# Plagiarism and Collusion Policy and Procedure

## 1 Policy

This policy and procedure is developed and implemented by Riverdale Institute (RI) to support the integrity and authenticity of student submissions. RI ensures that students are provided with information prior to, and during, enrolment about the expectations and impacts of plagiarism and cheating by students in RI enrolments including what constitutes these breaches of authenticity and what the resulting actions taken will be in the case such a breach is proven.

## 2 Purpose

This policy's purpose is to prevent, identify, and respond to plagiarism, collusion, and other forms of academic misconduct by outlining acceptable behaviour, defining breaches, and describing the consequences and support processes. The policy helps protect the integrity of qualifications issued by RI and supports students to understand their responsibilities when completing assessments in Australia's vocational education and training system.

This policy ensures that Riverdale Institute (RI) complies with:

- National Vocational Education and Training Regulator Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (Standard 9)
- Standards for NVR Registered Training Organisations 2025 – Outcome Standards (Standards 1.3 – 1.5; 2.7, 2.8).

## 3 Scope

This policy applies to all enrolled students.

## 4 Definitions

**Collusion** is an agreement or cooperation in order to cheat or deceive for a fraudulent purpose. Collusion can apply to Students (past of present) who intentionally cooperate to gain an unfair advantage towards the achievement of a qualification, statement of attainment or credit towards these. Collusion also refers to the following practices which are not considered allowable:

- unauthorised joint effort in an assessment
- copying or allowing the copy of material prepared by another person for use in an assessment
- unauthorised and unacknowledged assistance from another person.

**Plagiarism** refers to attempts by students to use the work, words, or ideas of others without proper acknowledgement.
In the context of assessment, plagiarism occurs if a student:

- presents any phrase or extracts, word for word without using quotation marks or referencing the author
- paraphrases all or part of an author's work and presents it without referencing the author or providing inadequate reference to the author
- copies or paraphrases all or part of another student's work and presents it as their own
- presents all or part of an assessment item previously submitted for assessment in another course or unit of work.

**Referencing** means acknowledging the sources you have used in your writing. Including references helps you support your claims and ensures that you avoid plagiarism.
There are many referencing styles, but they usually consist of two things:

- A citation wherever you refer to a source in your text
- A reference list or bibliography at the end listing full details of all your sources.

## 5. Requirements and Process

International students must complete all assessment tasks honestly and independently, ensuring that all submitted work is their own and properly acknowledges any sources used. RI will verify authenticity through identity checks, supervised assessments, plagiarism-detection tools, and ongoing monitoring. When suspected plagiarism or collusion is identified, the matter will be investigated promptly, and students will be given an opportunity to respond. Outcomes may include resubmission, reassessment, or academic penalties in line with RI procedures outlined in this policy. This process ensures fairness, transparency, and compliance with the Standards for RTOs 2025.

## 6 Procedure

Students are expected to complete all assessments ethically: without plagiarism, collusion or cheating. It is regarded as a serious act of academic misconduct.

Riverdale Institute does not tolerate deliberate attempts at plagiarism. Any student suspected of unethical behaviour is managed through disciplinary procedures which may require the student to attend disciplinary meetings, submit their assessment again, or, for repeated acts, may be asked to withdraw from the course.

Where a student is suspected of plagiarism or collusion in the first instance:

- The Trainer/Assessor must have evidence of the student submission with the source material
- Once evidence is established the student's submission receives an unsatisfactory result
    - In the case of collusion, both students receive an unsatisfactory result.
- The failed assessment task is provided to the student(s) with the plagiarism/collusion noted in the feedback as the reason for the result and resubmission required.

Where a student is suspected of repeated plagiarism or collusion

- The Trainer/Assessor must evidence the repeated instances
- Once the evidence has been established it is reported to the Training Manager
- The student is notified, and meeting set with the T/A and the Training Manager
- Student is advised of possible exclusion and reporting due to Academic misconduct and the opportunity to appeal the decision through the Complaints and Appeals process
- Where it is established that the repeated plagiarism or collusion has occurred, the student is advised of an official warning
    - The Warning for Academic Misconduct is provided in writing to the student held on file.

Where plagiarism or collusion continues after warning

- The Trainer/Assessor must evidence the next occurrence and report it to the RTO Manager
- The student receives notification of the Intention to Report for Academic Misconduct which includes the availability of the opportunity to appeal the decision through the Complaints and Appeals process within the provided timeframe.
- If the decision is not appealed or appealed and upheld the student report will go ahead, and the student's enrolment is cancelled.

**Associated Documents:**
Student Handbook
P07 Complaints and Appeals Policy and Procedure
Student Code of Conduct.

## 7 Responsibility

The Operations Manager will be responsible for the implementation of this process and will ensure all requirements of this policy and procedure are met. Any breach of this policy will be promptly communicated to RI's CEO.

## 8 Review Date

12 months from the date of this version, or as required.

## 9 Version History

| Version Number | Date | Reason for Change | Prepared by | Approved by |
|---|---|---|---|---|
| V1.0 | July 2024 | Policy has been created | Compliance Manager (NK) | CEO (SD) |
| V1.0 | July 2025 | Policy has been reviewed for update and in line with SRTO 2025 | Compliance Manager (NK) | CEO (SD) |
| V1.0 | October 2026 | Policy has been reviewed for accuracy. | Operations Manager (KB) | CEO (SD) |