

## 1. Purpose

This document provides a systematic approach to the management of plagiarism, collusion and cheating in academic work and assessment at Opengate Institute in order to:

- ensure that students are informed that breaching the plagiarism, collusion or cheating codes are unacceptable
- minimise the opportunity for students to either plagiarise, collude or cheat
- ensure that the consequence for plagiarism, collusion and cheating are clear

## 2. Scope

This policy and procedure apply to all Opengate Institute students, trainers, assessors, and student service employees or consultants.

This policy will address plagiarism, collusion and cheating.

## 3. Responsibility

The Opengate Institute Management is responsible for the control and implementation of this policy and procedure.

## 4. Definitions

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.

Collusion happens when more than one student contributes to a piece of work that is submitted as the work of an individual.

Cheating means seeking to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study.

## 5. Policy

The policy is intended to promote honesty in student learning and assessment and respect for the work of others. Breach of this policy will result in the consequence of learners being penalised as per the Student Code of Conduct. Opengate Institute requires that all students act with integrity do not practice cheating, colluding or committing acts of plagiarism.

## 6. Procedure

### 6.1 Reporting

All staff and students must report any suspected instances of plagiarism, collusion or cheating to the trainer, Course Coordinator or Manager of Opengate Institute.

### 6.2 Investigation

Upon receiving a report of suspected plagiarism, collusion or cheating, the coordinator or manager will investigate to determine if the allegations are founded

The investigation interview with student, trainer and support person will determine the allegations of plagiarism sighting alleged copied material.

The student or students have the right to have a support person present during any interview and to make any submissions towards an appeal.

### 6.3 Outcome of the investigation

Manager will advise the student in writing of the outcome of the investigation within two weeks (14) days of receiving the report of alleged cheating, collusion or plagiarism.

### 6.4 Consequences of plagiarism/collusion/cheating

The RTO Manager will:

- i) meet with the student and counsel them not to engage in any further cheating or plagiarism
- ii) apply a Not Yet Competent (NYC) grade to the unit of competency
- iii) recommend that the student's enrolment be cancelled for misbehaviour
- iv) manager will submit a withdrawal request to Opengate student administration for the student's enrolment if the participant fails to lodge an appeal within the 14 day time period (as per the Complaint and Appeal Policy and Procedure)

## 7. Appeals Process

Students have the right to appeal against any decision under this policy. Students must lodge their appeal within fourteen (14) days from the date of the decision taken. Appeals against decisions regarding plagiarism, collusion or cheating will be handled through the Opengate Institute - Complaints and Appeals Policy & Procedure. All effort will be taken to ensure student is aware of policy and procedures and their rights to support including counselling.

## 8. Record keeping in students file will include:

- Initial report of the alleged plagiarism, collusion or cheating
- Process of investigation plus any correspondence including emails
- Records of meetings including with counsellor
- Outcome of any appeal by the student
- Written verification of the cancellation of the student's enrolment is cancelled