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## Purpose

These policy and procedures ensure that mechanisms are in place to prevent students from conducting plagiarism, cheating and collusion and outline Max Therapy Institute (MTI)'s strategies to detect and respond to such incidents.

The policy and procedures support Standard 8.9.1 of the ESOS National Code 2018.

## Policy

1. This policy promotes and upholds the academic integrity of MTI's registered courses and meets the training products' requirements where applicable, and processes to address misconduct and allegations of misconduct.
2. MTI's registered courses must meet the training products' requirements where applicable.
3. **Student Integrity and Honesty**
  - The policy is intended to promote honesty in learning and assessment and respect for the work of others.
  - MTI 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.
  - 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 utilised in the development of the work.
  - Students are expected to acknowledge the intellectual property of others used in the preparation their assessment related work.
  - Students 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 the allegations of such.
4. MTI considers plagiarism, cheating and collusion as an extremely serious academic offence.  
Definitions:
  - Plagiarism means knowingly presenting the work or property of another person as if it were one's own/ without appropriate acknowledgement or referencing. It includes:
    - word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts) without appropriate acknowledgement or referencing;
    - closely paraphrasing sentences, paragraphs or themes without acknowledgement;
    - using another person's ideas, work or research data without due acknowledgment;
    - submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
    - using parts of a past student's assignment in the student's assignment without acknowledgment;
    - copying or submitting computer files in whole or in part without indicating their origin;
    - in the case of collaborative projects, falsely representing the individual contributions of the collaborating students where individual contributions are to be identified.
  - Cheating is an attempt to give or obtain assistance in a formal academic exercise or examination to obtain an unfair advantage.
  - Collusion is unauthorised collaboration between students.
5. This policy establishes a framework for the definition of and processes for preventing and dealing with instances of plagiarism, cheating and collusion with students. The purpose is to develop student awareness of plagiarism, cheating and collusion and list the preventative and corrective actions MTI undertakes in dealing with plagiarism, cheating or collusion.
6. A breach of this policy will result in students being penalised. The penalty will depend on the severity of the plagiarism, cheating or collusion, whether the student is a repeat offender, whether there is evidence of deliberate deceit and whether another student has been coerced into participating in the plagiarism, cheating or collusion.
7. Students can access MTI's Feedback, Complaints, and Appeals Policy and Procedures to appeal the decision made by the RTO Manager or delegate on the outcome of the plagiarism, cheating or collusion.
8. The CEO is responsible for the implementation of the policy and procedures and to ensure that students and staff are aware of its application and implement its requirements.

## Procedures

### A. Prevention Procedure

Procedure	Responsibility
<ol style="list-style-type: none"> <li>All MTI's staff involved in training and assessing will assist in providing a learning and teaching environment that upholds academic integrity. It is the trainers/assessors' responsibility to: <ul style="list-style-type: none"> <li>provide clear instructions regarding assessment requirements</li> <li>provide appropriate training and support to assist students to learn the academic required for their assessment tasks</li> <li>explain marking criteria and emphasise the requirements for each student to provide their signature declaring that the work submitted is the student's own, and has not been copied or plagiarised from any person or source</li> <li>take all reasonable steps to detect plagiarism, cheating and/or collusion</li> <li>explain the consequences of plagiarism to students of who are not aware that plagiarism is a serious academic offence.</li> </ul> </li> <li>Trainers/ Assessors are provided with the Plagiarism Prevention Guidelines for Assessors to help in detecting plagiarism and preventing it from happening.</li> <li>All students are informed that they have a responsibility to prevent plagiarism, cheating and collusion by: <ul style="list-style-type: none"> <li>ensuring that they have a sound knowledge of what plagiarism, cheating or collusion is</li> <li>producing original work with appropriate and correct citations of the work, information, ideas that are taken from any source</li> <li>acknowledging others' work correctly (phrases, quotations, ideas, graphics, diagrams, charts, tables and figures).</li> </ul> </li> <li>When submitting assessment tasks, students are required to sign a Student Assessment Task Cover Sheet that includes a declaration of the authenticity of the work.</li> <li>MTI's Student Code of Conduct that also emphasises the importance of honesty in learning and assessment is included in the Student Handbook that is given to every student.</li> <li>International students are also made aware of the Plagiarism Policy and Procedures during induction at an orientation day by MTI's relevant Student Support Officer.</li> </ol>	Trainers/Assessors, Student Support Officer

### B. Academic Procedure

Procedure	Responsibility
<ol style="list-style-type: none"> <li>MTI via its VET trainers/assessors and ELICOS teachers will take the necessary steps to detect plagiarism, cheating and/or collusion which may include: <ul style="list-style-type: none"> <li>Comparing answers between students where similarities are apparent.</li> <li>Incorporating practical demonstrations and verbal questioning into the assessments so that a student's work, skills and knowledge can be directly observed.</li> <li>Incorporating third party reports into the assessment process where possible so that workplace performance can be confirmed.</li> <li>Other methods deemed appropriate by the trainer/assessor.</li> </ul> </li> <li>VET Trainers/Assessors and ELICOS Teachers have an obligation to identify and investigate any possibility of plagiarism, cheating or collusion. 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.</li> <li>If a student(s) is suspected of plagiarism, cheating or collusion, the trainer or assessor will investigate to establish evidence to support the suspicion.</li> </ol>	VET Trainers/Assessors, ELICOS Teachers,

Procedure	Responsibility
<p>4. If there is evidence to support the suspicion, the trainer or assessor will report this to the ELICOS Coordinator for ELICOS students/ Course Coordinator for VET students.</p> <p>5. The Course Coordinator/ ELICOS Coordinator will raise the concern in writing to the student concerned, requesting a time to discuss the matter. The student will have the opportunity to counter the allegations made against them.</p> <p>6. The RTO Manager or delegate will decide if the matter amounts to plagiarism, cheating or collusion. In other words, the RTO Manager or delegate will determine if the plagiarism, cheating or collusion was done with the intention of gaining an unfair advantage.</p> <p>Decisions Made:</p> <ul style="list-style-type: none"> <li>The RTO Manager or delegate decides there was no Plagiarism, Cheating or Collusion. If the RTO Manager or delegate decides that it is a case of unsatisfactory assessment and not plagiarism, cheating or collusion, the RTO Manager or delegate will ask the trainer/ assessor to mark the work appropriately.</li> <li>The RTO Manager or delegate decides there is a possible case of Plagiarism, Cheating or Collusion. If the RTO Manager or delegate concludes that there is evidence that the student intended to obtain an unfair advantage, the RTO Manager or delegate will inform the student in writing, and give the student an opportunity to respond before making a final decision.</li> <li>The RTO Manager or delegate decides that Plagiarism, Cheating or Collusion has occurred. If after giving the student an opportunity to respond, the RTO Manager or delegate decides that the student has acted with an intention to obtain an unfair advantage, the RTO Manager or delegate will reject a Competency for that unit (for VET students) or a mark for the relevant ELICOS assessment (for ELICOS students) and inform the student by email that the mark(s) has been rejected and advise the student that he/she has a right to appeal as per MTI's Feedback, Complaints, and Appeals Policy and Procedures.</li> <li>The Administration Staff is to place a copy of the email in the student's personal file.</li> </ul>	<p>Course Coordinator/ ELICOS Coordinator</p> <p>RTO Manager or delegate</p> <p>Administration Staff</p>

## C. Penalties for Plagiarism/Cheating/Collusion

Procedure	Responsibility
<p>1. Students who are found cheating/colluding or guilty of plagiarism on any form of assessment will be deemed Not Yet Competent for the relevant Unit of Competency (for VET students) and failed for the relevant ELICOS assessment (for ELICOS students). The students will then need to re-submit/resit assessment.</p> <p>2. Students who are found cheating/colluding or guilty of plagiarism for a second time will need to re-enrol the entire Unit of Competency for VET students and repeat the relevant ELICOS level and pay applicable fees.</p> <p>3. Students who are found cheating/colluding or guilty of plagiarism for a third or subsequent time will be reported to the CEO. The students will also be issued an official written warning by the RTO Manager or delegate which will be sent to the students via email and placed in the students' files by the Administration Staff.</p> <p>4. After the official written warning letter, if the students are found cheating/colluding or guilty of plagiarism again, the students will be sent a Notice to Report for Misbehaviour and can be expelled from MTI.</p> <p>5. The students can access MTI's Feedback, Complaints, and Appeals Policy and Procedures to appeal the decision.</p>	<p>RTO Manager or delegate, Trainers/Assessors, Administration Staff</p>

## D. Maintaining Student Records

Procedure	Responsibility
<ol style="list-style-type: none"><li>1. MTI will maintain secure and effective storage of records of confirmed incidents of plagiarism, cheating or collusion in the student's file and a note placed on the Student Management System.</li><li>2. If an accusation of plagiarism, cheating or collusion is dismissed, no details will be lodged on the students' files.</li></ol>	Administration Staff