

# Home Learning College

## Cheating and Plagiarism Policy

### 1. Definitions

1.1 Cheating is an act of deceit, fraud, distortion of truth, or improper use of another person's effort to obtain an educational advantage.

1.2 Plagiarism is the presentation of another person's or source's words and/or ideas as if they were ones own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment which is not the student's own work to specific passages within an assignment taken from a source without acknowledgement. In the case of bookkeeping and accounting, plagiarism includes the presentation of templates for journals, statements and ledgers by a student which are not the student's own work and have not been issued by the tutor or the department.

### 2. Proper Academic Practice

2.1 Students will be provided with a copy of the College Policy on Cheating and Plagiarism.

2.2 Students are responsible for ensuring that they understand and follow the principles and practices of proper documentation. If in doubt about these matters, students should consult their tutor.

2.3 Second incidents of cheating or plagiarism, or first incidents deemed by a department/tutor to be particularly serious, will be dealt with according to the College policy.

### 3. Procedure

3.1 Before assigning a grade to an assignment which is suspected as resulting from cheating or plagiarism, a tutor may require the student to take an oral assessment on the content of the assignment.

3.2 If a tutor or department determines that a student has cheated or plagiarised, the tutor may impose a sanction ranging from a failing grade for the assignment to a failing grade for the course.

3.3 If it is determined that cheating or plagiarism has taken place, the tutor will inform the student in writing of the reasons for applying sanctions and will indicate that the Academic Director will be informed of the tutor's decision.

3.4 A record of all cheating or plagiarism cases, with appropriate documentation, will be kept in the office of the Academic Department.

3.5 Notice of the incident(s) will be placed on the student's record.

3.6 Possible sanctions where cheating or plagiarism have taken place:

3.6.1 Probation (warning) -- Conditional permission for a student to continue on a course, enrol or re-enrol in a course or courses. The terms of this measure will be provided to the student in a written communication.

3.6.2 Online Support Suspension -- Immediate exclusion of a student from one or more courses on the Virtual Learning Community (VLC). The terms of this measure will be provided to the student in a written communication.

3.6.3 Expulsion -- Immediate exclusion of a student from one or more courses. The terms of this measure will be provided to the student in a written communication.

3.6.4 Suspension from the College -- Immediate exclusion of a student from all course's and college services. In future, the student will not be permitted to re-enrol in any course or program. The terms of this measure will be provided to the student in a written communication.

3.7 Appeals of the Academic Department's decision to impose sanctions 3.6.1 through 3.6.4 for cheating or plagiarism must be made in writing to the College's Academic Director within 10 working days after the imposition of the sanction.