

# Wyndham Community and Education Centre Inc

## Policy and Procedure

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Policy name	<b>Plagiarism, Cheating and Collusion Policy and Procedure</b>
Responsible person	Education Manager & RTO Manager
Staff involved	TSU Coordinators, Teachers and Trainers
Review dates	Approved: 17 April 2025 Review Date: 2026

### DEFINITIONS

**Plagiarism:** To take and use another person's ideas and / or manner of expressing the ideas and to pass the ideas off as one's own by failing to give appropriate acknowledgement. This includes material from any source, staff, students or the internet – published and un-published works.

**Cheating:** Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment.

**Collusion:** Unauthorised collaboration on assessable work with another person or persons.

**Source:** The source is the body of work used by the student to complete a task. The source should be acknowledged or referenced by the student. If a source needs to be referenced, the trainer of the particular course should indicate how the referencing is to be done.

### Policy Statement and Context

Wyndham Community and Education Centre Inc. (Wyndham CEC), is committed to upholding standards of educational integrity and honesty.

Plagiarism, cheating or collusion in any form is unacceptable and will be treated seriously by Wyndham CEC.

For the purpose of assessment, Wyndham CEC requires students to complete and submit work that is their own. In accredited programs, students attest to this by signing a *Student Assessment Declaration* during the enrolment process. The signed document is retained in the student's file.

Students will be advised at the enrolment interview about the *Plagiarism, Cheating and Collusion Policy* and reminded by their teacher at their program induction. Students are also given a copy. All codes, policies and procedures relevant to students are on

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Wyndham CEC's website under 'Student Information' and are accessible on SharePoint. Students can also request a hard copy from their teacher or coordinator.

Students of Wyndham CEC have a responsibility to accept and follow the conditions of this policy and the *Student Code of Conduct*.

Staff of Wyndham CEC have a duty to ensure they gain the necessary understanding to minimise incidences of plagiarism, cheating and collusion.

#### **Procedures**

1. Training Services Unit staff are responsible for ensuring students are aware of this policy and its implications. This includes outlining clear expectations around when it is suitable to collaborate on work and when it is not, particularly when assessment activity is taking place. It also includes informing students of appropriate use and acknowledgement of intellectual property and material relevant to their course, if applicable.
2. Assessors should design assessment tasks that minimise the possibility for students to plagiarise, cheat or collude with others.
3. Trainers and Assessors who suspect that plagiarism has occurred must produce evidence (through identifying the source) to support their allegation. The relevant Manager must decide whether they believe that plagiarism was likely to have been intentional or unintentional.
4. A student found to have plagiarised, cheated or colluded will be provided with the opportunity to respond.
5. If the student is unable to provide a satisfactory explanation of the correspondence between the student's work and the sources identified by the staff member, Wyndham CEC may infer that plagiarism was done with intention to cheat.
6. If the failure to acknowledge the ideas of others was not intentional, the only offence the student has committed is the misdemeanour of failing to reference a source correctly. In this case, especially if a first offence, the matter will be resolved via a verbal warning only.
7. If a training services manager is reasonably satisfied that the plagiarism, cheating or collusion was, more likely than not, done with the intention to obtain an unfair advantage in assessment, the matter must be documented, in writing, and included on the student's file.
8. Wyndham CEC staff will actively take steps to detect plagiarism, collusion or cheating which may include the use of electronic or manual methods of detection.

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9. If an act of plagiarism, cheating or collusion is found to be considered deliberate, then Wyndham CEC, maintains the right to take disciplinary action against the student(s) involved.
10. Disciplinary action may include the disallowance of the assessment and a verbal warning being issued to the student. The student would also need to re-do the assessment, preferably in a supervised arena.
11. If a subsequent occurrence of plagiarism, cheating or collusion is committed, Wyndham CEC may issue a written warning and reserves the right to exit the student from the course.
12. A register will be maintained by the CEO, which will record the outcomes of an accusation of plagiarism, cheating or collusion. The outcomes will also be recorded in the student's file
13. Any further action by either party must be taken in accordance with the *Complaints and Appeals Policy and Procedure*.

#### **Student responsibilities**

Students are responsible for:

- being familiar with this policy & procedure that is received at enrolment
- acknowledging intellectual material used by them
- submitting work that is their own
- taking all reasonable steps to ensure that their work cannot be accessed by others.

#### **Artificial Intelligence (AI)**

Intelligence is perceiving, synthesising and inferring information and is a key aspect of academic learning.

Artificial Intelligence (AI) is the above functions performed by machines, as opposed to humans.

AI applications now include generative and creative tools for knowledge representation. Software applications now enable students to pose questions or topics for which the application researches and provides a response.

Where they see fit, a teacher/trainer has the right to instruct their students not to use AI and/or make it a condition that AI is restricted from being utilised/used in any form for any or all tasks/assessments/activities that they deliver. A failure of the student to comply with such instructions will be seen as an act of plagiarism and, therefore, steps 1 to 13 of this policy and procedure apply.

Wyndham CEC accepts that students can learn via such technology. However, such technology should not be the sole source of student attempts at assessment activities.

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Where students do use products (such as ChatGPT) to generate content, they should declare this, just as they would cite, reference or acknowledge other sources in their work.

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#### **Related Documents**

**Policies:** Access & Equity Policy and Procedure, Complaints and Appeals Policy & Procedure (includes management of compliments received)

**Other:** Student Code of Conduct, Plagiarism Register, Enrolment Interview Checklist, Student Assessment Declaration

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