

# Cheating & Plagiarism Policy

## Purpose

This policy describes the process for Students who display unacceptable conduct, by engaging in Cheating and/or Plagiarism.

## Scope

BGT has established this policy to ensure that they are meeting their responsibilities as set out by the regulator in the *Standards for Registered Training Organisations (RTOs) 2015*. Its aim is to provide clear guidance to BGT staff regarding incidents of plagiarism and/or cheating.

This policy has implications for managers, staff, board members, students, apprentices, trainees, contractors, and volunteers.

Maintenance and review of this policy is the responsibility of BGT management.

## Policy Statement

BGT in no way condones cheating or plagiarism, cheating, or collusion. This includes people who assist others to cheat, and whom are aware of cheating or plagiarism and do not report it as required under this policy.

BGT maintains the academic integrity of their assessments via a combination of policies and procedures, as well as information which is provided to students within their student handbook and their assessment tasks. These include both preventative actions, and penalties (where the allegations of cheating or plagiarism have been substantiated).

Students will not be penalised for cheating or plagiarism without an investigation having been conducted by management.

## Definitions

**Assisting Cheating or Collusion** includes posting assessment activities online, and requesting or implying willingness to engage the services of another person to complete the assessment activities, with the intent of presenting the work to the assessor as their own. Their does not necessarily have to be a transfer of cash or any other reward.

**BGT Staff** includes all permanent employees and Sessional Teaching Staff and is referred to as staff member.

**Cheating** is the actual or attempted practice of seeking to obtain an unfair advantage in an examination, assessment or in other written or practical work required to be submitted or completed by a student for assessment. For example,

- Submitting an assignment or other piece of assessable work which was written in conjunction with another student and without the prior permission of the relevant trainer.

- Submitting work that has been stolen, purchased, borrowed or has fabricated data or that has been fabricated from other students without their knowledge.
- Copying assignments or assessments from other students.
- Changing assessment sheets to suit the students own advantage.

**Collusion** refers to any agreement, whether explicit or implicit, which deceives, defrauds or misleads others.

**Plagiarism** means to take and use another person's ideas or work and pass these off as one's own, by failing to give appropriate acknowledgement. This includes cases whereby another student may have completed all or part of the assessment on behalf of another student.

For example;

- Assembling parts from various works and submitting the assignment or assessment paper as your own creation
- Fabricating data from other student's assignments or assessments and using for the students own advantage.
- Using materials from other sources without full acknowledgement and proper referencing.
- Allowing students to complete part or all of the assessment, and then submitting it as though it were their own

## **Responsibilities**

### **1. RTO Manager**

The RTO Manager must investigate any suspected plagiarism. This investigation must be conducted fairly, and ensure that all relevant parties are involved.

All communication and evidence regarding this investigation must be recorded. Penalties must be decided and applied by the RTO Manager, and must take into account the type and severity of the misconduct.

### **2. Assessors**

Assessors must provide information which provides guidance to students regarding what the RTO considers plagiarism or collusion. They must clearly convey to all students that plagiarism/cheating is not considered acceptable, and will be investigated.

Where plagiarism is suspected, it must be reported to the RTO Manager as soon as is possible.

### **3. BGT Staff**

BGT staff must not tolerate actions of plagiarism or cheating. They must actively discourage students from undertaking any activity which could be perceived as being cheating or plagiarism.

#### 4. Students

The students, including trainees and apprentices, are required to behave in a manner which is lawful and respectful of others. When submitting work as part of their studies, they must ensure that work is their own, and clearly indicates inputs which did not belong to the student (via a reference).

In the case of a plagiarism allegation, students must make themselves available to:

- a. Explain their conduct, and present information regarding any extenuating or mitigating circumstances, and;
- b. Hear all evidence which is presented, regarding the plagiarism claim.

#### **Actions**

When a staff member suspects that a student has cheated and/or plagiarised, the staff member must report directly to the RTO Manager and inform them of the suspected allegations.

The RTO Manager will then inform the student of the suspected allegations and arrange a meeting between the RTO Manager, assessor and student concerned to consult and work through the issues/allegations.

Upon consultation with all relevant parties the RTO Manager will undertake to seek further advise from key stakeholders or government bodies (if applicable).

#### **Then either**

Request the student repeat the work/assessment in question and give an official written warning

#### **OR**

Exit student from course enrolment. Any student that is exited form course enrolment will be duly notified within 5 working days of the decision to cancel their enrolment and disqualify them from obtaining their Statement of Attainment. Course enrolment fees will not be refunded under this decision.

A written report will be placed in the student's file.

**The resolution will be done with the strictest of confidence and in association with the BGT Privacy Policy.**