 604 422 853	2/3
V2.0	Revised June 2020	13 - 15 Leila Street, Cannington, Perth WA 6107	Level 1, 841 George Street Haymarket NSW 2000	Phone: 1300 887 361	RTO Code: 41489	
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Outcome

In accordance with Student Code of Conduct, if the Academic Campus Manager believes there is prima facia support for the allegation, they will inform National Compliance Manager. The National Compliance Manager will determine the appropriate course of action, including informing the learner of the allegation in writing and providing any evidence pertaining to the alleged misconduct.

Academic misconduct involving a staff member or contractor, if proved, may result in termination of employment or contract, in accordance with the termination clauses provided. Any instance of fraud may be reported to external authorities.

Quality and Continuous Improvement

This procedure is subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders.

Related Forms and Documents

- [Users' Guide for Standards for Registered Training Organisations \(RTOs\) 2015](#)
- Student Code of Conduct
- Student Handbook
- Trainer and Assessor Handbook

Document Control

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