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**POLICY AND PROCEDURE:**  
**PP No:**  
**DATE:**

**Plagiarism and Cheating**  
**PP072.2**  
**15<sup>th</sup> December 2014**

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## Introduction

Mansfield Adult Continuing Education (MACE) is committed to upholding standards of academic integrity and honesty.

## Policy

MACE requires all students to act honestly and ensure they do not cheat or commit acts of plagiarism.

MACE students are required to:

- undertake studies and research responsibly and with honesty and integrity;
- ensure that academic work is in no way falsified;
- seek permission to use the work of others, where required;
- acknowledge appropriately the work of others; and
- take reasonable steps to ensure that other students are unable to copy or misuse their work.

Staff involved in training and assessment are expected to display leadership in academic integrity and use a range of approaches to educate students to practise honesty in their academic work. MACE will monitor the work of students to ensure the academic integrity and validity of its courses.

## Definitions

|                   |   |
|-------------------|---|
| <b>Plagiarism</b> | The practice of taking someone else's work or ideas and passing them off as one's own by failing to give appropriate acknowledgement.<br>This includes, but is not limited to work published or not published, printed material, graphics, information on the internet, recordings and work of other students or staff. |
| <b>Cheating</b>   | To act dishonestly or unfairly in order to gain an advantage in an examination or written, oral or practical work submitted or completed for assessment in a course or unit of competency and includes the resubmission of work that has already been assessed in another unit of competency.                           |

## Authorisation

*President*  
MACE Incorporated

## Procedures

MACE will endeavour to be proactive in managing instances of cheating and plagiarism by instructing Trainers/Assessors to discuss with students the academic ethics and the importance of developing one's own work for the purpose of assessment. MACE Trainers will explain the definitions of plagiarism and cheating to all students prior to the commencement of any course.

Trainers will select a sample of each student's submitted assessment and will check it electronically to ensure its authenticity. Suspected instances of plagiarism or cheating by a student must be reported in writing (email is suitable) to the Training Services Manager.

Students will be also made aware of the consequences and penalties for plagiarism and cheating as outlined this policy during the induction process. When submitting work for assessment students are required to certify that they are the original author of that work by signing the Assessment Format Cover Sheet.

### Investigation

1. Upon receiving a report of suspected plagiarism or cheating, The Training Services Manager must investigate the matter as soon as possible and determine whether the allegations are correct.
2. The investigation must include an interview with the student and relevant Trainer/Assessor and, in the instance of alleged plagiarism, a review of the material included in the submitted assessment.
3. The student has the right to have representation or a support person at any interview and has the right to make submissions.

### Outcome

4. The Training Services Manager will advise the student in writing of the outcome of the investigation within fourteen (14) days of receiving the allegation of plagiarism or cheating.

### Consequences

Should a student be found guilty of plagiarism or cheating in any form of assessment for the first time, the Training Services Manager will:

- a. Issue a written warning advising the student that their enrolment with MACE may be cancelled should there be a second instance of plagiarism or cheating; and
- b. Arrange a meeting with the student to again explain the definitions of plagiarism and cheating and how they may prevent reoffending; and
- c. Require the student to resubmit the assessment

A student who is found guilty of plagiarism and cheating in any form of assessment for the second time, the Training Services Manager will:

- a. Apply a Not Yet Competent (NYC) grade to the Unit of Competency
- b. Issue a written warning advising the student they will be required to repeat the Unit of Competency at the student's expense.
- c. Require the student to enter into a contract with MACE which will outline the consequences of a further instance of plagiarism or cheating which may include cancellation of enrolment.

### Record Keeping

Detailed written records of the following must be kept on the student's file:

- a. The initial report of suspected plagiarism or cheating
- b. The investigation process
- c. Copies of any correspondence sent to/or from the student
- d. Minutes of any meetings held with the student including advice/counselling
- e. The outcome of any appeal
- f. Written verification of the student's enrolment cancellation, if relevant.

### Appeal

Students have the right to appeal any decision made by MACE staff as per the MACE Complaints and Appeals policy.

## Related Documents

- Complaints and Appeals Policy and Procedure