

**Date of Implementation**

13<sup>th</sup> May 2024

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May 2025

## Student plagiarism, cheating and collusion Policy and Procedure

### Purpose

MiHaven Training ensures that processes are in place to avoid student plagiarism, cheating and collusion.

The policy is intended to promote honesty in learning and assessment and respect for the work of others. MiHaven Training requires that all students act honestly and ensure they do not involve themselves in cheating, colluding and/or committing acts of plagiarism.

### Definitions

**Cheating** - generally describes various actions designed to subvert rules in order to obtain unfair advantage in the assessment of any piece of work. This includes acts of bribery, cronyism, and nepotism in any situation where individuals are given preference using inappropriate criteria.

**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as staff, students, texts, resources, including MiHaven Training learner guides and the internet, whether published or unpublished.

**Collusion** – is a deceitful agreement or secret cooperation between two or more parties. Unauthorised collaboration between students.

### Student integrity and honesty

MiHaven Training 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 when submitting their assessment tasks.

Students are required to always act with integrity 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.

Students and staff have a duty to ensure they gain the necessary understanding of how to correctly acknowledge and cite references and resources to minimise the incidents of plagiarism and cheating and the allegations of such.

## Unacceptable behaviour

From time to time, there may be incidents of student plagiarism, cheating and collusion which MiHaven Training is required to act upon to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

Student plagiarism, cheating and collusion in any form are unacceptable and will be treated seriously by MiHaven Training.

MiHaven Training does not tolerate nor condone cheating of any kind, which includes, but is not limited to the following:

- Handing in someone else's work as your own (with or without that person's permission),
- Using any part of someone else's work without the proper acknowledgement, including breaches of copyright,
- Submitting a completely duplicated assignment,
- Submitting an assessment written by someone else with no reasonable adjustment or strategy in place and signed off by the Trainer and Assessor,
- Allowing someone else to hand in your work as their own,
- Copying sentences or paragraphs from one or more sources, present extracts from books, articles, conference papers, internal reports, computer software, websites, class notes, MiHaven Training learner guides or recordings, without clearly indicating their origin,
- Having several people write one document and hand up multiple copies, all represented (implicitly or explicitly) as individual work,
- Stealing or accessing an examination or answer guide from a Trainer and Assessor.

If a student believes that their work has been plagiarised or copied, they must report the matter at once to the appropriate Trainer and Assessor or appropriate MiHaven Training staff member.

## Student discipline

MiHaven Training provides all students with clear expectations on the standards of conduct that are expected of them during their participation in the course. The rights and responsibilities of students are prescribed in:

- The Student Code of Conduct; and
- Other policies and procedures as outlined in the MiHaven Training Student Handbook.

If any student breaches these requirements or expectations, MiHaven Training will be required to take disciplinary action with the student to rectify and/or manage the behavior.

The decision to initiate disciplinary action will only be made subject to:

- Exploring other potential avenues for dealing with the matter and fully exhausting these.
- An investigation occurring to determine the facts.
- Consultation occurring between the Trainer and Assessor and the Training Operations Manager
- Possible re-assessment/ supplementary assessment (additional costs).
- Re-enrolment into the unit/ qualification (additional costs).

## Avoiding and detecting cheating and plagiarism

### Learner Management System Submission - Catapult

When completing assessments via the Learning Management System- Catapult students are required to login using their unique login and password. When a student clicks on the submit button, a pop up appears on their screen that they must tick to submit their work. The declaration read as below:

*"You are about to submit this unit for marking to the trainer. When the unit has been marked, it will be sent back to you with the results and any applicable feedback. Please tick to declare- I, (student name), declare that this is my own work."*

### Hard Copy Submission

When completing assessments in hard copy students are required to sign and date an assessment cover sheet student declaration.

*"I declare that this assessment is my own work and contains no material that is not my own work other than that which I have fully and properly attributed to its true author and/or source. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action."*

MiHaven Training will take the necessary steps to detect plagiarism and cheating which may include:

- Comparing answers between students where similarities are apparent.
- Comparing students handwriting from assessment to assessment.
- Comparing students answers in assessment to the marking guide answers.
- Other methods deemed appropriate by the Trainer and Assessor.

All staff have an obligation to identify and investigate any possibility of plagiarism, cheating or collusion. A MiHaven Training 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 and discuss their findings with the Training Operations Manager.

## Responding to incidents of cheating and plagiarism

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

Disciplinary action will include meetings with the student either by phone or in person to formulate an action plan for rectifying the issues. The student will be given fair goals and timelines for rectifying the behaviour. Where the student fails to meet the requirements of the action plan or the behaviour continues, MiHaven Training will decide on appropriate further measures to be taken, this could include the student being withdrawn and/or training contract being cancelled.

In serious cases, a Disciplinary Panel will be convened and will include members of MiHaven Training's Senior Management Team. The purpose of the panel is to review the disciplinary process that has been followed; any evidence, meeting outcomes and allegations; to reach a decision about an appropriate course of action to be followed.

In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them. Students will be invited to bring a support person with them to a disciplinary meeting.

On conclusion of the meeting the student/s are to be advised in writing of the outcome of the discussion, including how MiHaven Training will deal with the problem. This will be done in one of the following ways:

- If the suspicion proves to be unfounded, no further action is taken.
- For a minor or unintentional offence, the student will be required to undertake an alternative form of assessment (supplementary assessment) to provide evidence of attaining the requirements of competence.
- If it is a serious or deliberate offence, the student will fail the assessment and be required to re-enroll in the unit/s at their own cost, if they wish to complete their qualification.

A record of the student's involvement in alleged plagiarism, cheating or collusion will be noted in the student's file on the Student Management System aXcelerate. MiHaven Training staff will have access to this information when considering any subsequent allegations of misconduct.

Students have the right to make an appeal of any decision made under this policy and procedure according to the Complaints and Appeals Policy which can be located on our website or within the MiHaven Training Student Handbook.