

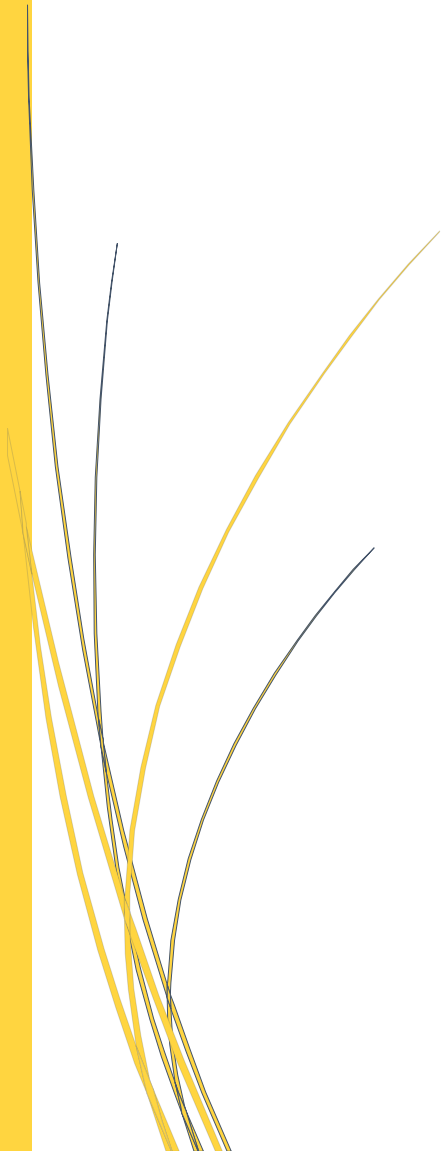


**NEW ERA
INSTITUTE**

CRICOS No.: 03509B • National Provider no.: 41543

Plagiarism Policy

2026 V2.0





Plagiarism Policy

1. Purpose

New Era Institute Pty Ltd is committed to maintaining the highest standards of academic integrity and ethical learning practices. The Institute aims to foster independent learning, critical thinking, honesty, and accountability in all training and assessment activities.

This policy ensures that:

- Students understand what constitutes plagiarism and cheating;
- Academic integrity is promoted and upheld; and
- Plagiarism and cheating are managed fairly, proportionately, and transparently in accordance with the Standards for Registered Training Organisations (RTOs) 2025, the ESOS Act 2000, and the National Code of Practice 2018.

2. Scope

This policy applies to:

- All students, including overseas students;
- All assessment and training activities;
- All delivery modes (face-to-face, online, blended, and workplace-based);
- All staff, trainers, assessors, and contractors involved in assessment.

3. Policy Statement

Students must submit only original work that reflects their own learning and competence.

Plagiarism, cheating, collusion, or any form of academic dishonesty will not be tolerated.

New Era Institute recognises that students may still be developing academic skills and therefore distinguishes between poor academic practice and intentional academic misconduct, applying educational support and proportionate responses where appropriate.

4. Definitions

4.1 Academic Integrity

The commitment to honesty, fairness, trust, respect, and responsibility in learning and assessment.

4.2 Plagiarism

Plagiarism is the act of presenting another person's ideas, words, data, designs, images, code, or creative work as one's own, without appropriate acknowledgement, whether intentionally or unintentionally.

This includes material from:

- Published and unpublished sources;
- Digital and electronic media;



- Other students' work;
- Group work presented as individual work; and
- A student's own previously submitted work (self-plagiarism).

4.3 Cheating

Cheating is deliberately acting dishonestly to gain an unfair academic advantage, including:

- Submitting stolen, purchased, or copied work;
- Allowing another person to complete an assessment;
- Collusion where not permitted;
- Fabricating or falsifying information or evidence.

5. Examples of Plagiarism

Plagiarism includes, but is not limited to:

- Word-for-word copying without quotation marks and referencing;
- Close paraphrasing without acknowledgement;
- Copying ideas, concepts, research results, tables, images, or code without reference;
- "Cut and paste" from multiple sources e.g. google and AI;
- Submitting collaborative work as individual work;
- Copying or adapting another student's work;
- Re-submitting previously assessed work without approval;
- Inadequate or careless referencing.

6. Referencing Requirements

Students must acknowledge all sources used in assessment tasks.

Unless otherwise specified, students are required to use the **Harvard Referencing System**.

In-text references must include:

- Author(s);
- Year of publication; and
- Page number (where applicable).

Reference List

A reference list must be included at the end of the assessment and presented alphabetically by author surname, including:

- Author(s);
- Year of publication;
- Title (italicised);
- Edition (if applicable);
- Place of publication; and
- Publisher.

7. Common Knowledge

Referencing is not required for common knowledge, including:



- Widely known historical facts;
- Common sense information; and
- Generally accepted folklore or sayings.

8. Responsibilities

8.1 Staff Responsibilities

New Era Institute staff must:

- Inform students of assessment and academic integrity expectations;
- Explain plagiarism, cheating, and correct referencing practices;
- Provide guidance and examples of acceptable academic practice;
- Design varied and authentic assessment tasks;
- Clearly define individual and group work requirements;
- Promote a respectful academic learning environment.

8.2 Student Responsibilities

Students must:

- Submit only original work or properly referenced material;
- Avoid sharing assessment work with others;
- Seek clarification if unsure about referencing or assessment conditions;
- Understand the consequences of plagiarism and cheating;
- Actively uphold academic integrity.

9. Managing Plagiarism and Cheating

Where plagiarism or cheating is suspected, the matter will be reviewed in accordance with procedural fairness, including the student's right to be informed and heard.

The Institute will consider:

- The extent and nature of the conduct;
- Whether the behaviour was intentional or due to poor academic practice;
- Information and guidance previously provided to the student;
- The student's prior academic record; and
- The student's experience in vocational education and training.

Student Support Prior to Penalty (RTO Standards 2025)

Before imposing penalties for plagiarism arising from poor academic practice, New Era Institute will provide appropriate academic support, which may include:

- Guidance on referencing and assessment expectations;
- Opportunities to revise and resubmit work;
- Access to language, literacy and numeracy (LLN) support where required; and
- Trainer or assessor feedback to support learning development.

9.1 Poor Academic Practice

Where plagiarism is determined to be unintentional:



- The student will be required to revise and resubmit the assessment;
- Academic support will be provided; and
- No formal misconduct penalty will be recorded.

9.2 Intentional Plagiarism or Cheating

Where plagiarism or cheating is determined to be intentional:

- The assessment outcome may be recorded as Not Yet Competent;
- A formal written warning may be issued;
- The incident will be recorded in the student file; and
- Reassessment or further action may be required.

Students who assist others to plagiarise or cheat are treated as equally responsible.

10. Penalties

Penalties for confirmed plagiarism or cheating may include:

- Formal warning;
- Requirement to resubmit or undertake reassessment;
- Loss of credit for the relevant unit;
- Suspension or cancellation of enrolment in cases of repeated or serious misconduct.

ESOS and PRISMS Reporting

Where plagiarism or cheating results in suspension or cancellation of enrolment, New Era Institute will notify the Department of Education via PRISMS in accordance with section 19 of the ESOS Act. Students will be advised in writing that such notification may affect their student visa status.

11. Appeals

Students have the right to appeal decisions made under this policy by accessing New Era Institute's Complaints and Appeals Policy within 20 working days of notification of the decision.

12. Records Management

All records relating to plagiarism and cheating investigations, decisions, and outcomes will be:

- Stored securely and confidentially;
- Maintained in the student's individual file; and
- Retained for a minimum of seven (7) years in accordance with regulatory requirements.

13. Policy Review

This policy will be reviewed at least every two (2) years; or Earlier where required by legislative or regulatory change



APPENDIX – REGULATORY MAPPING MATRIX

Regulatory instrument	Clause/Standard	What this policy does to comply
Standards for RTOs 2025 (Outcome Standards)	1.4-1.5	Enforces assessment integrity controls and consistent decision-making for misconduct and outcomes.
Standards for RTOs 2025 (Outcome Standards)	2.6 (Students Wellbeing)	Requires support before penalties where poor practice is unintentional, reducing harm and improving learner outcomes.
Standards for RTOs 2025 (Outcome Standards)	2.7–2.8 (complaints and appeals)	Provides appeal rights within defined timeframes and documented procedural fairness.
National Code 2018	Standard 10 (complaints & appeals for overseas students)	Ensures overseas students can appeal misconduct/assessment decisions through internal/external processes.
ESOS reporting (via policy operation)	(Where suspension/cancellation occurs)	Commits to PRISMS notification when misconduct results in suspension/cancellation (visa impact warning).