

38. STUDENTS- PLAGIARISM POLICY (S)

Definition:

Plagiarism:

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own.

Plagiarism is a serious act and may result in your exclusion from a unit or a whole course. As a student if you have any doubts about including the work of other authors in your assessments, please consult with your trainer. The following list outlines some of the activities for which you can be accused of plagiarism.

- ✓ Presenting any work by another individual as one's own
- ✓ Handing in assessments similar to or copied from another student.
- ✓ Presenting the work of another individual or group as one's own work.
- ✓ Having another person write an assignment/assessment or part of an assignment/assessment for you.
- ✓ Copying phrases, sentences, sections, paragraphs etc from another person and not citing the source
- ✓ Handing in someone else's assessment/assignment and declaring it as your own.
- ✓ Modifying or paraphrasing someone else's ideas or writings and submitting them as your own.
- ✓ Submitting an assignment previously handed in for a previous class or assessment.
- ✓ Assessments information cut and pasted from the internet indicating no originality on the student's part

What Plagiarism is not:

- ✓ Asking someone to read your assignment and suggest possible improvements
- ✓ Getting together with other students to discuss an assignment
- ✓ Asking your trainer or placement supervisor for assistance with an assignment
- ✓ Quoting from another's work but not giving credit.
- ✓ Not citing "common knowledge or truths" e.g. Kevin Rudd was the Prime Minister of Australia in 2009 - that is a well-known fact.

Cheating defined:

To act dishonestly or unfairly in connection to an assessment conducted by the RTO.

Procedure

Actions to prevent cheating and plagiarism

You are made aware of the Plagiarism and Cheating Policy and Procedure through the student induction process and the Student Information booklet (SIB). Trainers and Assessors regularly reinforce the consequences of plagiarism and cheating and should provide clear guidance to you regarding the assessment conditions

All your written assessments are to include a 'Student Declaration' that is signed by you to certify that no part of the assignment has been copied from another person's work (except where documents or work is listed/ referenced, and that no part of the assignment has been written for you by another person.

Monitoring and Identification of Plagiarism and/or Cheating

Trainers and Assessors are required to undertake checks of students work for any plagiarised content or cheating that has occurred.

Action

The trainer/assessor is required to clearly identify the passages or content which are alleged to be plagiarised and their source. Where cheating is suspected the matter must be reported directly to the Training Coordinator. It is imperative that any Trainer and Assessor who suspects that they have detected plagiarism or another form of cheating, produce evidence (through identifying the source) to support their allegation.

This evidence is to be discussed with the Training Coordinator who will then seek to address the suspected plagiarism with you and the Trainer.

The first step is to determine if the occurrence was intentional or unintentional. If plagiarism and/or cheating was deemed to have occurred unintentionally the Training Coordinator will counsel with you and advise strategies to prevent this from happening in the future. At this point, you will be guided to re-submit afresh affected unit(s) of competency or piece of work.

Where plagiarism and/or cheating were deemed to have had occurred intentionally and the you are unwilling to re-submit the affected work, then the following may occur:

- ✓ Inform you verbally or in writing that plagiarised work has an NYS outcome and a re-submission of the affected piece of work is required
- ✓ If you are unwilling to re-submit work, you will be informed verbally or in writing of an NYS Overall outcome which means no SOA if a Unit of competency and no certificate if a qualification can be issued
- ✓ If not cooperating you will be suspended from undertaking the course for a period appropriate to the offence (this must be put in writing) and agreed upon mutually
- ✓ If still not cooperating you may be permanently removed from undertaking the course and have your enrolment cancelled

The Training Coordinator is to use his/her discretion in imposing a sanction for any confirmed cheating or plagiarism act that is appropriate to the offence.

If you are accused of and penalised for cheating and believe that the accusation is unjust, you have a right to appeal against the charge. You should be directed to the Complaints and Appeals policy for this appeal

All records related to plagiarism should be retained in a separate file

Forming part of this policy is:

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Authorised: CCR Executive Board Member	M.N.I	Date	Jan 2019
Approved: CCR Executive Board Member	F.O.A	Date	Jan 2019

Reviewed by (SMT)		Date	
Implementation applicable to (circle)	All, Employees, Volunteers, SMT, Student, Other		