



Policy Number & Name: RTOPRO071 Plagiarism, Cheating and Collusion Policy

Policy Area: Training and Assessment

Authorised by: Course Advisory Committee

CRICOS Provider No 03582D

Organisation Definition:

Crown Melbourne Limited trades as Crown Melbourne Limited, Crown College and Crown College International. For the purpose of this policy, any reference to Crown College, or the “college” should be considered a reference to any of these respective trading names.

Crown College RTO – includes the following Registered Training Organisations as identified on www.training.gov.au

- Crown Melbourne Ltd trading as Crown College RTO ID # 3743
- Crown Training Pty Ltd RTO ID # 40529

Portfolio – relates to the following three key operational sectors;

- Hotels, Retail, Food & Beverage
- Support Services, including Security & Surveillance
- Gaming

1. Policy

1.1 Crown College management and employees are committed to identifying all plagiarism, cheating and collusion by students undertaking any of its assessment events and applying corrective actions to prevent Cheating, Plagiarism or Collusion contributing to a competency score.

2. Scope

2.1 This policy applies to all enterprise, domestic and international students enrolled at Crown College and Crown College International and applicants wishing to attend courses at Crown College.

2.2 This policy applies to all Crown College employees, contractors and any third parties engaged in any activities for and on behalf of Crown College.

3. Responsibility

- 3.1 It is the responsibility of the Academic Manager, with support from the International Student Support Officer to implement this policy. The Group Manager, Operations will be required to support the Academic Manager in making final decisions regarding a student's enrolment.

4. Procedures

- 4.1 Students that have been identified as engaging in any actual or suspected form of activity in plagiarism, cheating or collusion in any assessment event must be reported by the trainer/assessor to the Academic Manager as soon as possible following the discovery of the action.
- 4.2 Evidence of the activity will be reported in writing by the trainer/assessor and contain a detailed account of the event or actual documented evidence of the action and be submitted to the Academic Manager.
- 4.3 On receipt of the written report detailing plagiarism, cheating or collusion the Academic Manager in collaboration with the International Student Support Officer will seek an interview with the student involved in the allegation of plagiarism, cheating or collusion.
- 4.4 The student interview should be utilised to advise the student or students of the allegation and of their right to state their account of the alleged offence.
- 4.5 In the case of a student denying their involvement in plagiarism, cheating or collusion, Crown College will delay any further action until the allegation is further reviewed and evidence examined.
- 4.6 If the allegation cannot be substantiated by reasonable evidence, the student's assessment outcome will be upheld.
- 4.7 Where the allegation is authenticated by the evidence presented the student's assessment outcome will be cancelled and the student provided with an opportunity to take responsibility for their actions. The Academic Manager in consultation with the Group Manager, Operations shall apply their own discretion as to whether the student's enrolment should be suspended or cancelled. The student may be offered the opportunity to resubmit an alternative assessment. The student will also be provided counselling on the issues of plagiarism, cheating and collusion.
- 4.8 Where the allegation is authenticated and the student does not admit to the issue of plagiarism and/or cheating and/ or collusion, the assessment outcome will be cancelled. The Academic Manager in consultation with the Group Manager,

Operations shall apply their own discretion as to whether the student's enrolment should be cancelled and a Statement of Attainment issued for all units of competency previously gained.

4.9 All student interview outcomes will be recorded in writing and placed on the student's file.

4.9.10 Should a student decide to appeal the outcome of the findings of plagiarism, cheating and collusion, enrolment shall be maintained during the period of the appeal and only cancelled where the student's appeal has been decided in favour of the decision to cancel the student's enrolment by an independent adjudicator.

4.9.11 In addition, the student enrolment may be suspended or discontinued for a second incident of cheating or plagiarism.

5. Related Documents

Complaints & Appeals Policy

6. Policy Publication

All policies and procedures that are applicable to prospective students and enrolled students (domestic or international) and all relevant organisation employees/contractors are made available on request at all times, and form part of the induction and orientation for employees/contractors and students and are made available via the website (where appropriate), student administration/management systems, learning management system and internal electronic systems.

7. Definitions

Plagiarism is a type of cheating that involves the use of published or unpublished works of others and misrepresenting the material as one's own work.

Cheating is the practice of deceptive acts for the purpose of obtaining competency result in any assessment event. Cheating includes assisting another student to deceptively obtain a competency result.

Collaboration involves the authorised working in partnership of two or more people, such as on a project or assignment. It is important to make the distinction between collaboration and collusion. As a general rule; if students are required to produce assignments these should be done independently, except when they are asked to participate in a group project requiring a joint group response to a task. Avoiding unauthorised collaboration is every student's responsibility.

Collusion means an agreement between two or more people for a deceitful or fraudulent purpose. This includes unauthorised collaboration on assessable written, oral or practical work with another person or persons. Collusion is said to occur when a student works with others to produce work, which is then presented as the student's own work, or the work of the other person(s).

8. Amendment Schedule

Table detailing any amendment made to the policy between review dates:

Date	Modification	Version	By

Document ID RTOPRO071	Version No 1.0	Controlled copy, uncontrolled when printed
Release Date Jan 2017	G:\HR\TRAINING\4. CROWN COLLEGE - INTERNATIONAL\POLICIES & PROCEDURES\Final\RTOPRO071 Plagiarism, Cheating and Collusion Policy.docx	