



Cheating and Plagiarism: Definitions and Disciplinary Procedures

All work created by a student for assessment, or for feedback, must be their own, except in the case of group projects, which still follow a strict procedure to ensure academic honesty.

There are serious disciplinary consequences for cheating and/or plagiarism in the creation of work presented for assessment.

The following will be deemed as cheating and plagiarism and will constitute academic misconduct:

- copying or paraphrasing work, or using the ideas of another person's work, without clearly referencing the source;
- copying another person's files and claiming them as their own;
- use of tutorial files or other works from the internet;
- getting someone else to do your work.

In cases where collusion is established, each candidate will be penalised unless it can be established through evidence that one was not a party to the offence.

Procedure

Where an assessor has evidence of dishonest or improper practice such as cheating and/or plagiarism, the assessor will, with the approval of the Programme Leader, decline to mark the assessment.

If you are concerned that another student has committed plagiarism or otherwise cheated, please lodge a complaint confidentially:

- Email the details of your concern or complaint to your Programme Leader.
- Your Programme Leader will reply to say that they have received the complaint and that the matter will be investigated and may wish to discuss this further with the complainant.
- Do not directly confront the suspected plagiarist or discuss this matter with anyone other than the Programme Leader or your lecturer.

Before giving approval for an assessor to refuse to mark an assessment, the Programme Leader must give the candidate an opportunity to respond to the accusation of academic misconduct.

Any case that results in a decision to decline marking a student's work must be reported in writing to the Programme Leader. A Programme Leader or their delegate, who receives a report of academic misconduct, will:

- investigate the matter;
- advise the student in writing of the accusation of misconduct, and provide an opportunity for the student to give a written or oral response, and;
- determine the appropriate penalty.

The Programme Leader or their delegate may choose to seek the assistance of the Programme Committee in difficult cases.

Penalties for Academic Misconduct

Penalties for academic misconduct shall be academic in nature. Depending on the seriousness of the incident and/or the amount of times academic misconduct has occurred, the Programme Leader shall at their discretion apply one of a range of penalties, which may include but are not limited to:

- an opportunity to resubmit;
- a non-passing result for the assessment in question;
- a non-passing result and no credits earned for the course in question;
- cancellation of enrolment/expulsion from the programme.

Disciplinary Procedures

Disciplinary procedures will be enforced in the case of misconduct or breach of Animation College policies, regulations and expectations. Where a matter is considered serious, Animation College reserves the right to contact or pass the issue over to a third party. Third parties may include police/parents/ guardians. The standard process is:

1. Academic staff will discuss with the student the misconduct and/or breach of rules (if applicable). The tutor will then notify the Registrar and Programme Leader of the misconduct and they will then discuss with the student and issue a verbal warning which will be noted on the student's file.
2. A written warning will be given to the student if the behaviour does not improve or is repeated. This written warning will state the action to be taken, be recorded in the student's file and external support may be contacted.
3. Continuation of actions in breach of rules following a written warning may result in expulsion.