



## Plagiarism Policy and Procedure

**POLICY NUMBER: NC18-PP032**

**RESPONSIBILITY: Head of Studies**

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### 1. Background

1.1 A registered provider may suspend or cancel a student’s enrolment in accordance with National Code 2018, Standard 9 (Deferring, suspending or cancelling the overseas student’s enrolment) including, but not limited to, on the basis of:

- Misbehaviour by the student

WAIFS deems plagiarism and supporting plagiarism as student misbehaviour

1.2 What is plagiarism?

Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Supporting plagiarism occurs when a student of WAIFS provides their own work (or that of another WAIFS’ student past or present) to another student of WAIFS (past, present or future) where the student knows or is reasonably aware that this work will be submitted by the other student wholly or substantially as their own.

### 2. Scope of Policy and Procedure

2.1 This policy applies to all past, present and future students (domestic, funded and overseas) enrolled with WAIFS while this policy and procedure is in effect.



### 3. Consequences of student misbehaviour (plagiarism)

In accordance with WAIFS policies and procedures students who submit plagiarised work and/or support plagiarism will be fined as follows:

- 1<sup>st</sup> instance \$25.00
- any other instances a penalty of \$100.00 per assessment will apply
- WAIFS may suspend or cancel a student's enrolment in accordance with National Code 2018, Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment)

*All notices will clearly state that a student will be given 20 working days to access WAIFS' internal complaints and appeals process (in accordance with the National Code, 2018: Standard 10 – Complaints and Appeals and the RTO standards 2015). Refer to WAIFS Complaints and Appeals policy for further information.*

### 4. Access to course during the complaints and appeals process

4.1 WAIFS aims to ensure that students continue to have access to their course throughout this process.

4.2 However, WAIFS reserves the right to exclude a student from attending classes during this period.

4.3 In all cases, WAIFS will approach this process with the best interests of all parties and will endeavour to provide course materials/assessments to any student excluded from attending classes.

### 5. What has to be done in PRISMS for an approved Deferral, Suspension, Cancellation or Withdrawal (Applicable to Overseas Student and WAIFS initiated)?

5.1 There are three possible outcomes for an overseas student's CoE as a result of this Policy and Procedure:

1. WAIFS notifies the Department of Education and Training through PRISMS that they are deferring or suspending an overseas student's enrolment for a period *without affecting the end date of the CoE*.

There will be no change to the CoE on PRISMS – the overseas student will still be listed as studying. However, the notice of deferment or suspension will be recorded in PRISMS.

2. WAIFS notifies the Department of Education and Training through PRISMS that they are deferring or suspending an overseas student's enrolment for a period which *will affect the end date of the CoE*.

PRISMS will cancel the original CoE and immediately offer WAIFS the opportunity to create a new CoE with a more appropriate end date.

If WAIFS does not know when the overseas student will return, WAIFS can choose not to create a new CoE at that point, but to wait until the overseas student has notified WAIFS of the intended date of return before creating a new CoE.

3. WAIFS notifies the Department of Education and Training through PRISMS that it wishes to *permanently cancel (terminate) the overseas student's enrolment*. Once this process is complete, the overseas student's CoE status will be listed as 'cancelled'.

### 6. What happens if the cancellation in PRISMS is for an overseas student under 18?

6.1 If the overseas student is under the age of 18, the cancellation of a CoE does not cancel a Confirmation of Appropriate Accommodation and Welfare (CAAW), and WAIFS is still responsible for welfare arrangements until one of the conditions of Standard 5.6 are met.



## 6.2 Standard 5.6 is as follows:

Where Standard 5.3 applies and the registered provider suspends or cancels the enrolment of the overseas student, the registered provider must continue to approve the welfare arrangements for that student until any of the following applies:

- (i) The student has alternative welfare arrangements approved by another registered provider
- (ii) Care of the student by a parent or nominated relative is approved by Immigration
- (iii) The student leaves Australia
- (iv) The registered provider has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student.

Refer to WAIFS' Under 18 Student Management Policy and Procedure for further information.

## 7. When and what should WAIFS Admin inform Trainers or Head of Studies?

7.1 WAIFS Admin should inform the appropriate trainer and Head of Studies (HoS) whenever anything relevant to the training and/or assessment of an enrolled student of WAIFS occurs.

7.2 If a student has a deferral or suspension, a member of WAIFS admin must email the trainer (CC HoS if necessary) and let them know:

- (a) The dates that a student will not be in class (not necessarily WHY owing to confidentiality)
- (b) That the trainer should arrange to meet with the student on their return to put in place a plan for them to catch up with their work, noting that the trainer should make themselves *reasonably* available to support the student to do this. That the trainer should set up an Outlook calendar reminder to do this – this will also support WAIFS admin to remember the student should have returned to WAIFS
- (c) That the trainer must let admin know if the student does not return. (WAIFS Admin should also have a Task in the student management database (Currently WISENET) to remind them to check if the student has returned.

7.3 If a student has a cancellation, then the trainer and HoS should be emailed to follow all of their relevant procedures e.g.

- (a) Finalise the enrolment in WISENET
- (b) Finalise the student file
- (c) Complete all training administration
- (d) Request certificate/statement of attainment (if applicable).

## 8. How do WAIFS Admin remember to follow things up relating to this policy/procedure?

8.1 WAIFS Admin staff should note any follow up dates/information relating to the deferral/suspension. This includes (but is not limited to):

- The date a student is due to return to class (if applicable) after an approved deferral/suspension.
- The date a student is to provide supporting documentation/an EVF
- Any other appropriate matter that requires a WAIFS staff member to follow up at a date into the future.

8.1 The easy way to do this is to set up a Task Reminder in the Student Management Database (currently WISENET) for this purpose. Tasks can be set up by anyone. All WAIFS Admin staff are responsible for reviewing Tasks in the Student Management Database (currently WISENET) and ensuring they are dealt with and finalised as appropriate. It is not the job of the person who creates the Task to always follow it up and complete it. This is a shared responsibility across all of WAIFS admin.

## 9. Procedural Fairness to apply at all times

9.1 Procedural fairness will apply in all cases:

9.2 Students must be treated fairly, with dignity and with due regard to their privacy.

9.3 Students are to be regarded as innocent of the alleged misconduct until they have either admitted to or been found by proper inquiry to have so behaved.

9.4 Past misconduct is not evidence that a student has behaved in the same manner again.

9.5 Each case is dealt with on its own merits and according to its own circumstances with the provision that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

9.6 Students will be informed that their student visa may be affected.



## 10. Severity of Response from WAIFS for misbehaviour “Penalties”?

10.1 Penalties imposed will take into account the nature and the extent of the misconduct and in accordance with point 3 of this policy.

10.2 A student’s second offence is penalised more severely than their first offence

## 11. Policy and Procedure Dissemination to staff and students

11.1 To staff:

- At induction
- Throughout employment on shared drive and at [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au)
- By email – notifications of changes

11.2 To students:

- At induction
- Before, during and after enrolment at [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au)
- By email – notifications of significant changes.

***APPENDIX A and B IS FOR USE BY WAIFS STAFF ONLY AND HAS BEEN REMOVED FROM THE STUDENT VERSION OF THIS POLICY AND PROCEDURE.***