Detecting and Managing Plagiarism, Cheating & Collusion Procedure - VET

Version: 1.0 Effective Date: 27 November 2019
Procedure Code: PR-001 Related Policy Code: STU-029 & STU-008
Related Policy Name: Plagiarism, Cheating & Collusion Policy – VET; Student Misconduct Policy

Purpose:
This procedure is related to the Plagiarism, Cheating & Collusion Policy - VET and the Student Misconduct Policy and sets out the processes to be followed in order to handle incidents of academic dishonesty or plagiarism at the College.

Definition of “College” – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this procedure, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.

Scope:
- All units of study and VET courses
- All students enrolled in a VET course or unit of study
- All training staff teaching into a VET course or unit of study (permanent and contractors)
- Library Staff
- Student Services Staff

Procedure:
Training of Staff and Students
All VET staff and students need to be aware of the various policies, procedures, guides and training materials available to them in relation to plagiarism and academic dishonesty.
Staff

National Training Managers (NTMs) are responsible for ensuring that all Trainer and Assessors (known as Training staff):

a) Know where to locate all relevant policies, procedures, guidelines and training materials relevant to student integrity and misconduct; and

b) Can locate and explain the content of relevant materials to students including:

- Student Code of Conduct - VET
- Plagiarism, Cheating & Collusion Policy - VET
- Student Misconduct Policy
- Assessment Policy - VET
- Grievance & Complaints Policies (Domestic & International)
- Harvard Referencing Guide
- Turnitin Software
- Library training materials on plagiarism and referencing
- Definitions of terms such as plagiarism and academic dishonesty

On commencement of employment with the College, training staff complete an induction via the Human Resources Department that includes an introduction to the above-listed policies and their associated procedures. This induction process will inform staff of where to locate College policies and procedures electronically.

In addition, NTMs will take responsibility for directing staff to all other materials such as the Harvard Referencing Guide, instructions for Turnitin, other library training materials (LibGuides) that students have access to, and any other relevant training materials made available by the College. These materials may be located via the Library site on the College's website, or via the Academics in Touch link on the Learning Management System (LMS), or via other centralised repositories used by the College.

NTMs will work with training staff when allegations of plagiarism or academic dishonesty occur. They will also ensure that training staff are kept up-to-date with any changes or additions to materials related to these matters. This may occur by various means including but not limited to:

- dissemination of information electronically
- VET Team meetings
- Departmental meetings
- Training workshops/meetings
Students

When a student enrols into a course with the College, they are required to read and sign an enrolment form. The enrolment form includes a link to Policies & Procedures on the College website and a declaration that the student has read these. In addition, all students receive an email from a College Admissions Adviser once they have enrolled, which among other things, advises them of the relevant Student Handbook and where to locate it.

In orientation for new VET students, the Student Services team outline the provisions of the Plagiarism, Cheating & Collusion Policy - VET, and where it can be found. Whilst orientation sessions are not compulsory, it is strongly recommended that students attend to familiarise themselves with the formal learning environment. These sessions include information on:

- Plagiarism and its consequences
- Guidelines on assessment submission
- Referencing academic work.

Students also have access to a range of training materials via the LMS, LibGuides & website.

It is expected that, particularly in the first trimester of study, training staff will remind students prior to assessment about referencing, plagiarism and academic dishonesty issues and direct them to relevant materials for further information.

Detecting Plagiarism

It is the responsibility of all training staff to detect instances of plagiarism and refer those instances for processing under this Procedure as soon as possible after assessment submission deadlines, but in no instance more than two weeks after assessment submission. Trainers/Assessors may become aware of a potential instance of plagiarism either via the Turnitin software or via other means which may include comparisons with other student’s work or comparisons with published or non-published work not identified by Turnitin. For further information on detection of plagiarism, please see the Plagiarism, Cheating & Collusion Policy - VET.

As stated earlier in this procedure, all training staff will have access to information on what Turnitin is and how it can be used to detect possible instances of plagiarism. Staff should refer to the definitions of plagiarism found in the Plagiarism, Cheating & Collusion Policy - VET.

In all instances where Turnitin returns a ‘similarity score’ of 25% or more, or if a staff member becomes aware of of plagiarism or other academic dishonesty by other means, they must report
this to the respective Senior Trainer/Assessor (STA)/NTM on their campus in writing within 24 hours.

Addressing Allegations of Academic Misconduct

Within 24 hours of receipt of the referral from the trainer/assessor, the STA/NTM will access the student’s record to identify any previous incidences of plagiarism or academic dishonesty, and will discuss the case with the trainer/assessor involved to make a judgement about whether the matter is negligent or dishonest plagiarism. Definitions of these terms can be found in the Plagiarism, Cheating & Collusion Policy - VET. If the STA/NTM determine that an allegation of plagiarism will be pursued, the STA/NTM will advise the trainer/assessor not to mark the assessment until an outcome is reached, as resubmission of the assessment is likely.

Negligent Plagiarism

Within two (2) days of making a determination of negligent plagiarism, the STA/NTM will address the allegation by providing written feedback to the student via email and documented in the student record (the detail required in that communication is outlined in the Student Misconduct Record Work Instructions). The feedback will include:

- advice to the student of where they’ve gone wrong in terms of negligent plagiarism, i.e., why what they have done is deemed to be plagiarism;
- a direction to review the Plagiarism, Cheating & Collusion Policy - VET and other relevant training materials and to complete an indicated tutorial activity and provide proof of completion;
- advice that this matter has been recorded on their student file as a warning, and that any future instances of plagiarism or academic dishonesty will be taken seriously.

The STA/NTM will follow up this written communication with a phone call to confirm the student’s receipt of the email and to offer a meeting to discuss the matter and provide additional support. The STA/NTM will document this phone call in the student record (as per the Student Misconduct Record Work Instructions).

In most instances, the STA/NTM will also require the student to resubmit their work. In these instances, the staff member should advise the student of this in writing along with the above feedback. The first resubmission will be without penalty. If the resubmitted work is identified as still containing plagiarised work, it will be considered a case of dishonest plagiarism.

Dishonest Plagiarism
The STA/NTM will refer allegations of dishonest plagiarism to the Director – VET Operations (DVO) via entry of the details of the allegation into the student record within 24 hours of determining that it’s an allegation of dishonest plagiarism (as per the Student Misconduct Record Work Instructions). The relevant supporting evidence should be attached to the student record. The communication in the student record will be flagged by the STA/NTM for follow up within two (2) working days per the Student Misconduct Record Work Instructions.

The DVO will review the allegation and supporting evidence with the NTM, along with any information of previous incidents that may be on the student's record, and will take one of the following actions within two (2) working days:

1. dismiss the allegation; or
2. put the allegation to the student.

1. **Dismiss the allegation** - if it is decided to dismiss the allegation, this would mean that there is little or no evidence to support the allegation and there are no clear grounds for the allegation to be put to the student.

The DVO will record the incident on the student’s record (as per the Student Misconduct Record Work Instructions), making it clear that the allegation was dismissed and the grounds for dismissal. The DVO will then advise the STA/NTM of the decision and request that they advise the staff member who initially reported the incident.

2. **Put the allegation to the student** – if the allegation is not dismissed, the student will be contacted by the DVO either via telephone or in writing and be given the right to reply to the allegation within 10 working days (this may be either in writing, via an organised meeting, or in some instances may occur verbally during the telephone conversation).

If an organised meeting is to take place, the student has the right to bring a supporting person with them, and the DVO may invite any other person who can inform discussions. The DVO should advise the student of who will be in attendance at the meeting.

If the student replies to the allegation (in whatever format), the DVO will record the response and any additional supporting evidence on the student’s record. All evidence will then be taken into consideration, and the DVO will choose either option (a) or (b) below within 5 working days of the student reply:

a) confer with the NTM to assess the penalty, make a decision on the matter and advise the student (and the STA/NTM where relevant) of the outcome and any associated penalty/ies; or

b) refer the matter to the Student Misconduct Committee.
If the student does not reply to the allegation within the stated timeframe, the DVO will, within 5 working days choose either option (a) or (b) above.

The DVO may at any time during their deliberations, request information or advice from others who may be able to assist with the investigation.

All actions and communications should be recorded on the Student Misconduct Incident Form by the DVO.

**Option A**
In making a decision on the allegation, the DVO and NTM will need to consider an outcome and/or penalty that takes into consideration the seriousness of the allegation and the best possible action/s to remedy the situation. Options for outcomes and penalties may include, but not be limited to, those listed under the heading ‘Outcomes & Penalties’ in this procedure.

When handling instances involving international students, the DVO should seek the advice and guidance of the Manager, International Student Education to ensure that any outcome/penalties are in accordance with international student policies. Outcomes that may impact on the student’s visa should be considered very carefully.

The DVO will then advise the student of the outcome and any penalties in writing within 10 working days. If the outcome requires any alterations to the student’s academic records, this should be assigned to the relevant staff member to complete. The DVO will also advise the STA/NTM of the outcome and update the student’s record.

**Option B**
Allegations of student misconduct may be referred to the Student Misconduct Committee if the student appeals the decision of the DVO, or if the allegations are considered to be of a serious nature that could have a significant impact on the student or the reputation of the College. In this instance, the case will be referred to the Director of Student Services (DSS) for referral to the Student Misconduct Committee.

As the secretariat of the committee, the DSS will invite members to participate in the ad hoc committee in accordance with the membership stated in the Academic Governance Framework. The committee will convene within 10 working days of the referral.

The committee will convene and investigate the allegation in accordance with their Terms of Reference. They may require students and staff involved in the allegation to attend a meeting or provide information on request. In such instances, the DSS as the secretariat will contact relevant parties with the request.
The committee will determine an outcome and will notify the student in writing of this outcome and any associated penalties within 10 working days. The DSS will be responsible for forwarding the committee’s outcome to the student and updating the student’s record. If the outcome requires any alterations to the student’s academic records, this should be assigned to the relevant staff member to complete. The DSS will also advise the STA/NTM of the outcome, who will in turn advise the relevant training staff member.

Academic Dishonesty

It is the responsibility of all training staff to detect instances of academic dishonesty. Staff may become aware of a potential instance of academic dishonesty (besides plagiarism) by any number of means. Refer to the definition of Academic Dishonesty found in the Plagiarism, Cheating & Collusion Policy - VET to determine the types of activities that constitute academic dishonesty.

In instances where a staff member becomes aware of a potential instance of academic dishonesty, they must report this to the respective STA/NTM on their campus either verbally or in writing within 24 hours.

Within 24 hours of receipt of the referral, the STA/NTM will access the student’s record to identify any previous allegations of plagiarism or academic integrity, and will then refer the allegation to the DVO. The process followed from that point forward will be the same as the procedure for dishonest plagiarism as detailed above.

Outcomes & Penalties

Possible outcomes determined by the DVO or the Student Misconduct Committee may include, but are not limited to, the following:

- a formal warning on student file
- resubmission of work
- academic counselling/training
- a mark of ‘Not Yet Competent (NYC)’ for the relevant assessment task or unit of study
- probationary enrolment for a period up to a maximum of 12 months, subject to the student's ongoing good behaviour
- suspend the student’s enrolment from the College for a specified period of time, not exceeding twelve (12) months (known as a specified exclusion period)
- cancel credit or enrolment for any unit of study
- withhold results
- exclude the student from the College permanently; or
• a combination of the above.

**Student Appeals**

If the student is not satisfied with the outcome determined by the DVO, they must respond to the written notification of the outcome within 10 working days requesting an investigation by the Student Misconduct Committee. Refer to the process under Option B of this procedure.

If the student is not satisfied with the outcome of the Student Misconduct Committee, they must lodge a grievance in accordance with Stage 4 of either the [Grievance Policy](#) for domestic students or the [Complaints and Appeals Policy - International](#) for international students.

**Related Procedures:**
None

**Definitions:**
- **Student** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**Further Information:**

**Related Policies:**
- [Plagiarism, Cheating & Collusion Policy - VET](#)
- [Student Misconduct Policy](#)
- [Grievance Policy – Higher Education and VET](#)
- [Complaints and Appeals Policy - International](#)
- [Student Code of Conduct - VET](#)
- [Academic Governance Framework](#)
- [Deferring, Suspending or Cancelling Enrolment Policy – International](#)

**Benchmarking:**
N/A

**Supporting Research and Analysis:**
N/A

**Related Documents:**
- [Turnitin Communication Pack Academic](#)
- [Turnitin Instructions for Students](#)
Student Misconduct Record Work Instructions

Related Legislation: N/A

Guidelines: N/A
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<tr>
<th><strong>Policy Author:</strong></th>
<th>National Manager – Quality Standards and Compliance – Heather Morrison</th>
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<td><strong>Policy Owner:</strong></td>
<td>Director – VET Operations</td>
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| **Contact:**      | Natalie Daniel  
natalie.daniel@endeavour.edu.au |
| **Approval Body:**| CEO |
| **Policy Status:** | New – split out from Higher Ed procedure |

### Responsibilities for Implementation:
- Director – VET Operations
- Director of Student Services
- National Training Managers
- Senior Trainer / Assessors
- VET Trainers / Assessors (contractors and staff)
- Library Staff
- Human Resources Staff

### Key Stakeholders:
- Director, Student Services
- National Training Managers
- VET Trainers / Assessors
- Students

### Version History

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<th>Author</th>
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<td>1.0</td>
<td>10Aug2011</td>
<td>N. Chaperone</td>
<td>New Procedure</td>
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<tr>
<td>1.2</td>
<td>12Oct2012</td>
<td>Alastair Gray</td>
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<td>2.0</td>
<td>7Dec2012</td>
<td>C Smalbil</td>
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<tr>
<td>2.1</td>
<td>7June2013</td>
<td>C Smalbil</td>
<td>Updated to include the full process for training, detecting, reporting and reviewing instances of academic dishonesty and plagiarism.</td>
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<tr>
<td>1.0</td>
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<td>C Smalbil</td>
<td>College changed to new version control system within Sharepoint (refer to The Source for further version history).</td>
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