

Student Plagiarism and Cheating Policy and Procedure

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1 PURPOSE

- 1.1 This policy ensures that mechanisms are in place to avoid student plagiarism and cheating and outlines the strategies in place to detect and respond to such incidents at The Actors College of Theatre and Television (ACTT)

2 SCOPE

- 2.1 The policy applies to all international students currently enrolled or will be enrolled in a VET course with ACTT.

3 POLICY STATEMENT

3.1 Student integrity and honesty

- 3.1.1 ACTT is committed to upholding standards of student integrity and honesty in regards to the assessment of their work and places value in the declarations of authenticity made by students.
- 3.1.2 Students are expected to act with integrity at all times and only submit work that is their own, or that has been appropriately referenced and includes acknowledgements of all texts and resource materials utilised in the development of the work.
- 3.1.3 Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources so as to minimise the incidents of plagiarism and cheating and the allegations of such.

3.2 Unacceptable behaviour

- 3.2.1 From time to time, there may be incidents of student plagiarism and cheating which ACTT is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.
- 3.2.2 Student plagiarism and cheating in any form are unacceptable and will be treated seriously by ACTT.

3.3 Avoiding and detecting

- 3.3.1 Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work.

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3.3.2 ACTT will take the necessary steps to detect plagiarism and cheating which may include:

- a) Monitoring students in closed book written assessments;
- b) Communication amongst other trainers;
- c) Comparison of work against various academic assessments;

3.3.3 All staff has an obligation to identify and investigate any possibility of plagiarism or cheating.

3.3.4 A staff member who suspects that plagiarism or cheating may have occurred should first source evidence (through identification of the source) to support their allegation.

3.4 Responding to incidents

3.4.1 A student found to have plagiarized or cheated will be given an opportunity to respond to the allegations.

3.4.2 Where, following discussion with the student, the trainer forms the view that the student is has plagiarised, the trainer may take the following appropriate action, including:

- a) explaining referencing guidelines,
- b) explain to the student that they would need to resubmit the assessment;
- c) provide the student with another form of assessment;
- d) failing the assessment in question
- e) failing the unit of study.

3.4.3 The student will be referred to the student Support Officer, to discuss the matter and a 1st warning letter will be issued. If on the 2nd submission the work is still found to be plagiarised, the student will be issued a 2nd written warning letter. On the third submission if the work submitted is plagiarized, the Compliance Manager may cancel the student's enrolment on the grounds of misconduct.

4 RECORDS MANAGEMENT

4.1 Staff must maintain all records relevant to administering this policy and procedure in a recognised Institute recordkeeping system.

5 DEFINITIONS

5.1 **Cheating** – seeking to obtain an unfair advantage in the assessment of any piece of work.

5.2 **Plagiarism** – to take and use the ideas and/or expressions and/or wording of another person or organisation and passing them off as one's own by failing to give appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

6 FEEDBACK

6.1 Institute staff and students may provide feedback about this document by emailing compliance@actt.edu.au

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7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager