

ACADEMIC DISHONESTY POLICY

Academic dishonesty means things like cheating and plagiarism. At FLN cheating means to act dishonestly in submitting work for assessment. Plagiarism is to copy work without acknowledging the source and is a form of cheating. FLN will not tolerate plagiarism or cheating, and a penalty may be imposed if you are accused of either. If you receive a penalty, you may appeal the decision

POLICY:

FLN considers it cheating to:

- use notes or other resources without permission during formal assessment
- hand in someone else's work as your own (with or without that person's permission)
- hand in a completely copied assessment
- take work without the author's knowledge
- allow someone else to hand up your work as their own
- have several people write one assessment and represent it as individual work
- use any part of someone else's work without the proper acknowledgement
- steal a test or answers from a teacher

It is not cheating to:

- discuss assessments with teachers or other students to understand what is being asked for
- hand in work done alone or with the help of staff
- get help to correct minor errors in spelling, grammar or syntax (sentence construction)
- discuss assessment requirements and course materials so that you can better understand the subject
- submit one assessment from a group of students where this is explicitly permitted or required
- use other people's ideas where they are acknowledged in the appropriate way, such as referencing using footnotes, end notes or any recognised system of referencing chosen by FLN

PENALTIES:

If you are suspected of cheating, the teacher will investigate to establish evidence to support the suspicion.

If there is evidence to support the suspicion, the teacher will notify the Accredited Training Programs Manager and a meeting will be arranged, with a translator if necessary, to discuss the matter.

If, during the course of this meeting there is reason to believe dishonest actions in line with the above definition of cheating took place, a list of issues will be put in writing.

You will have an opportunity to respond to the allegations in writing.

Once you have provided your information, the program manager will come to one of two decisions:

- It is a minor or unintentional offence and you 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 you will receive the lowest level of competency or pass for all the learning outcomes being assessed.
- It is a serious offence and you will fail the unit. Repeated offences of cheating – minor or serious – will result in failure of the unit plus a record on your student file, together with the reason. In order to pass the certificate, you will be required to retake the unit in its entirety at another time.

You will be advised of all penalties writing.

APPEALS

What if I don't agree with the decision?

If you are accused of and penalised for cheating and believe that the accusation is wrong, you have the right to appeal against the charge. This appeal must be lodged in writing with the program manager within one week of the penalty being imposed.

The appeal may be lodged against:

- The process
- The decision
- The penalty

The appeal will be investigated and a decision will be advised to you within a week of your appeal. If you are having difficulties with your studies, you are encouraged to seek help from a student support services or refugee support services. Please refer to the Student Assessment and Appeals Policy for further information on how to lodge an appeal.