

PLAGIARISM AND CHEATING POLICY

1. PURPOSE

- 1.1. International Child Care College Pty Ltd (**ICCC**) supports academic integrity across all training and assessment activities. The purpose of this policy is to set out the principles underpinning ICCC's approach to academic honesty; identify individual responsibilities for promoting the principles of academic honesty; and to prescribe a transparent process for handling allegations of academic dishonesty.

2. SCOPE

- 2.1. In this Policy, "**Company**" or "**ICCC**" refers to International Child Care College Pty Ltd.
- 2.2. This Policy applies to all employees of International Child Care College that are responsible for assessing and reporting academic progress; collectively referred to as [**'employees'** or **'staff'**].
- 2.3. This Policy is intended to promote honesty in learning and assessment and respect for the work of others.

3. DEFINITIONS

- 3.1. **Academic integrity** is the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner.
- 3.2. **Academic misconduct** means conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course or unit of study and includes, cheating, collusion and plagiarism. It may be intentional or reckless.
- 3.3. **Cheat/Cheating** refers to seeking 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.
- 3.4. **Collusion** is unauthorised collaboration on assessable written, oral or practical work with another person or persons.
- 3.5. **Plagiarism** is 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acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works.
- 3.6. **Academic Investigation** is the process by which ICCC scrutinise assessment responses in order to determine plagiarism and/ or cheating.

4. APPROPRIATE CONDUCT

- 4.1. Students are expected to:
 - Undertake studies and research responsibly and with honesty and integrity.
 - Ensure that academic work is in no way falsified.
 - Seek permission to use the work of others, where required.
 - Acknowledge appropriately the work of others.
 - Take reasonable steps to ensure that other students are unable to copy or misuse their work.

5. PLAGIARISM, COLLUSION AND CHEATING

- 5.1. Plagiarism, collusion and cheating, including assisting others to cheat, are unacceptable and will be dealt with.
- 5.2. For the purpose of this Policy, plagiarism means presenting another person's work as one's own work by presenting, copying or reproducing it without acknowledgement of the source.
- 5.3. Plagiarism includes presenting work for assessment that includes:
 - Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work (including the Internet) without acknowledgement of the source.
 - The work of another person, without acknowledgement of the Source.
- 5.4. Examples of plagiarism include, but are not limited to:
 - The submission or resubmission of assessment for work that is the same, or substantially the same, as work previously submitted for that assessment by another student.
 - Fabrication of data and/ or documentation.
 - The engagement of another person to complete or contribute to an assessment in place of the student, whether for payment or otherwise or accepting such an engagement from another student or to copy another student's assessment.
 - Inappropriate use of electronic devices including AI to formulate assessment responses.

6. RESPONSIBILITIES

- 6.1. ICCC staff, including partners, involved in learning, teaching, and assessing are expected to display leadership in academic integrity and use a range of approaches to educate students to practice honesty in their academic work.
- 6.2. ICCC responsibilities include:
 - Make accessible to staff and students the Policy of ICCC concerning plagiarism, collusion and cheating.
 - Establish processes to support the consistent implementation of ICCC's efforts relating to plagiarism, collusion and cheating.
 - Provide processes for students to appeal decisions arising from plagiarism and cheating.
 - Provide information to students on acceptable referencing.
 - Maintain confidential records of historical academic integrity breaches.
- 6.3. ICCC staff responsibilities include:
 - Know and consistently implement the Policy of ICCC concerning plagiarism, collusion, and cheating.
 - Provide examples to students of how to appropriately acknowledge source references.
 - Ensure that students understand the difference between cooperative learning, group work and collusion.
 - Be vigilant in the detection of plagiarism and cheating.
 - Be aware of, and respect, the practices of other cultures / cultural backgrounds.
 - Provide transparent and consistent feedback to students about issues relating to referencing.
- 6.4. Student responsibilities include:

- Understand and comply with the Policy of ICCC concerning plagiarism and cheating and seek help if unclear about their requirements.
- Ensure that sources of information are appropriately acknowledged.

7. IMPLEMENTATION, PENALTIES AND APPEALS

- 7.1. Students who are found to have engaged in plagiarism, collusion and cheating may be subject to disciplinary actions as detailed in the ICCC Misconduct and Disciplinary Action Policy.
- 7.2. Appeals against any disciplinary action imposed can be lodged through the complaints and appeals process as detailed in the

8. REVISION HISTORY

Rev	Date	Revision Description	Name
V1	27/08/2024	Initial Policy	KC