Plagiarism and Cheating
Policy and Procedure

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

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 penalised as per our student code of conduct. Plagiarism involves using the work of another person and presenting it as one’s own. You are expected to acknowledge the intellectual property of others used in the preparation of projects and assessment tasks. Plagiarism is the copying of another person's ideas or expressions without appropriate acknowledgement and presenting these ideas or forms of expression as your own. 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, web sites and computer programs.

ATMC regards plagiarism as an extremely serious academic offence. The penalties associated with plagiarism are severe and extend from cancelling all marks for the specific assessment item or for the entire unit through 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 Skills Department Head/ Course coordinators.
2. The Skills Department Head/ relevant Course Coordinator must decide whether the plagiarism amounts to cheating. In other words, the Skills Department Head/ Course Coordinator must determine whether it is more likely than not that the plagiarism was done with the intention of gaining an unfair advantage.
   a. The Skills Department Head/ relevant Course Coordinator decides there was no Plagiarism/ Cheating. If the Skills Department Head/ Course Coordinator decides that it is a case of unsatisfactory assessment and not cheating, the Skills Department Head/ Course Coordinator will then ask an assessor to mark the work appropriately. In some cases the Skills Department Head/ Course Coordinator may require the student to attend a meeting with the Skills Department Head/ Course Coordinator to discuss the issue of plagiarism and cheating. If this occurs the Skills Department Head/ Course Coordinator should send a Student – Plagiarism and Cheating Warning Letter to the student in the appropriate form. A copy of the Student – Plagiarism and Cheating Warning Letter is to be placed on the student’s personal file.
   b. The Skills Department Head/ Course Coordinator decides there is a possible case of Plagiarism and Cheating. If the Skills Department Head/ Course Coordinator reaches the conclusion that there is evidence that the student intended to obtain an unfair advantage, the Skills Department Head/ Course Coordinators must give the student an opportunity to respond before making a final determination. In addition to more obvious cases of plagiarism (eg copying large slabs of information from the Internet), this situation would arise where two students, contrary to instructions, submit substantially the same work.
   c. The Skills Department Head/ Course Coordinator decides that Plagiarism and Cheating has occurred. If after giving the student an opportunity to respond, the Skills Department Head/ Course Coordinator decides that the student has acted with an intention to obtain an unfair advantage, the Skills Department Head/ Course Coordinator will disallow a Competency for that unit of Competence and
      • inform the student that the marks have been disallowed and advise the student that he/she has a right to appeal as per our Complaints and Appeals procedures (see Student – Plagiarism and Cheating disallowance letter ); and
      • ask the VET Administration staff to place a copy of the letter (the Student– Plagiarism and Cheating disallowance letter ); in the students personal file.
   d. The Skills Department Head/ Course Coordinator decides that Plagiarism and Cheating has not occurred

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If, having heard the student’s explanation, the Skills Department Head/ Course Coordinator decides that the student’s conduct did not amount to Plagiarism and Cheating, the Skills Department Head/ Course Coordinator:

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 Skills Department Head/ Course Coordinator 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 Skills Department Head/ Course Coordinator will ask the VET Administration Staff to place a copy on the students’ individual 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, resit assessment. See Assessment Policy and Procedures.

2. Students who are found cheating or guilty of plagiarism for a second time will need to re-enrol and repeat the entire Unit of Competence and pay applicable fees for VET students and will need to re-enrol and repeat the relevant part of the course and pay applicable fees for ELICOS students.

3. Students who are found cheating or guilty of plagiarism for a third or subsequent time, the matter will be referred to the Executive Director, Compliance and Engagement.

4. Students will also be issued an official written warning which will be placed in the students file.

5. Continued behaviour of this kind may result in students being expelled from the College. See Complaints and Appeals Policy and Procedure.