

1.0 Purpose

Ultimate Institute of Australia's strict policy against plagiarism and cheating means that the integrity of our courses and qualifications issued is upheld. It is essential to our reputation that plagiarism is dealt with promptly and in accordance with this policy.

2.0 Responsibility

The Training manager is responsible for the control and implementation of this procedure.

3.0 Definitions

Cheating: means to seek 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 and includes the resubmission of work that has already been assessed in another unit.

Plagiarism: means to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works.

4.0 Policy

Ultimate Institute of Australia shall monitor the work of students to ensure the academic integrity and validity of its courses and that assessment is being conducted in accordance with the rules of evidence and principles of assessment.

Students are expected to submit their own work for projects/assignments. If students are required to undertake research for their class work or assessments, they must properly and fully acknowledge their sources. Plagiarism and cheating of any kind will not be tolerated by Ultimate Institute of Australia and such action constitutes misbehaviour. It may result in the cancellation of a student's enrolment.

5.0 Guidelines

Students must act honestly

Ultimate Institute of Australia requires that all Students act honestly and ensure that they do not cheat or commit acts of plagiarism.

Reporting requirements

All staff and students must report any suspected instances of plagiarism or cheating by a participant to the relevant trainer who in turn will advise the Training Manager/CEO.

The report must be made in writing and given to the relevant trainer within 7 days of the alleged plagiarism or cheating taking place; and be accompanied by any supporting evidence.

6.0 Procedures

Investigation

1. Upon receiving a report of suspected plagiarism or cheating, the Training Manager, or their delegate, must investigate the matter promptly and determine whether the allegations are correct.
2. This investigation must include an interview with the participant and relevant trainer as well as, in the case of allegations of plagiarism, a review of the alleged copied material and participant's class work.
3. The student has the right to have a support person present during any interview and to make submissions.

Outcome of investigation

4. Training Manager will advise the participant in writing of the outcome of their investigation within 21 days of receiving the report of alleged cheating or plagiarism.

Consequences of plagiarism or cheating

5. Training Manager will check if a student or group of students has or is more than likely to have committed plagiarism or cheated and this is the first instance of plagiarism or cheating committed by the student/group during their enrolment with Ultimate Institute of Australia.
6. The Training Manager will:
 - a. send a written warning letter to the student advising them that their enrolment may be cancelled if they are found, in the future, to have committed another act of plagiarism or cheating at Ultimate Institute of Australia; and
 - b. meet with the student and counsel them not to engage in any further cheating or plagiarism; and
 - c. require the student to resubmit the relevant class work or undertake the relevant assessment again or undertake any other remedial action deemed appropriate; or
 - d. apply a Not Yet Competent grade to the unit of competency
7. If the Training Manager determines that the student or group of students has or is more than likely to have committed plagiarism or cheated and this is the second instance of plagiarism or cheating committed by the participant during their enrolment with Ultimate Institute of Australia Training, they will:
 - a. Recommend that the student's enrolment be cancelled for misbehaviour;

- b. Send a letter to the student advising them that their enrolment has been recommended for cancellation. The letter will advise the participant that they have 14 days in which to appeal the outcome of the investigation (as per the complaints policy and procedure)
8. The Training Manager will submit a withdrawal request to the Administration Coordinator for the participant's enrolment if the participant fails to lodge an appeal within the 14- day time period, withdraws from an appeal or the outcome of the appeal process results in a decision in support of the Training Manager.
9. The Training Manager has the discretion not to cancel the student's enrolment. This discretion may be applied in a number of different circumstances, including (but without limitation) where the student can prove that there were compassionate or compelling circumstances which contributed to their dishonest actions. Students should note that a decision not to cancel their enrolment is discretionary only and will not always be exercised even where there are compassionate or compelling circumstances.

7.0 Record Keeping

Full and proper written records of the following must be kept on the student's file:

- a. the initial report of the alleged cheating or plagiarism;
- b. the steps taken in the investigation;
- c. copies of any correspondence sent to/or from the student;
- d. records of any meetings with the student, including counselling;
- e. outcome of any appeal by the student; and
- f. if the student's enrolment is cancelled, written verification of the cancellation must be provided to the student

8.0 Appeal

Students have the right to appeal any decision made by an Ultimate Institute of Australia staff member under this policy. Students must lodge their appeal within 14 days of the decision being made.

9.0 Revision history

Revision	Date	Description of modifications
1 1.0	March 2016	Policy created and approved
2 1.1	August 2016	Updated and approved
3		