STUDENT ACADEMIC INTEGRITY POLICY AND PROCEDURE

CONTENTS

1   PURPOSE

1.1 This policy ensures that mechanisms are in place at Della International College (DIC) to avoid student plagiarism and cheating and outlines the strategies in place to detect and respond to such incidents.

2   SCOPE

2.1 This policy applies to all student enrolled at Della International College.

3   DEFINITIONS

3.1 **Cheating:** seeking to obtain an unfair advantage in the assessment of any piece of work.

3.2 **Plagiarism:** to take and use the ideas and/or expressions and/or wording of another person or organisation and passing them off as one's own by failing to give appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

4   POLICY STATEMENT

Student integrity and honesty

4.1 DIC 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.

4.2 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.

4.3 Students and staff 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 cheating and the allegations of such.

Unacceptable behaviour

4.4 From time to time, there may be incidents of student plagiarism and cheating which DIC is required to act upon in order to uphold the value of assessment outcomes and the reputation of the nationally recognised training provided.

4.5 Student plagiarism and cheating in any form are unacceptable and will be treated seriously by DIC.

Created: February, 2018   **Document Owner**: CM
Modified: February 2021   **Version**: 2.0
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Avoiding and detecting

4.6 Upon the submission of all assessment tasks, students are required to sign an Assessment Cover Sheet that includes a declaration of the authenticity of the work.

4.7 DIC will take the necessary steps to detect plagiarism and cheating which may include:

4.7.1 Monitoring students in closed book written assessments;

4.7.2 Communication amongst other trainers;

4.7.3 Comparison of work against various academic assessments;

4.8 All staff members have an obligation to identify and investigate any possibility of plagiarism or cheating.

4.9 A staff member who suspects that plagiarism or cheating may have occurred, should first source evidence (through identification of the source) to support their allegation.

Responding to incidents

4.10 A student found to have plagiarized or cheated will be given an opportunity to respond to the allegations.

4.11 Where, following discussion with the student, the trainer forms the view that the student is has plagiarised, the trainer may take the following appropriate action, including:

4.11.1 Explaining referencing guidelines,

4.11.2 Explain to the student that they would need to resubmit the assessment;

4.11.3 Provide the student with another form of assessment;

4.11.4 Failing the assessment in question

4.11.5 Failing the unit of study.

4.12 The student will be referred to the Trainer and Assessor, to discuss the matter and a 1st warning letter will be issued. If on the 2nd submission, the work is still found to be plagiarised, the student will be issued a 2nd written warning letter. On the third submission, if the work submitted is plagiarised, the Compliance Manager may cancel the student's enrolment on the grounds of misconduct.

Records Management

4.13 Staff members must maintain all records relevant to administering this policy and procedure in the college's recordkeeping system.

5 RELEVANT LEGISLATION AND DOCUMENTS

Documents

Student Assessments

Legislation

5.1 According to the Standards for Registered Training Organisation (SRTO) 2015:Clause 1.8: The RTO implements an assessment system that ensures that assessment (including recognition of prior learning): Complies with the assessment requirements of the relevant training package or VET accredited course is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2. Refer to page 50 of the *SRTO 2015* User's Guide, Version 2.2 October 2019.

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6 FEEDBACK

6.1 College staff and students may provide feedback about this document by emailing: compliance@dellainternational.edu.au

7 APPROVAL DETAILS

Approval	Details
Approval Authority	CEO
Administrator	Compliance Manager
Version	2.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
Original Approval Authority and Date	CEO	25/02/2021
Amendment Authority and Date	Compliance Manager	25/02/2021

Created: February, 2018
Modified: February 2021
Review Date:

Document Owner: CM
Version: 2.0
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