POLICY AND PROCEDURE

Plagiarism, Collusion, and Cheating
(Academic Misconduct)

Version 1.0	Issued on **01/07/2025**	Review by 01**/07/2026**

Contact Person	Reece Thomas - reece.t@aiit.vic.edu.au
Approval and Endorsement	Principal Executive Officer - khalid.h@aiit.vic.edu.au

Refer to the following Legislative Frameworks

National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025	**Quality Area 1: Division 1 - Training** (Standard 1.1 and Standard 1.2) **Quality Area 1: Division 2 - Assessment** (Standard 1.3, Standard 1.4, Standard 1.5, Standard 1.6, Standard 1.7 and Standard 1.8) **Quality Area 1: Division 5 - Feedback, complaints and appeals** (Standard 2.7) **Quality Area 2: Division 2 - Training support** (Standard 2.3 and Standard 2.4) **Quality Area 3: Division 2 - Trainer and assessor competencies** (Standard 3.2 and Standard 3.3)
National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025	**Division 2 - Integrity of Nationally Recognised Training Products** (14. Transition of training products) **Division 3 - Accountability** (20. Compliance with laws)
Other Applicable Legislation	Copyright Act 1968 Credential Policy Equal Opportunity Act 2004 (Vic) Visa Condition 8202 (Meet Course Requirements)

Related Documents and/or Supporting Resources (Internal)

Assessment System: Student Guides and Assessment Workbooks, Trainer Guides
Australian International Institute of Technology Orientation Presentation and Materials
Australian International Institute of Technology Employee Handbook (Undertaking Assessment)
Australian International Institute of Technology Student Handbook
Form: Intervention
Form: Student Consultation Record
Form: Student at Risk
Letter: Academic Misconduct Warning
Policy and Procedure: Artificial Intelligence (AI) in Assessment Practices
Policy and Procedure: Assessment
Policy and Procedure: Complaints and Appeals
Policy and Procedure: Training and Assessment Strategies and Practices
Policy and Procedure: Quality Assurance and Continuous Improvement
Policy and Procedure: Validation of Assessment Judgements and Practices
Policy and Procedure: Work-Integrated Learning Work Placements and Community-Based Learning
Recognition of Prior Learning Skills (RPL) Recognition Kits
Trainer and Assessor Report (Template)
Register (Academic Misconduct)
Register (Continuous Improvement)
Register (Validation of Assessment Practices and Judgements) [Corrective Actions | Schedule]
Validation of Assessment Judgements and Practices Mapping Tool (Checklist)
Validation of Assessment Practices and Judgements Schedule and Action Plan (5 Year Cyclic Schedule)

Related Documents and/or Supporting Resources (External)

Australian International Institute of Technology
RTO - 45485 | CRICOS - 03754M | ABN - 24 622 575 679
Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008, Australia
E: info@aiit.vic.edu.au W: https://www.aiit.vic.edu.au/
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1. **Purpose**

Students at Australian International Institute of Technology expected to conduct their studies honestly, ethically and in harmony with the accepted academic standard. Any form of non-compliance or breach of such standards could result in penalties which may have severe impact on the student's academic future.

The aim of this policy is to foster cultures and practices that would enable Australian International Institute of Technology's students to conduct themselves professionally and ethically when they enter the work force.

2. **Scope**

This policy and procedure applies to all Australian International Institute of Technology's student's undertaking training and assessment in Nationally Recognised Training products, qualifications, accredited courses, skill sets or units of competency. Students must assume responsibility for maintaining honesty and integrity in all assessment tasks submitted and in any other assessment activities designated by the Trainer and Assessor of the assessment undertaken.

This policy and procedure should be read in conjunction with Australian International Institute of Technology's *"Artificial Intelligence (AI) in Assessment Practices"*, "*Assessment*", and "*Monitoring Course Progress*" policy and procedures.

3. **Definitions**

Assessment - the process of gathering and judging evidence to decide whether a person has achieved a standard or objective.

Cheating - in a written or oral assessment task conducted in a class test environment is to seek to obtain an unfair advantage in that assessment task.

Collusion - is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment.

Plagiarism - is defined as taking someone else's words, ideas or materials and presenting them as your own.

Referencing - is defined as a standardized method of acknowledging the sources of information, ideas, and other material used in a submission in response to an assessment task. Australian International Institute of Technology uses the "***APA Referencing Style****"* in all assessment tasks

4. **General Guidelines**

Australian International Institute of Technology requires that all students complete all assessments and provide assessment evidence ethically and without Academic Misconduct notably plagiarism, collusion, and cheating.

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The Academic Manager and Trainer and Assessors will ensure that academic integrity is maintained in all learning and assessment activities by providing information to students to ensure they understand what constitutes plagiarism, collusion, and cheating and what will be the outcome if they undertake such practice.

Australian International Institute of Technology has the following definitions for plagiarism, collusion, and cheating:

- **Plagiarism** - plagiarism is the submission of somebody else's work as if it were the student's own. This may include copying all or part of another person's thoughts or ideas and representing them as your own. If a student fails to identify the original source of some or all the submission this also constitutes plagiarism. If a student copies another student's work and passes this of as their own, then this is also a form of plagiarism and cheating.

  During Assessment students will read about ideas and gather information from many sources. When students use these ideas in Assessments, they must identify who produced them and in what publications they were found. If students do not do this, they are plagiarizing. If students are including other peoples; work in submissions e.g. passages from books or websites, then reference, using the "*APA Referencing Style"*, should be made to the source.

- **Collusion** - this is the presentation by a student of an assignment as his or her own which is the result of unauthorized collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct or cheating. Both collusion and plagiarism can occur in group work.

- **Cheating** - this is the use of any means to gain an unfair advantage during the assessment process. Cheating may include copying a friend's answers, using mobile phones or other electronic devises during closed book assessments, bringing in and referring to pre-prepared written answers in a closed book assessment and referring to texts during closed book assessments amongst others.

Where it is found that plagiarism, collusion, and cheating has occurred, this will result in the student's assessment submission being invalidated and student's will be investigated for academic misconduct.

5. **Process** (General)

5.1 Australian International Institute of Technology will include, but are not limited to:

- Ensure employee awareness of Australian International Institute of Technology "*plagiarism, collusion and cheating policy and procedure"*.
- Inform students during Orientation and at the commencement of each unit of competency of Australian International Institute of Technology policy and procedures regarding academic misconduct and plagiarism.
- Provide instructions for students on how to avoid plagiarism, collusion, and cheating including in the "*Student Handbook"* and in each individual unit of competency "*Student Guide and Assessment Workbook"*.
- Provide training and academic workshops educating students on Assessment preparation highlighting examples of appropriate referencing techniques and practices.

5.2 Student responsibilities will include, but are not limited to:

- Read, comprehend, respect, and comply with Australian International Institute of Technology's policy and procedures regarding plagiarism, collusion, and cheating.
- Seek the required knowledge and skills and make sure that the appropriate academic referencing technique is used in all assessment tasks.
- Ensure that they reference and acknowledge all the work done by others before submitting any assessment tasks.
- Ensure that work is not copied intentionally or unintentionally by other fellow students.
- Seek assistance from appropriate lecturers if students are not sure about the proper way of referencing or academic work preparation.
- Ensuring all "*Assessment Task Cover Sheets"* and "*Student Declarations"* are filled out, signed, and submitted together with all completed assessment responses and supporting evidence.

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6. Procedures for Suspected Academic Misconduct

6.1 First Offence (CPL0)

If the Trainer and Assessor believes that there is evidence of plagiarism, collusion or cheating in the assessment work submitted by a student or evidence that cheating, collusion or any other academic misconduct has occurred then the Trainer and Assessor should take the following steps:

- Document the perceived offence in the "*Student at Risk Form (CPL0)"* and submit the completed form with the Assessment Evidence to the Academic Manager;
- Request in writing the student involved in the alleged academic misconduct to attend a meeting with the Academic Manager;
- The Academic Manager should discuss, in the meeting, the misconduct case with the student and provide documented evidence;
- If the Academic Manager believes that the student has committed the academic misconduct act and the misconduct is substantial and the student admits to the offence, the Academic Manager will:

  o Forward an "*Academic Misconduct Warning Letter (CPL0)"* to the students. The letter will be kept in the students' digital and physical file and if it is repeated, further actions will be taken.
  o The student "***must***" redo and resubmit a new Assessment Task.

- If the student did not admit to the Academic misconduct, then they can appeal within "***ten (10) working days"*** of being notified about the penalty decision, using the Complaints and Appeals process.

6.2 Second Offence

If the student repeated the academic misconduct act, the Trainer and Assessor provided the evidence and the student admitted the offence, then the student will receive a second warning letter from the Academic Manager and the student will be given a "*Not Satisfactory (NS)"* judgment for the individual assessment task.

If the student disagrees with the decision, they can appeal within "***ten (10) working days"*** of being notified of the penalty decision using the "*Complaints and Appeals process"s.*

6.3 Third Offence

If the student repeated the academic misconduct for the third time, the student will be issued the final warning letter and will be judged "*Not Yet Competent (NYC)"* in the unit of competency.

If the student disagrees with the decision, they can appeal within "***ten (10) working days"*** of being notified of the penalty decision using the "*Complaints and Appeals process".*

6.4 Expulsion from the Course

If the student is found to have committed the academic misconduct after the Third Offence, the Academic Manager will report the case to Australian International Institute of Technology' Chief Executive Officer (CEO) with a recommendation to expel and remove the student from the course.

If all the evidence is clear and sound, Australian International Institute of Technology's Chief Executive Officer (CEO) will approve the recommended penalty and that will be shown in the student's academic record and personal file.

7. Academic Misconduct Appeal Process

If student believes that their work was not plagiarised or an Academic Misconduct was not committed, an Appeal must be lodged in writing to the Student Service Manager or email to admin@aiit.vic.edu.au, "***ten (10) working days"*** of being notified about the above decision.

If the student intends to appeal the decision of the Academic Misconduct, they must provide supporting evidence to substantiate their case and are entitled to bring an advocate.

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The student's Appeal Application will be forwarded to the Academic Manager.

For the First, Second and Third Offences, the Academic Manager will review and discuss the cases. Should the student commit further offences after the Third Offence, the Appeal Application will be presented to the Chief Executive Officer (CEO).

8. Responsibility

Students must assume responsibility for maintaining honesty and integrity in all assessment tasks submitted and in any other assessments activities designated by the Trainer and Assessor of the assessment undertaken.

Trainers and Assessors are responsible for, includes but not limited to:

- Preparing for assessment following "*the principles of assessment*" (*validity, reliability, flexibility, and fairness*);
- Planning and preparing the evidence-gathering process;
- Inform students at the commencement of each unit of competency of Australian International Institute of Technology policy and procedures regarding academic misconduct and plagiarism;
- Collecting the evidence following "*the rules of evidence*" (*sufficiency, validity, authenticity, and currency*)
- Making the final Assessment Judgement and Decision;
- Identifying breaches of Academic Misconduct;
- Identifying the potential student use of generative AI tools in assessment task responses and submissions.

The Academic Manager is responsible for the effective implementation and management of this policy as well as provision of information on how to resolve complaints of breaches of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer (CEO) in person or by email to ceo@aiit.vic.edu.au.

9. References

Source	Document Title	Version - Date
External	ASQA's Fact Sheet on Conducting Validation	PDF
	ASQA's General Direction - Transition and teach out	PDF
	ASQA - Guide to Developing Assessment Tools	PDF
	ASQA - Volume of Learning https://www.asqa.gov.au/guidance-resources/determining-appropriate-training-and-course-duration/volume-learning	(Accessed 01/07/2025)
	The Australian Qualifications Framework, Second Edition	PDF
	AQF Volume of Learning Explanation https://www.aqf.edu.au/sites/aqf/files/volume-of-learning-explanation-v2-2014.pdf	(Accessed 01/07/2025)
	Clustering units of competency: a guide to how to cluster for delivery and assessment https://www.voced.edu.au/content/ngv%3A66001	(Accessed 01/07/2025)
	Credential Policy https://www.dewr.gov.au/revisions-standards-registered-training-organisations/resources/policy-draft-credential-policy	(Accessed 01/07/2025)

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	the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)	2018
	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 https://www.legislation.gov.au/F2025L00354/asmade/text	(Accessed 01/07/2025)
	National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 https://www.legislation.gov.au/F2025L00355/asmade/text	(Accessed 01/07/2025)
	NCVER Glossary of VET https://www.voced.edu.au/vet-knowledge-bank-glossary-vet-terms	(Accessed 01/07/2025)
	Providing Reasonable Adjustment Fact Sheet	Fact Sheet
	TESQA Gen AI Knowledge Hub https://www.teqsa.gov.au/guides-resources/higher-education-good-practice-hub/gen-ai-knowledge-hub	(Accessed 01/07/2025)

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