

# SM28: STUDENT PLAGIARISM, CHEATING AND COLLUSION POLICY

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## Purpose

This policy ensures that mechanisms are in place to avoid student plagiarism, cheating and collusion and outlines the strategies in place to detect and respond to such incidents.

## Definitions

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

*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This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

*Collusion* – unauthorised collaboration between students.

## Policy

### 1. *Student Integrity and Honesty*

- 1.1. Beauty and Hair Academy of Australia 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.
- 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 utilized in the development of the work.
- 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.

### 2. *Unacceptable Behaviour*

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

### 3. *Avoiding and Detecting*

- 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.
- 3.2 Beauty and Hair Academy of Australia will take the necessary steps to detect plagiarism and cheating which may include:
  - a) Comparison of the work with electronic reference materials, internet resources and the work of other students;
  - b) Electronic plagiarism detection software;
  - c) Comparison of work against various academic databases;

d) Other methods deemed appropriate by the trainer/assessor.

3.3 All staff have an obligation to identify and investigate any possibility of plagiarism, cheating or collusion.

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

#### 4. Responding to Incidents

4.1 A student found to have plagiarised, cheated or colluded will be given an opportunity to respond to the allegations.

4.2 Students found to have plagiarised, cheated or colluded will be dealt with through the Student Discipline Policy.

4.3 A record of the student's involvement in alleged plagiarism, cheating or collusion will be retained on the plagiarism register while still enrolled in any course and training and assessment staff will have access to this information when considering any subsequent allegations of mis-conduct.

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#### Related Policies

- SM22: Student Code of Conduct
- SM26: Student Discipline Policy
- TA16: Quality Training Policy
- TA17: Assessment Policy

#### Related Procedures, Forms and Documents

- SM26.1: Discipline Procedure
- TA17.1.2: Assessment Task Cover Sheet

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