

Academic Misconduct and Plagiarism Policy

Students are expected to submit their own work for workplace-based projects/assignments. If Students are required to undertake research for their class work or assessments, they must properly and fully acknowledge their sources. OIC will not tolerate plagiarism and cheating of any kind and such action constitutes Student misbehaviour. It may result in the cancellation of a Student's enrolment.

OIC's strict policy against plagiarism and cheating means that the integrity of our courses and qualifications issued is upheld. It is essential to our reputation that plagiarism is dealt with promptly and in accordance with this policy.

The RTO Manager/VET Coordinator is responsible for the control and implementation of this procedure.

Definitions

1. **Cheating** means any dishonest or deceitful conduct in relation to the submission or class-work, assessments, assignments or other course related conduct. (example: copying work from another person or buying course notes is considered cheating)
2. **Plagiarism** means using the ideas or expressions of someone else without acknowledging them and passing them off as one's own.

Students must act honestly

3. OIC requires that all Students act honestly and ensure that they do not cheat or commit acts of plagiarism.

Reporting requirements

4. All staff and Students must report any suspected instances of plagiarism or cheating by a Student to the relevant Trainer who in turn will advise the RTO Manager/VET Coordinator.
5. The report must be made in writing and given to the relevant Trainer within 7 days of the alleged plagiarism or cheating taking place; and be accompanied by any supporting evidence.

Investigation

6. Upon receiving a report of suspected plagiarism or cheating, the RTO Manager/VET Coordinator must investigate the matter promptly and determine whether the allegations are correct.
7. This investigation must include an interview with the Student and relevant Trainer as well as, in the case of allegations of plagiarism, a review of the alleged copied material and Student's class work.
8. The Student has the right to have a support person present during any interview and to make submissions.

Outcome of investigation

9. The RTO Manager/VET Coordinator will advise the Student in writing of the outcome of their investigation within 21 days of receiving the report of alleged cheating or plagiarism.

Consequences of plagiarism or cheating

10. If the RTO Manager/VET Coordinator forms the view that a Student has or is more than likely to have committed plagiarism or cheated and this is the first instance of plagiarism or cheating committed by the Student during their enrolment with OIC, the RTO Manager/VET Coordinator will:
 - a. send a written warning letter to the Student advising them that their enrolment may be cancelled if they are found in the future to have committed another act of plagiarism or cheating at OIC; and
 - b. meet with the Student and counsel them not to engage in any further cheating or plagiarism; and
 - c. require the Student to resubmit the relevant class work or undertake the relevant assessment again or undertake any other remedial action deemed appropriate; or
 - d. apply a Not Yet Competent grade to the unit of competency
11. If the RTO Manager/VET Coordinator forms the view that a Student has or is more than likely to have committed plagiarism or cheated and this is the second instance of plagiarism or cheating committed by the Student during their enrolment with OIC, the RTO Manager/VET Coordinator will:
 - a. recommend that the Student's enrolment be cancelled for Student misbehaviour;
 - b. send a letter to the Student advising them that their enrolment is at risk of being cancelled. The letter will advise the Student that they have 14 days in which to appeal the outcome of the investigation.
12. The RTO Manager/VET Coordinator will cancel the Student's enrolment if the Student fails to lodge an appeal within the 14-day time period, withdraws from an appeal or the outcome of the appeal process results in a decision in support of OIC.
13. The RTO Manager/VET Coordinator has the discretion not to cancel the Student's enrolment. This discretion may be applied in a number of different circumstances, including (but without limitation) where the Student can prove that there were compassionate or compelling circumstances that contributed to their dishonest actions. Students should note that a decision not to cancel their enrolment is discretion only and will not always be exercised even where there are compassionate or compelling circumstances.

Record keeping

14. Full and proper written records of the following must be kept on the Student's file:
 - a. the initial report of the alleged cheating or plagiarism;
 - b. the steps taken in the investigation;
 - c. copies of any correspondence sent to the Student;
 - d. records of any meetings with the Student, including counselling;
 - e. outcome of any appeal by the Student; and

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- f. if the Student's enrolment is cancelled, written verification of the cancellation must be provided to the Student

Appeal

15. Students have the right to appeal any decision made by a OIC staff member under this policy. Students must lodge their appeal within 14 days of the decision being made.

Related policies

Complaints and Appeals Policy and Procedure