

Policy Name:	Cheating and Plagiarism Policy
Policy Number:	1-GENERAL-2014
Current Version:	01-01/07/2014
Next Revision Date:	2015
Purpose:	This procedure further explains the meaning of cheating and plagiarism and the process to be followed if there is suspicion of cheating in an assessment or exam by a student. This policy recognises that the seriousness of cheating or plagiarism may vary, and sets out a two-tiered approach to dealing with either (or both) depending on the seriousness of the conduct.
Scope:	Full-time and distance students
Exceptions:	None
Policy Owner:	Dean & EO
Policy Author:	Programs Development Manager
Related policies and legislation:	<ul style="list-style-type: none"> ▪ Higher Education Support Act 2003 (HESA) ▪ VET Provider Handbook ▪ VET Administration Guidelines ▪ AQTF 2007 Standards ▪ Student Grievance and Review Policy – academic, policy number 6-DOMESTIC-2011 ▪ Complaints & Appeals , policy number 3-CRICOS-2011
Internal procedures guided by this policy:	<ul style="list-style-type: none"> ▪ Student Conduct (Student Handbook)
Published Location	<ul style="list-style-type: none"> ▪ Website

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
1/7/14	Final	New policy template (based on student handout)	Programs Development Manager/Dean & EO	01

Glossary of Terms/Definitions

DeptEd	Former Department of Education Employment and Workplace Relations
HESA	Higher Education Support Act 2003
ESOS	Education Services for Overseas Students Act 2000
Personal Information	Information or an opinion (including information or an opinion forming part of a database) whether correct or incorrect and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion; and Obtained or created by staff or trainer or assessor or a person who performs services for and on behalf of the PGA IGI
PGA IGI	PGA International Golf Institute

Procedure Measures

Procedure Measures	Target
Zero intentional breeches of this Policy	100%

Distribution

All Directors

All educational and non-educational staff dealing with students or persons seeking to enrol

All potential and existing students (via PGA International Golf Institute website)

1.0 Policy

In a study environment, cheating means to act dishonestly in any way so that the assessor of the work accepts what the student presents as genuinely representing the student's understanding of and ability in the subject concerned.

Plagiarism is to copy work without acknowledging the source and is a form of cheating. PGA IGI will not tolerate plagiarism or cheating, and a penalty may be imposed if a student is accused of either.

It is cheating for a student to:

- use notes or other resources without permission during formal testing
- hand in someone else's work as their own (with or without that person's permission)
- hand in a completely duplicated assignment
- take work without the author's knowledge
- allow someone else to submit their work as their own
- have several people write one assignment or exercise and submit multiple copies, all represented (implicitly or explicitly) as individual work
- use any part of someone else's work without the proper acknowledgement

- steal an examination or solution from a lecturer or trainer.

It is not cheating if a student:

- discusses assignments with lecturers or other students to understand what is being asked for
- hands in work done alone or with the help of staff
- obtains help to correct minor errors in spelling, grammar or syntax (sentence construction)
- discusses assignment requirements and course materials so that they can better understand the subject (which is encouraged by the PGA IGI)
- submits one assignment from a group of students where this is explicitly permitted or required
- uses another person's ideas where they are acknowledged this in the appropriate way, such as referencing using footnotes, end notes or the Harvard system of referencing.

The PGA IGI regards the integrity of a group project as the joint responsibility of all members of the group. Therefore, if cheating of any kind is found in a group project, all members of the group will be held responsible and will be subject to the disciplinary processes.

2.0 Penalties

If a student is suspected of cheating, the lecturer will investigate to establish evidence to support the suspicion.

If there is evidence to support the suspicion, the assessment reviewer will notify the Programs Development Manager and set out the concerns to the student in writing, requesting a time to discuss the matter. The student will have the opportunity to counter the allegations made against them.

Once the student has provided their response, the lecturer may come to one of two decisions:

1. It is a minor or unintentional offence and the student will need to undergo an alternative form of assessment, such as a short oral assessment, which may involve talking about the work or questioning. The penalty in this case is that the student will receive the lowest level of competency or pass for all the learning outcomes being assessed.
2. It is a serious offence and the student will fail the module. Repeated offences of cheating (minor or serious) will result in failure of the subject/unit of study plus a record on the student's file, together with the reason.

The student will be advised of all penalties in writing.

3.0 Appeals Process

If a student is accused of and penalised for cheating and believes that the accusation is unjust, the student has the right to appeal against the charge. This appeal must be lodged in writing to the Dean and Executive Officer within 20 days of the penalty being imposed.

The appeal may be lodged against:

- the process,
- the decision and/or
- the penalty.

The appeals process will be followed as outlined in the Student Grievance and Review Policy and Procedures – Academic, or Complaints & Appeals – International Students policies, as appropriate. The student will be advised of the decision within a week of their appeal.

This policy will be reviewed annually and revision history updated.