Policy Name	Plagiarism and Academic Misconduct Policy
Date	3 July 2024
Responsible dept.	Learning & Development
Current Version	V5

PURPOSE

The College for Adult Learning (CAL) is committed to providing a positive learning experience for all students. CAL aims to provide a learning environment that fosters the qualities of independent, adult learning and academic integrity.

This policy seeks to encourage ethical conduct and to inform staff and students about CAL's standards of academic conduct. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in assessment and must ensure they do not plagiarise.

SCOPE

This policy is applicable to all CAL students.

CAL has established this policy to support the Australian Skills Quality Authority (ASQA) *Standards for Registered Training Organisations (RTOs) 2015.*

DEFINITIONS

Plagiarism involves using the work, words, or ideas of others without proper acknowledgement. It includes:

- Copying from published sources without adequate referencing

- Purchasing a pre-written paper

- Paying someone else to write an assessment for you

- Submitting someone else's unpublished work, either with or without permission

- Having someone else complete an assessment related activity for you

- Copying the work of another CAL Student.

Statement on the use of artificial intelligence software in the preparation of assessment material.

The process of preparing material for assessment is an important part of students' learning experience. It allows students to demonstrate their understanding of concepts and apply what they have learnt in different domains and settings. Assessment supports students in their development of analytical skills, evaluative judgement, communication skills, and presentation skills. These are essential capabilities for work-ready graduates.

CAL's Assessment Policy makes clear that all work submitted by an individual student must be their own.

If a student uses artificial intelligence (AI) software such as ChatGPT to generate material for assessment that they represent as their own ideas, research, analysis, and/or writing they are NOT submitting their own work. Knowingly having a third party, including AI technologies, write or produce any work (paid or unpaid) that a student submits as their own work for assessment is deliberate cheating and is academic misconduct.

If a student uses AI generated material in the preparation of their assessment submission, this must be appropriately acknowledged and cited in accordance with the Assessment Policy and Student Conduct Policy.

Any student who commits academic misconduct is subject to the penalties outlined in the Student Code of Conduct Policy.

POLICY STATEMENT

One of the core functions of CAL is to develop a student's ability to apply critical reasoning to assessment activities through independent thought and to make decisions that reflect the student's consideration of the content delivered online and workplace task undertaken.

CAL acknowledges that to develop this ability, students will study the work of others via the online learning materials, additional resources and through their own independent research. However, it is important that students in their learning acknowledge, through appropriate referencing, earlier work from which they have drawn information.

Where a Learning Coach and/or Assessor believe that plagiarism or cheating has occurred, such a belief may be acted upon.

CAL is committed to upholding high academic standards. Plagiarism will not be tolerated, and severe penalties will apply.

An initial or first charge of Plagiarism being proven will result in the assessment in question being assessed as '*Not Yet Competent'*.

Where plagiarism charges continue to occur, despite written warning, the student may be withdrawn from the College following a formal written request from the assessor and at the discretion of the CEO.

Where a student is withdrawn for Plagiarism, no fees will be refunded.

Supporting Documents:

This policy should be read in conjunction with:

- The Student Conduct Policy
- Assessment Policy
- Assessment Appeals Policy
- Complaints Policy.

Any student wishing to appeal a decision may do so by following the Appeals Process as outlined in the *Student Handbook* and the *Assessment Appeals Policy* located on the CAL website.

PROCEDURE

Action	Responsibility
Assessor raises concerns with student via written feedback.	Assessor
Student has the opportunity to respond via a resubmission.	Student
If student is able to demonstrate plagiarism has not occurred, no further action will be required. The assessor will award a result for the student work.	Assessor
If plagiarism is proven, the CEO will determine action/s.	CEO
Student advised of outcome and of appeals process.	Assessor

Policy Administration			
Version	**Date Approved**	**Approved by**	**Next Review Due**
1	14 May 2012	Helen Sabell	January 2014
2	10 January 2014	Helen Sabell	January 2015
3	6 June 2018	Sarah Sabell	June 2019
4	2 August 2019	Sarah Sabell	August 2020
5	3 July 2024	Sarah Sabell	July 2024
Compliance References			
Statutory	The *Standards for Registered Training Organisations (RTOs) 2015* Clauses: 1.8 – 1.12		
Industry	Vocational Education and Training (VET)		
Document Located	E:Public Documents03_CAL Operations_CAL Policies02_CAL POLICIES STUDENTS		