

# 634 Plagiarism, Collusion & Cheating Policy

## Purpose

1. To provide guidelines to apply to the prevention, detection and management of plagiarism, collusion and cheating within Community College Gippsland and ECG Secondary College, to be referred to as CCG for the purpose of this policy.

## Policy

2. CCG expects students to act with integrity and honesty in learning and assessment and respect for the work of others. Acts of plagiarism are completely unacceptable and will not be tolerated. Contravention of this policy will result in students being penalised as per the Student Code of Conduct and the Student Disciplinary Procedures.
  - a. Plagiarism involves using the work of another person and presenting it as one's own. Students are required to acknowledge the intellectual property of others used in the preparation of projects and assessment tasks.
  - b. 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, Artificial Intelligence, and computer programs.
3. The penalty for plagiarism, collusion and cheating will depend on the severity of case, 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.
4. All students are fully informed about plagiarism, collusion and cheating through the Student Handbook, the Student Assessment Guide, the Student Guide on Plagiarism Management and by the Teacher/Trainer. Students are advised of the possible outcomes of committing plagiarism, collusion, and cheating.
5. All allegations of plagiarism, collusion and cheating will be investigated transparently.

## Scope

6. All staff and students at CCG.

## Definitions

7. **Plagiarism** — is to take someone's words, ideas or other materials and present them as your own.
8. **Collusion** — is an understanding or agreement between two or more people to intentionally cooperate and gain an unfair advantage in assessment and may include unauthorised and unacknowledged joint authorship in an assessment task, unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment.
9. **Cheating** — is to seek to obtain an unfair advantage in an Assessment.

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# Relationships

## External:

VRQA Minimum Standards for School Registration, VRQA VET Provider Guidelines, Australian Qualification Training Framework (AQTF) Standards for continuing registration, VCAA VCE VM/VPC Administrative Handbook.

## Internal:

Student Handbook, Student Assessment Guides, Student Rights and Responsibilities, Student Code of Conduct, Assessment monitoring and reporting Policy, Training and Assessment Policy, Student Disciplinary procedures, Trainer, and Assessor Handbook

# Procedures

- 634-1 Plagiarism, Collusion and Cheating Procedure.

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