

Field - Cheating and Plagiarism Policy



Guideline	Field will ensure that it has measures in place to prevent and detect cheating and plagiarism amongst its students and to deal appropriately with any instances of these practices.
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What	Cheating and Plagiarism Policy
Why	Field is committed to ensuring that academic integrity and honesty is maintained throughout all areas of learning and assessment. This procedure has been developed to prevent, detect and deal appropriately with instances of cheating or plagiarism.
Who is Responsible	Trainers / Field staff members / Compliance Manager / Student Experience Manager / General Manager
When	Ongoing
Definitions	<p>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acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works. It involves using the work or ideas without giving credit to that person. Any of the following acts constitutes plagiarism unless the source of each quotation or piece of borrowed material is clearly acknowledged:</p> <ul style="list-style-type: none"> • copying out part(s) of any document or audio-visual material (including computer based material); • using or extracting another person's concepts, experimental results, or conclusions; • summarising another person's work. <p>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. Cheating is also having another person complete your work for you including submitting this as your own work regardless of whether your submitted work is typed or handwritten. Cheating involves copying another person's work as your own in an assessment including where there was collaborative preparatory work, submitting substantially the same final version of any material as another student.</p> <p>This dishonesty is seen as a student's use of unauthorised assistance with intent to deceive a trainer or any other such person who may be assigned to evaluate the student's work in meeting course requirements.</p>
Preventative Action	Students are to be advised prior to enrolment via the Student Handbook and also at the start of their course by their trainer about Field's Cheating and Plagiarism Policy.
Process for detecting Plagiarism and/or Cheating	<ol style="list-style-type: none"> 1) A trainer and/or Field staff member who suspects that a student has plagiarised and/or cheated <u>must advise</u> the Compliance Manager via email, in person or via phone call as soon as they have identified the instance. 2) The trainer and/or Field staff member <u>must not</u> return any of the student's work to the student until after a decision has been made as to whether the allegation of plagiarism and/or cheating is found to be correct. 3) The Compliance Manager will then book a face to face meeting as soon as is practicable with the trainer and/or Field staff member and the Student Experience Manager, where at this meeting: <ol style="list-style-type: none"> a. The trainer and/or Field staff member must detail their findings to both the Compliance and Student Experience Manager who will discuss and document the minutes of the meeting. b. The Compliance and Student Experience Manager will: <ol style="list-style-type: none"> i. Collect all supporting evidence provided by the trainer and/or Field staff member. ii. Review all of the student's work in conjunction with the evidence provided by the trainer and/or Field staff member iii. To be fair and equitable to the student and if deemed necessary, also seek the opinion of a different trainer/assessor who shall read through all of the evidence provided to obtain their opinion and findings of the allegation brought about by the trainer and/or Field staff member iv. Decide taking into account all of the above evidence, whether the allegations of plagiarism and/or act of cheating are correct. v. If the Compliance Manager feels that the case is particularly serious and requires further investigation, the case may also be referred to the General Manager for review. vi. The General Manager will advise the Compliance Manager if they want to engage the services of a Handwriting & Graphology expert to review and provide an analysis on all of the

student's work relevant to the allegation.

- 4) In the instance that it is determined by the Compliance Manager and/or Student Experience Manager and/or General manager that the allegations are unfounded, no further action will be taken against the student and all of the student's work will be returned.
 - 5) If the Compliance Manager and/or Student Experience Manager and/or General Manager determine that the allegations are correct, the Compliance Manager will contact the student in writing (email is acceptable) to arrange a mutually convenient time to meet in person to discuss the allegations that have been brought forward by the trainer.
 - a. The student will be advised in the initial correspondence that at this meeting they will be shown all of the evidence that has led to the allegation being made.
 - b. The student will be advised that they have the right to have a support person of their choice attend the meeting with them.
 - 6) At the face to face meeting:
 - a. The Compliance Manager and Student Experience Manager will discuss the full purpose of the meeting with the student. Field's General Manager has the option of being present at the meeting.
 - b. The student will be advised that Field has collected sufficient evidence through it's investigations to substantiate the allegation.
 - c. The student will be shown all of the evidence that was collected relevant to the allegation brought forward against them.
 - d. The student will be given time to review all of the evidence and will be provided with the opportunity to respond to the evidence presented.
 - e. In the instance that the **student agrees** that the allegation made against them is true:
 - (a) The student will be given a letter at the conclusion of the meeting signed by the Compliance Manager stating one of the following decisions:
 - (i) Field has the right to immediately cancel the student from their course based upon their investigations where Field has made the determination that the student has plagiarised and/or cheated.
 - OR
 - (ii) Field has decided at the conclusion of the meeting to offer the student the opportunity to submit their assessment task/s again (and if relevant to the case, attend make up classes). However, should the student be found to have plagiarised and/or cheated on their second submission after having gone through all of the above measures again, the student will be cancelled from their course immediately.
 - (iii) The student is responsible for paying any additional fees associated with re-assessment.
 - (b) A copy of the letter will be provided to the student at the conclusion of the meeting and the original of the letter will be placed in the student's file.
 - f. In the instance that the **student disagrees** with Field's decision and the allegation made against them, the student will be:
 - i. Given a copy of the Complaints and Appeals Process as outlined in the Student Handbook and via the Field website and advised to follow those steps accordingly.
 - ii. The student will be advised that they will not be allowed to attend any further classes pending the matter being finalised through the Complaints and Appeals Process.
 - iii. The student will be provided with a signed letter from the Compliance Manager confirming point's i. & ii., of which a copy will be kept in the student's file.
 - iv. The trainer and/or Field staff member will be advised of the outcome of the meeting.
- 7) A plagiarism/cheating register will be maintained which will record warnings and outcomes of all identified plagiarism and/or acts of cheating.

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Record Keeping	Full and proper records of the following must be kept on the student's file: <ol style="list-style-type: none">1. the initial report of the alleged cheating or plagiarism;2. the steps taken in the investigation;3. copies of any correspondence sent to/or from the student;4. records of any meetings with the student;5. outcome of any appeal by the student; and6. if the student's enrolment is cancelled, written verification of the cancellation must be provided to the student
Supporting Documentation	<ol style="list-style-type: none">1. Student Handbook2. Note in Student Management System3. Correspondence from/to student relating to allegation4. Report from external handwriting expert5. Evidence collated used to determine correctness of allegation6. Plagiarism/cheating register7. Complaints and Appeals Policy and Process