PLAGIARISM AND CHEATING POLICY AND PROCEDURE

This policy and procedure sets out Evolve College's approach to plagiarism and cheating. It applies to all students and staff of Evolve College and forms part of the Student Code of Conduct (in the Student Handbook).

1. DEFINITIONS

a) (**Plagiarism**) is taking and using someone else's thoughts, writing or inventions (in words, pictures or otherwise) and presenting them as your own. Plagiarism is a form of cheating.

b) (**Cheating**) is copying or sharing an assessment, test or assignment, having someone else complete your work, or completing someone else's work, in part or in full.

c) (**Generative AI**) means tools such as ChatGPT and similar applications that produce text, images or other content.

d) (**Contract cheating**) means paying, or otherwise arranging for, another person or service to complete any of your work.

2. PRINCIPLES

a) (**Job-ready**) Evolve College assesses students to decide whether they are competent and job-ready. To be job-ready, you must show competence yourself. This requires, as a minimum, that you do all your work yourself.

b) (**Using other sources**) We encourage you to read and discuss the work of others, such as texts and other references, to build your understanding. Use them to develop your own knowledge, not to repeat their words, and acknowledge any source you use.

c) (**Cooperation**) Discussing topics with other students at a general level is encouraged, provided everyone contributes. However, all work you submit must be your own.

d) (**Authenticity**) Under the Standards for RTOs (as in force from time to time), Evolve College must assess students' work against the principles of assessment and the rules of evidence. One rule is authenticity: the work must be your own. We must be satisfied that you completed all required work yourself to the necessary standard before we can deem you competent.

3. POLICY

a) (**Prohibition**) Plagiarism and cheating, including contract cheating, are prohibited. Offering or advertising cheating services to other students is also prohibited.

b) (**Examples**) The following are examples (not a complete list) of plagiarism or cheating:

   i. presenting any work by another person or group as your own, intentionally or unintentionally;

   ii. submitting assessments that are markedly similar to, or copied from, another student's;

   iii. allowing another student to copy your work;

   iv. allowing anyone else (student or not) to complete any work or assessment for you, however little;

   v. submitting work taken wholly or partly from the internet or other sources without proper acknowledgement; and

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vi. submitting work produced wholly or partly by generative AI as your own, unless the assessment instructions allow AI to be used and you acknowledge how you used it.

c) (**If in doubt**) If you are unsure how to use or acknowledge other people's work or AI tools in an assessment, ask your Trainer/Assessor before you submit it.

d) (**Copyright**) Copying or sharing material in breach of copyright, including Evolve College's own learning and assessment materials, is not permitted (see the Student Code of Conduct). Copyright owners may also take legal action.

4. PROCEDURE

a) (**Trainers and Assessors**) If a Trainer/Assessor suspects plagiarism or cheating, they must notify an Executive Manager ("**Manager Notification**").

b) (**Initial review**) Within 10 business days of a Manager Notification, the Executive Manager Operations will review the student's work (including sampling of other work as needed) and the available information, and decide whether there is a case to answer.

c) (**Notifying the student**) If there is a case to answer, the Executive Manager Operations (or delegate) will, within 5 business days, tell the student in writing what is alleged and give them the opportunity to respond in writing. The student must respond within 7 days of the notice.

d) (**Decision**) Within 10 business days of receiving the student's response, the Executive Manager Operations (or delegate) will consider all the information, decide whether plagiarism or cheating occurred, and tell the student the decision, the reasons and any consequence in writing.

e) (**Serious or repeated cases**) Contract cheating, deliberate or repeated cheating, or cheating that also breaches the Student Code of Conduct may be referred to the Academic Board, which will decide the matter as set out in the Student Code of Conduct.

f) (**Appeal**) The student may appeal the decision under the *Complaints and Appeals Policy and Procedure*, at no cost.

5. CONSEQUENCES

Consequences apply only after a finding under section 4 and will be proportionate to what happened. They may include:

a) for a first case of unintentional plagiarism (for example, poor referencing): guidance from the Trainer/Assessor and resubmission of the assessment;

b) for deliberate plagiarism or cheating: a not satisfactory result for the assessment, and repeating the assessment, unit or subject; and

c) for contract cheating or serious or repeated cases: suspension from the course or cancellation of the enrolment without refund.

6. RESPONSIBILITY

The Executive Manager Operations is responsible for communicating and applying this policy and procedure, in consultation with the Executive Manager Governance and General Counsel.

Version V26.01. Approved November 2026. Next review: November 2027. Replaces v21.01.
Related documents: Student Handbook (Student Code of Conduct), Complaints and Appeals Policy and Procedure, Zero Tolerance Policy on Inappropriate Conduct.
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