

Plagiarism and cheating Policy for VET Courses

PURPOSE

Blue Lotus College (BLC) establishes this policy and procedure to:

- 1.1 Assist in the identification and management of situations where plagiarism or cheating are suspected or proven.
- 1.2 Encourage students to conduct themselves professionally and ethically while studying VET courses at BLC.

DEFINITIONS

BLC/The College: Blue Lotus College

Academic misconduct: Includes but is not restricted to cheating, plagiarism, collusion, and improper collaboration during the preparation of any prescribed assessment tasks.

Cheating: Dishonest act(s) by a student to gain an unfair advantage in taking an assessment or examination or test in a dishonest way.

Plagiarism: Is defined as presenting someone else's works, which include ideas, words, images, or opinions without proper citation as if they are his or her own. Plagiarism may be flagged at any time after submission.

Collusion: Is the unauthorised collaboration between a group of students in the preparation and production of work which is ultimately submitted by each in an identical or similar form as to be the product of his or her individual efforts. All students involved in collusion will have consequences.

POLICY

- 3.1 The College will inform students about the meaning of Cheating and Plagiarism at Orientation.
- 3.2 Students will be well advised and knowledgeable before attempting any assessments.
- 3.3 Students found cheating or plagiarising work will face consequences outlined below.

RESPONSIBILITY

- 4.1 The Chief Operating Officer is responsible for the implementation of this policy and ensuring that staff members and students are aware of and following this policy.

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PROCEDURE

Detection and Management of Plagiarism and Cheating:

5.1 Staff, particularly trainers, are expected to check for plagiarism at the time of submission. Students will be marked Not Yet Satisfactory (NYS) if plagiarism is found.

5.2 If plagiarism is detected after submission, during internal audits for example, the student's competency will be revoked, and the student will be marked NYS.

5.3 Trainers to email the Student Support Manager (SSM) and Admin team, who will contact the student for a meeting.

5.4 The student will be required to attend a meeting with the SSM to discuss the incident and consequences.

CONSEQUENCES:

1st time: \$100 fee, re-submit the task, first warning, and discussion with SSM.

2nd time: \$500 fee, re-take the unit (possible Confirmation of Enrolment (CoE) extension where required), second warning, and discussion with SSM.

3rd time: Notice of Intention to report. Please refer to assessment policy and procedure.

After the meeting, the student will be required to pay the specified fee, and the task will be reopened for resubmission. The trainer is responsible for marking the resubmitted task.

This policy aims to ensure a fair and consistent approach to handling plagiarism and cheating in VET courses at BLC, promoting academic integrity and ethical behaviour among students.